

BOARD OF DIRECTORS MEETING MINUTES

June 23, 2020

This meeting of the Richmond Behavioral Health Authority (RBHA) Board was held through electronic communication means due to the current State of Emergency and due to safety concerns stemming from the coronavirus pandemic. Board members, staff, and the general public were able to participate by teleconference/videoconference via Zoom.

RBHA Board members present were: Thomas Bannard; Dr. Joy Bressler; Irvin Dallas, **Vice Chair**; Denise Dickerson, **Secretary/Treasurer**; Dr. Cheryl Ivey Green, **Chair**; Karah Gunther; Melodie Patterson; Malesia “Nikki” Taylor; Eduardo Vidal and Dr. Michelle Whitehurst-Cook.

RBHA Board members absent: Scott Cannady; Sabrina Gross; Dr. Cynthia Newbille and Chelsea Higgs Wise.

Staff present: Dr. John Lindstrom, **CEO**; Steve Buffenstein; Amy Erb; Bill Fellows; Susan Hoover; Dr. Jim May; Shenée McCray; Carolyn Seaman; Michael Tutt; Cristi Zedd and Meleese Evans.

RBHA’s Legal Counsel: Jon Joseph of Christian & Barton, LLP.

Guests: None.

Proceedings:

- The meeting was called to order at 3:10 p.m. by Dr. Cheryl Ivey Green.
- **Public Comment:** None.
- The Board minutes for May 5, 2020 were approved with a motion by Denise Dickerson and seconded by Irvin Dallas. The minutes were unanimously approved.

Board Chair Report- Dr. Cheryl Ivey Green

- Dr. Cheryl Ivey Green thanked RBHA staff for dealing with the day-to-day operations along with the social unrest going on around our state. Dr. Green stated she recently thanked all RBHA staff on behalf of the entire Board and attended the COVID-19 Task Force Conference call to say “thank you”.
- Dr. Green thanked Thomas Bannard for his service on the RBHA Board, as he will not be continuing for another term due to other commitments.

Chief Executive Officer’s Report- Dr. John Lindstrom

- The CEO report was discussed and is included in today’s board meeting packet and with today’s meeting minutes.

RBH Foundation Report – Ms. Carolyn Seaman

- The Foundation Development Report is included in today’s board meeting packet and with today’s meeting minutes.
- Carolyn Seaman shared the new RBHA website and pointed out some of the features and the organization of the website.

Committee Reports:**Access & Service Delivery Committee - Dr. Michelle Whitehurst-Cook**

- The Access & Service Delivery Committee met on June 2nd.
- Reviewed Service Data Report for 3rd quarter FY-20, Crisis Intervention Triage Referrals Report, and reports from Quality and Standards.
- Discussed upcoming Board education presentations.
- The RICH Recovery Clinic has served about 2,900 consumers.
- The Access & Service Delivery Committee will meet again on 9/22nd.

Advocacy & Community Education Committee – Mr. Scott Cannady

- The Advocacy & Community Education Committee has not met since the last board meeting.

Executive Committee – Dr. Cheryl Ivey Green

- The Executive Committee has not met since the last board meeting.

Finance Committee –Ms. Denise Dickerson

- The Finance Committee met on 6/10th.
- As of April 30, 2020 RBHA showed a net gain of \$9.1million and a total net position of \$17.6 million, excluding Regional and Non-authority funds.
- Total cash in the bank at April 30th was \$23.8 million, and RBHA's share of that cash is just over \$5.5 million. Although Cash balances have rebounded a bit and payments from MCOs have shown moderate improvement, there is still a considerable amount owed to RBHA. Management continues to work through this with the MCOs.
- RBHA's current operating reserve ratio is at 0.91 or just under 2 months of expenses. RBHA is reporting weekly to DBHDS on COVID-19 issues including cash flows.
- Total Client AR is \$10.4 million gross and just over \$6.3 million net of the allowance. AR balance was adjusted to reflect only amounts actually billed for the month of April.
- The note payable balance at April 30 is \$3.1 million and has been recorded in the liabilities section of the Balance Sheet.

Human Resources Committee – Mr. Irvin Dallas

- The Human Resources (HR) Committee met on 6/3rd.
- The HR Committee discussed the Chief Executive Officer (CEO) Evaluation Survey and changed the Executive Leadership Team survey to align with the Board survey. Both evaluation surveys are now in sync to get a 360 view of the CEO's performance.

Nominating & By-Laws Committee – Dr. Joy Bressler

- The Nominating and By-Laws Committee has not met since the last board meeting.

Installation of Board Officers for FY-2021

Motion: Malesia Taylor motioned to accept the Board Officers below; seconded by Thomas Bannard and unanimously approved.

- The Board approved the following Board Officers for the 2021 Fiscal Year and Jon Joseph installed the officers.
Board Chair: Dr. Cheryl Ivey Green
Board Vice Chair: Irvin Dallas
Board Secretary/Treasurer: Denise Dickerson

Approve FY 21 Budget

- The Board reviewed the proposed FY 21 transmittal budget memo from Dr. Lindstrom and budget summary pre-approved by the Finance Committee.
Motion: Denise Dickerson motioned to accept the FY 21 Budget as presented, seconded by Irvin Dallas and unanimously approved.

Performance Contract

- The Board received the new Exhibit A specifying our capacities and costs and discussed approving the continuation of the Performance Contract from the Department of Behavioral Health and Developmental Services (DBHDS) until the end of December, pending a new negotiation contract.
Motion: Denise Dickerson motioned to extend the Performance Contract to December 30, 2020 to renegotiate at that time; seconded by Irvin Dallas and unanimously approved.

Action Item: The Board will discuss additional Exhibits from DBHDS at the July 7, 2020 Board meeting.

The meeting adjourned at 4:22 p.m.

The next Board of Director's meeting will take place on **Tuesday, July 7, 2020 at 3:00 p.m. by teleconference/videoconference via Zoom.**

Respectfully Submitted:



Dr. Cheryl Ivey Green
RBHA Board Chair



Dr. John P. Lindstrom
Chief Executive Officer

Richmond Behavioral Health Authority
Board of Directors
Chief Executive Officer's Report
June 23, 2020

Since the May meeting of the RBHA Board of Directors, we have been busy bringing FY 20 to a close and preparing for FY 21, still under the conditions of COVID 19 and all associated uncertainties. The FY 21 Budget Proposal is complete, receiving approval of the Finance Committee for movement before the full Board of Directors. As of now, we have become well accustomed to the use of telehealth platforms and making determination as to which technologies work best and under what conditions. Our FY 20 External Audit has kicked-off with preparation for completion steps after the books have been closed on the operating year. Construction on the Children's Services Center (North Campus) is proceeding well, with anticipated completion this summer. We are putting together the final steps in concluding, after a 24 year history, RBHA's Psychiatric Service contract with VCU Health Systems. RBHA now either directly employs or contracts with individual psychiatrists. As part of this transition, RBHA has established its own Chief Medical Officer and will be adopting a Peer Review process as part of the clinical oversight and evaluation processes.

COVID 19 presented tremendous unexpected challenges. Services were quickly and strategically modified to give us the best opportunity to serve individuals and the community. There was an expected downturn in service volume, with corresponding reductions in revenues. Our Psychosocial Rehabilitation program continues to operate in a telephonic support mode, awaiting guidance from DMAS as to how such services might fully reopen in the future. The same is true of Therapeutic Day Treatment, a program that is highly dependent on the manner in which schools reopen.

For RBHA, our eventual complete reopening will involve not only the implementation of public health guidelines, but also a "re-imagining" of our look and shape. We will be exploring ways in which telehealth, telework, and public health principles will be retained, not as part of emergency procedures, but rather as fundamental to our organizational and service structure.

During today's Board of Directors meeting, additional information/discussion will relate to the following:

FY 21 Budget Proposal

CEO Report
June 23, 2020

FY 21 Performance Contract

Children's Services Center (North Campus)

Mobile Crisis Expansion (STEP VA)

Revenue Cycle Management – 30 Day and Aging AR

Crisis Alert System as reported in media

Respectfully submitted,

A handwritten signature in black ink, appearing to read "John P. Lindstrom", with a long, sweeping horizontal flourish extending to the right.

John P. Lindstrom, Ph.D., LCP
Chief Executive Officer

**RBHA Board Meeting
 Development Report – June 23, 2020**

Richmond Behavioral Health Foundation

YTD revenue (donations and grants): \$121,051.60 (as of February 29, 2020)

YTD grants: \$92,000.00 (as of April 30, 2020)

YTD gifts-in-kind: \$93,714.00 (as of April 30, 2020)

	Current Year (FY20)	Previous Year (FY19)	Two Years Ago (FY-18)
	Total Grants/Requests Submitted in FY20 (July 1, 2019 – June 30, 2020)	Total Grants/Requests Submitted in FY19 (July 1, 2018 – June 30, 2019)	Total Grants/Requests Submitted in FY 18 (July 1, 2017 – June 30 2018)
Number of Submitted Grants/Requests	3 carryover from FY19 (\$40,000) 9 58,000 (TOTAL: \$131,000)	9 \$418,500 and up to \$500,000 (TOTAL: \$918,500)	8 (TOTAL: \$136,000)
Number of Funded Grants/Requests	8	5	6
Dollar Value of Awarded Grants/Requests	\$92,000	\$59,795 Approx. \$9,342 In-Kind	\$106,000.00
Number of Pending Grants/Requests	1	2	0
Dollar Value of Pending Grants/Requests	\$8,000 - \$48,000	\$40,000	\$0
Number of Denied Grants/Requests/Postponed	3 - postponed	3	2
Dollar Value of Denied or Partially Funded Grants/Requests	\$31,000	\$821,500.00	\$30,000
Gifts in Kind Monetary Value	\$93,714.00	\$9,342.00	---
Volunteer Hours	275	200	---

Update on Grants and Gifts: See attached chart

RBHA Board Meeting Development Report – June 23, 2020

Appeals

- Annual RBHF Giving Appeal to be mailed in November
- RBHA United Way Campaign to kick off in November - Goal \$40,000
- Giving Tuesday – December 3, 2019 – Cold Weather Items
- Summer Camp Appeal in March 2020 – cancelled
- COVID-19 Relief – Masks, Cash, Gift Cards (restaurants & grocery stores)

Media/Marketing:

- Website went LIVE last week
- Website Development – RBHA & RBHF – Charles Ryan Associates – anticipated launch in February/March - May
- Brand Federation – Branding & Messaging Workshop – February 11, 2020
 - Follow Up Meeting in April 2020
 - Next Steps – Develop an Implementation Plan
 - Developed an Implementation Task Force
 - 12-18 Implementation Plan created by August 2020
- RBHA Mission, Vision, and Values Roll out in February – new RBHA marketing materials
- New Year Cards were mailed early January – used photography by Charlie Theideck
- Partnering with SUD & Prevention and RTD for print and digital ads
 - February 24th – story and MH First Aid in RTD
- RTD Advertorial & Digital Ad – April 13, 2020 – COVID-19
- Urban One Radio – Dr. Lindstrom interview
- Sunday Ad – Non-profit Awareness

Events:

- Art of Recovery – October 21, 2019, 5:30pm - 8:00pm
- Art of Recovery 2020 – Moving event to May – May 28th, 5:30 – 8pm, Studio Two Three in Scott's Addition - postponed

Community Outreach:

- Lewis Ginter Dinner – August 2019
- Rotary Club of Short Pump – September 2019
- Met with HKS Architects regarding possible partnership/volunteer involvement at North Campus – specifically the Withdrawal Management Unit
- Lewis Ginter EPA Grant – Up to \$5,000 for storm water management projects
- Community Volunteers have donated more than 900 cloth masks
- Hand On Greater Richmond Volunteers – donating Nourishment Kits for Homeless Services – May 7th & 11th

GRANT Applications FY20

	Application Date	Request	Requested	Funded	Not Funded	In Kind	NOTES
Altria ACECF	5/8/2019	Homeless Services SUD Peer Outreach	\$ 25,000.00	\$ 25,000.00	\$ -		Outreach Services Funding
Dominion Foundation	6/7/2019	Homeless Services SUD Peer Outreach	\$ 15,000.00	\$ 10,000.00	\$ 5,000.00		Salary Support *change in award 01/2020
Hands On Greater Richmond	6/28/2019	North Campus Greenspace	\$ -	yes		\$ 14,000.00	Altria ELVE Project - funding plus 275 Volunteer Hours
							275 Volunteer Hours
Aetna		Alive RVA	\$ 5,000.00	\$ 5,000.00			via Dawn - ALIVE RVA support
RBHA Prevention Services	7/9/2019	Consultant Services	\$ -	\$ -		\$ 50,000.00	Messaging/Branding
Women of St. Stephen's Church	8/15/2019	WRTC - North Campus	\$ 3,000.00	\$ 2,000.00	\$ 1,000.00		Welcome Kits - Women and Children
ConseRVAtion Fund		North Campus Walking Trail	\$ 25,000.00	\$ 25,000.00			Trail & Plantings to stop water erosion
Giving Tuesday						\$ 905.00	Individual Donors
Art of Recovery						\$ 719.00	Raffle Prize Donations
Facilities Bullpen						\$ 3,090.00	Office/Group Room Furniture Donation - North Campus
Charles Ryan Associates						\$ 20,000.00	Website Development
Lewis Ginter		EPA Stormwater Management Project				\$ 5,000.00	North Cammpus
Hands On Greater Richmond	1/24/2020	Altria ELVE Project					Chelsea Hill - Landscaping - postponed
Hands On Greater Richmond	1/24/2020	Altria ELVE Project					North Campus MRTC - Dining Room Paint - postponed
Hands On Greater Richmond	1/24/2020	Altria ELVE Project					North Campus MRTC - Entry/Reception Paint - postponed
The Community Foundation			\$ 50,000.00	\$ 25,000.00	\$ 25,000.00		COVID-19 Relief Funding - Homeless Services
Cloth Face Masks							Received over 900 donated maks
Community Foundation		COVID-19 Relief Mental Health Needs	\$8,000				Private Donor - invited to submit proposal
St. Paul's Episcopal Church	5/12/2020	COVID-19 Housing Assistance MRTC	\$20,000				
		TOTALS:	\$ 151,000.00	\$ 92,000.00	\$ 31,000.00	\$ 93,714.00	