

**BOARD OF DIRECTORS MEETING MINUTES
July 5, 2022**

Richmond Behavioral Health Authority (RBHA) Board Members, the CEO and Executive Assistant assembled for this meeting in the RBHA Board Room at 107 S. 5th Street in Richmond, Virginia 23219.

This meeting was also held through electronic communication means due to safety concerns stemming from the coronavirus pandemic.

The public was provided the option to attend in person or by teleconference/videoconference via Zoom. Other staff attended by teleconference/videoconference via Zoom.

RBHA Board members present: Jenny Aghomo; Tameisha Archer; Scott Cannady; Irvin Dallas, **Chair**; Dr. Brian Maiden; Sarah Mines; Rev. Dana Sally-Allen; Malesia "Nikki" Taylor, **Secretary/Treasurer**; Eduardo Vidal and Stephen Willoughby.

RBHA Board members absent: Dr. Joy Bressler; Karah Gunther, **Vice Chair**; Shauntelle Hammonds and Dr. Cynthia Newbille.

Staff present: Dr. John Lindstrom, **CEO**; Amy Erb via Zoom; Bill Fellows via Zoom; Shenee McCray via Zoom; Carolyn Seaman via Zoom; Steve Buffenstein and Melese Evans, Executive Assistant.

RBHA's Legal Counsel: Jon Joseph of Christian & Barton, LLP, via Zoom.

Guests: None.

Proceedings:

- The meeting was called to order at 3:05 p.m. by Irvin Dallas.
- Irvin Dallas welcomed everyone and asked each person to introduce themselves; as, two new RBHA Board members, Jenny Aghomo and Tameisha Archer, were present.
- **Public Comment:** None.
- The Board meeting minutes for June 21, 2022, were approved with a motion by Stephen Willoughby, seconded by Malesia "Nikki" Taylor and unanimously approved by all members present.

Employee Recognitions

- Yashima Douglas, Behavioral Health Technician Aide in the Substance Use Disorders Services' Men's Residential Treatment Center, was recognized as employee of the month.
- The RICH Clinic Certified Medical Assistant Team was recognized as team of the month.

Chief Executive Officer's Report - Dr. John Lindstrom

- Dr. Lindstrom stated we are still addressing vacancies and growing to address several programs received from the Department of Behavioral Health and Developmental Services. We have begun the process of activating compensation adjustments the Board approved at the meeting this past June and an action plan to address the compression issue.
- Will give status of RFP releasing on acquiring a new electronic health record system at the September Board meeting.

RBH Foundation Report - Carolyn Seaman

- The Foundation Development Report was discussed and is included in today's board meeting packet and with today's meeting minutes.

- Carolyn Seaman stated she will have the full year end report at the next RBHA Board meeting.

Committee Reports:

Access & Service Delivery Committee – Malesia “Nikki” Taylor

- The Access & Service Delivery Committee met since the last Board meeting; however, a report will be provided at the next Board meeting.

Advocacy & Community Education Committee – Scott Cannady

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

Executive Committee – Irvin Dallas

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

Finance Committee Report – Irvin Dallas

- Total cash in the bank at May 31st was \$26.9 million, and RBHA's share of that cash is \$9.4 million.
- RBHA's current operating reserve ratio for May was 1.13 or more than 2 months of expenses.
- RBHA's net worth is \$14.8 million and FY2022 net income at May 31st was \$7.5 million.
- Gross Accounts Receivable (AR) is \$22.2 million and net AR, after the allowance for doubtful accounts, is \$7.7 million due from the Managed Care Organizations.
- The note payable balance at May 31st was \$2.8 million.

Human Resources Committee –Irvin Dallas

- The Human Resources Committee reviewed the 2022 Chief Executive Officer (CEO) Evaluation results from the RBHA Board’s and Executive Leadership Team’s CEO performance surveys.

Nominating & By-Laws Committee – Dr. Joy Bressler

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

CLOSED SESSION

- Pursuant to Section 2.2-3711A(1) of the Code of Virginia, a motion was made by Malesia “Nikki” Taylor and seconded by Dr. Brian Maiden to move the meeting into closed session at 3:53 p.m. for purposes of discussion of personnel matters. Each Director was polled and provided the certification required by statute.
- The meeting entered back into open session at 4:23 p.m.
Motion: Rev. Dana Sally-Allen moved to renew the CEO Contract for a year and compensation in accordance with the budget, as all other RBHA employees, seconded by Scott Cannady and unanimously approved by all members present.


The meeting adjourned at 4:34 p.m.

The next Board of Director’s meeting will take place on **Tuesday, September 6, 2022, at 3:00 p.m., at RBHA, 107 S. 5th Street in Richmond, VA 23219.**

Respectfully Submitted:



Irvin Dallas
RBHA Board Chair



Dr. John P. Lindstrom
Chief Executive Officer

July 5, 2022

MOTION

I move that the meeting of the Board of Directors of the Richmond Behavioral Health Authority enter closed session pursuant to Section 2.2-3711A(1) of the Code of Virginia for purposes of discussion of personnel matters.

RBHA Board Meeting
Development Report – July 5, 2022

Richmond Behavioral Health Foundation

YTD Unrestricted to RBHF: \$19,631.08 (as of 04/30/22)

YTD grants awarded: \$86,000 + \$4,996.46 (grant awarded in FY2021) = \$90,996.46

YTD gifts-in-kind: \$108,572.44 (donated items + volunteer hour value)

YTD Total Revenue: \$219,199.98 (includes GIK values)

	Current Year (FY22)	Past Year (FY21)	2 years ago (FY20)
	Total Grants/Requests Submitted in FY21 (July 1, 2021 – June 30, 2022)	Total Grants/Requests Submitted in FY21 (July 1, 2020 – June 30, 2021)	Total Grants/Requests Submitted in FY20 (July 1, 2019 – June 30, 2020)
Number of Submitted Grants/Requests	14 Total: \$667,500.00	7 Total: \$108,820	2 carryover from FY19 (\$40,000) 10 (TOTAL: \$151,000)
Number of Funded Grants/Requests	7	3	7
Dollar Value of Awarded Grants/Requests	\$86,000.00	\$51,320	\$142,000
Number of Pending Grants/Requests	3	1	0
Dollar Value of Pending Grants/Requests	\$178,000.00	\$15,000	0
Number of Denied Grants/Requests/Postponed	3	3	2 - denied 3 – cancelled (COVID)
Dollar Value of Denied or Partially Funded Grants/Requests	\$403,500	\$57,500	\$59,000
Gifts in Kind - Monetary Value (Includes Value of Volunteer Hours and Value of donated items)	\$65,242.44 (Volunteer Hours Value) \$43,330.00 (Donated Items Value)	\$68,357.20	\$57,671.25

RBHA Board Meeting
Development Report – July 5, 2022

Volunteer Hours	2306	1551	863
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Update on Grants and Gifts: See attached chart

Communications/Marketing:

Communications Plan has begun for 2022 – increased community awareness of RBH, educate and inform about behavioral health

Social Media Platforms, Email Newsletters, Website

Highlighting Employees – Social Work Month, National Counseling Month, etc.

Volunteer Projects:

Spring Projects

- Activity Kits
- Baby Care Kits

Combined Board DIY Project – scheduled for Thursday, April 28, 12noon – 2pm in the Board Room at 107 S.5th St.

Appeals:

- Exceeded 100% increase in year-end appeal

Grant Applications:

- Several granting organizations have moved to Letters of Intent prior to grant applications – organizations will need to be invited to submit full applications.

RBHF Board Fundraising Project:

- Tom Maness has offered a \$5,000 match to RBHF Board member fundraising for a specific project (\$10,000 total). Project TBD on May 13, 2022.

RBHA Mini Grants:

- Due to increased unrestricted donations, RBHF is able to offer 6 \$5,000 Mini Grants to RBHA Programs and services. Staff will submit brief proposals for the grants. RBHF Executive Committee will review proposals and present “finalists” to the RBHF Board for vote.
- Three \$5,000 grants will be awarded in July 2022 and three in January 2023.

RBHA Board Meeting
Development Report – July 5, 2022

- Through the Mini Grants we hope to accomplish:
 - Increased RBHA staff engagement with the Foundation – and tangible results of our work, especially in programs who have not benefitted from grant funding through RBHF.
 - Meeting needs of programs and services where gaps in funding exist.
 - Providing the RBHF Board opportunity to be more engaged and, hopefully, inspire more Board Member fundraising on behalf of the organization.
 - Provides RBHF Development with a list of needs across the agency for potential grant applications.
 - Allows for specific feedback to donors who give unrestricted funding.

Upcoming in July 2022:

July 14th, 11am – American Horticulture Society Conference Tour of North Campus Gardens

July 15th, 12noon– RBHF Board Meeting

Finalizing decisions on first Mini Grants to RBHA programs and services.

Finalizing logistics/marketing around the \$5,000 Match Donation from Tom Maness.

July - Hands On Greater Richmond will be doing a Featured DIY Project for RBH – Children's Personal Care Kits

July 20th, 1pm – 4pm – Hands On/Altria Volunteer Event at North Campus – 100+ volunteers

Landscaping around WRTC building

Mural on the gym

400 Snack Kits (100 for TDT – 300 other agency programs)

100 Keep Calm Kits for TDT summer program

To be scheduled – Small Ribbon-Cutting Event for the new exercise room at the Marshall Center – funded via a grant from Aetna Better Health

GRANT Applications FY22

Application Date	Request	Requested	Funded	Not Funded	In Kind Value	Volunteer Hours	NOTES
7/9/2021	Community Education Campaign	\$ 15,000.00	\$ 10,000.00	\$ 5,000.00			ACK Dominion in print at Open Houses
8/7/2021	Community Education Campaign	\$ 269,000.00	\$ -	\$ 269,000.00			via The Community Foundation/ 2nd Year request: \$155,000
8/16/2021	Community Education Campaign	\$ 14,000.00	\$ -	\$ 14,000.00			American Rescue Plan funds
9/2/2021	Permanent Supportive Housing	\$ 100,000.00	\$ -	\$ 100,000.00			temporary housing costs
9/10/2021	TDT Program Support	\$ 50,000.00	\$ 30,000.00	\$ 20,000.00			to support 6 months of a clinician position to build census
9/14/2021	Strollers/Car Seats for WRTC participants	\$ 1,500.00	\$ 1,000.00	\$ 500.00			strollers & car seats to gift to mothers in WRTC program
10/27/2021	Homeless Services Support	\$ 25,000.00	\$ 25,000.00				Homeless Services Outreach & Temporary Housing Costs
1/28/2022	LOI						New Process for CV2022 grant applications
2/14/2022	Gym/Exercise Equipment	\$ 5,000.00	\$ 10,000.00				North Campus or Marshall Center - funded both
2/15/2022	LOI						General Operating Support LOI - new process - declined
2/25/2022	Mobile Nurse Health Educator	\$ 125,000.00					Homeless/Residential Services - Sept notification
4/8/2022	Funding for Snack Kits	\$ 3,000.00					Snack Kits for RICH Clinic and others
6/10/2022	CSC	\$ 50,000.00					CSC - Inside & Outside Equipment - September notification
		\$ 657,500.00	\$ 76,000.00				
Grant Totals:		\$ 667,500.00	\$ 86,000.00	\$ 408,500.00			

Volunteer Projects/Requests/GIK					In Kind Value	Volunteer Hours	
Skills Connect	8/30/2021	Translation of RBH brochure and Rapid Access brochure to Spanish					
Hands On/Altria	8/31/2021	Hygiene Kits for North Campus programs	\$ 2,500.00	\$ 2,500.00			November 10th Volunteer Event with Altria Employees
Website Brand Updates	8/1/2021	converting website to brand style guide			\$ 10,000.00		Charles Ryan Associates
Hands On/Altria	1/10/2022	Activity Kits for CSU & North Campus	\$ 2,500.00	\$ 2,500.00			Activity Kits for Adults
Hands On/Corporate Partner	2/2/2022	Baby Care Kits	\$ -				Secondary app for Altria or for other corporate partner
Richmond Assoc of Realtors	3/23/2022	Donated Office furniture					Furniture for RBHF, HOPE, SUD OP
Richmond Flying Squirrels	4/25/2022	12 Tickets					Marshall Center members
Hands On/Altria	5/20/2022	WRTC Entry Landscaping, Mural, and Kits	\$ 5,000.00	\$ 5,000.00	\$ 15,000.00		July 20th Event (15,000 value + 5,000 cash)

DIY Volunteer Projects	Date	Nourishment Kits	Cold Weather Kits	Hygiene Kits	Activity Kits	Baby Care Kits	Kit Value	V. Hours	Volunteer Value
Fall 2021	10.21.21	126	158	104			\$ 3,880.00	233	DIY \$ 6,649.82
	11.10.21		129				\$ 1,290.00	27	Combined Board Event \$ 770.58
	11.16.21			300			\$ 2,500.00	21	Kit Items - Altria grant \$ 599.34
	11.30.21	516	262	177			\$ 9,550.00	573	DIY \$ 16,353.42
	12.08.21	202	314	152			\$ 6,680.00	401	\$ 11,444.54
	10.28.21		5				\$ 50.00	3	Olive Roever \$ 85.62
	11.10.21	40					\$ 400.00	24	\$ 684.96
	11.29.21	100					\$ 1,000.00	60	VCU Students & Alumni \$ 1,712.40
	01.18.22		30				\$ 300.00	30	RBHA Finance Dept \$ 285.40
	01.27.22			385			\$ 3,850.00	128	Hands On donations \$ 3,653.12
Spring 2022	02.25.22					5	\$ 50.00	3	\$ 85.62
	03.24.22					100		3	Altria funded Volunteer Event @ North Campus \$ 85.62
	04.07.22			42		12	\$ 540.00	18	community drop off date 1 \$ 513.72
	04.12.22			30			\$ 300.00	10	donor dropped off at Hands On office \$ 285.40
	04.21.22			321		87	\$ 2,540.00	762	community drop off date 2 \$ 21,747.48
	04.28.22					40	\$ 400.00	10	Board Event \$ 285.40
	05.05.22					84	\$ 1,500.00	50	community drop off date 3 \$ 1,427.00
	05.19.22					129	\$ 1,410.00	47	\$ 1,341.38
	Totals:	984	898	1118	711	217	\$ 61,240.00	2403	\$ 68,010.82

28.54/hour

