

BOARD OF DIRECTORS MEETING MINUTES

February 4, 2020

The Richmond Behavioral Health Authority (RBHA) Board met at 107 S. 5th Street, in Richmond, VA 23219.

RBHA Board members present were: Thomas Bannard; Dr. Joy Bressler; Scott Cannady; Irvin Dallas; **Vice Chair;** Dr. Cynthia Newbille; Melodie Patterson; Malesia “Nikki” Taylor; and Eduardo Vidal.

RBHA Board members absent were: Denise Dickerson, **Secretary/Treasurer;** Dr. Cheryl Ivey Green, **Chair;** Sabrina Gross; Karah Gunther; Dr. Michelle Whitehurst-Cook and Chelsea Higgs Wise.

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

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

Guests: None.

Proceedings:

- The meeting was called to order at 3:00 p.m. by Mr. Irvin Dallas.
- **Public Comment:** None.
- The Board minutes for January 2020 were approved with a motion by Scott Cannady and seconded by Malesia “Nikki” Taylor. The minutes were unanimously approved.

Employee Recognitions

- Rebecca Cohen, Clinician I in Substance Use Disorders Outpatient Services, was recognized as employee of the month.
- Adult Mental Health Leadership was recognized as team of the month.

Board Chair Report- Dr. Cheryl Ivey Green

- No report.

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 was discussed and is included in today’s board meeting packet and with today’s meeting minutes.
- The Art of Recovery Event will take place on May 28, 2020 from 5:30 – 8:00 pm at Studio Two Three in Scott’s Addition.

Committee Reports:

Access & Service Delivery Committee - Dr. Michelle Whitehurst-Cook

- The Access & Service Delivery Committee has not met since the last board meeting. The Committee will meet again on March 24, 2020.

Advocacy & Community Education Committee – Mr. Scott Cannady

- The Advocacy & Community Education Committee met on January 30, 2020.
- Advocacy & Community Education Committee members came up with steps to inform others about RBHA and how we serve the community.
- RBHA will continue to support at Virginia Association of Community Services Boards (VACSB) level.
- Draft meeting minutes from the Committee are included in today's meeting packet.
- The next Advocacy & Community Education Committee meeting will be scheduled for April.

Executive Committee – Dr. Cheryl Ivey Green

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

Finance Committee –Ms. Denise Dickerson

- The Financial statements and the executive summary for November and December are included in today's meeting packet.
- As of December 31, 2019 RBHA showed a net gain of \$1.5 million and a total net position of \$11.3 million, excluding Regional and Non-authority funds.
- Total cash in the bank at December 31st was \$27.5 million, and RBHA's share of that cash is \$4.01 million. Although Cash balances have rebounded a bit and payments from MCOs has improved, there is still a considerable amount owed to RBHA. Management continues to arrange meetings with all of the MCOs.
- The investment balance decreased by \$7,500 for the month on the \$5.85 million invested at the end of December. Please note, Investments held at Morgan Stanley were liquidated during January and are currently held in cash at Truist Bank (formerly SunTrust Bank).
- RBHA's current operating reserve ratio is at 1.31 or just under 3 months of expenses.
- Total Client AR is \$9.3 million gross and just over \$5.63 million net of the allowance. AR balance was adjusted to reflect only amounts actually billed for the month of December. This method of presenting AR represents a more realistic figure to be collected. The cause of the slow collection of AR has not changed, however Management continues to increase pressure on the MCOs to pay for the claims submitted.
- The note payable for \$3.2 million has been recorded and the long-term portion is presented on the balance sheet in the long-term liabilities section.
- The Finance Committee will meet again on February 26, 2020.
- **Resolution from the Finance Committee for consideration by the RBHA Board of Directors: To Renew and Increase the RBHA Line of Credit at Truist Bank (formerly SunTrust) from \$1.5 million to \$3 million.**
The Finance Committee of Richmond Behavioral Health Authority recommends the renewal of the line of credit at Truist Bank for one-year and the increase of said line from 1.5 million to 3 million dollars.

Dr. Cynthia Newbille seconded the recommendation that the RBHA Board of Directors authorize the renewal of the line of credit at Truist Bank for one-year and the increase of said line from 1.5 million to 3 million dollars. The Board unanimously approved the recommendation.

Human Resources Committee – Mr. Irvin Dallas

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

Nominating & By-Laws Committee – Dr. Joy Bressler

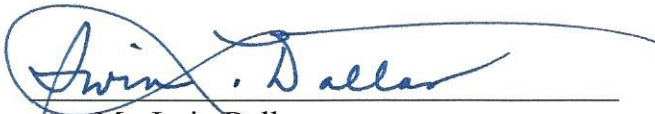
- The Nominating and By-Laws Committee has not met since the last board meeting.

The meeting adjourned at 4:19 p.m.


Immediately following today's board meeting, board members and staff attended the Wayne Hamilton Blanks Service in Recovery Award recognition and reception in room 271.

The next Board of Director's meeting will take place on **Tuesday, March 3, 2020 at 3:00 p.m.**

Respectfully Submitted:



Mr. Irvin Dallas
RBHA Board Vice Chair



Dr. John P. Lindstrom
Chief Executive Officer

Richmond Behavioral Health Authority
Board of Directors
Chief Executive Officer's Report
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Today's CEO report will be brief. During today's meeting, we will have the pleasure of honoring two recipients of the **2019 Wayne Blanks Service in Recovery Award**. The award presentations will occur in Room 271 at 4:30, followed by a brief reception.

The **2019 Annual Report** is complete. Copies were distributed to the Board along with your regular Board meeting documents.

I was very pleased with the discussion during meetings of the **RBHA Finance and Advocacy committees**. The numbers are looking good on the financial front, with opportunities remaining related to reconciling our sizeable accounts receivable with the six Managed Care Organizations. I wish to give special thanks to the dedicated efforts of **Denise Dickerson, Cheryl Ivey Green, and Irvin Dallas** as they aptly go about the Board's business of oversight of our financial health and fiscal operations. I also thank **Scott Cannady** for assuming the chair of the Advocacy & Community Education committee. Scott is passionate about our work and came prepared with many concrete ideas as to how to re-energize and go about the work of the committee.

Leadership Structure – As reported last month, the RBHA leadership has reorganized around three structures: **Executive Leadership Team, Senior Leadership Team, and Leaders** (agency-wide supervisors and managers not otherwise assigned to either the ELT or SLT). The Executive team will focus on major policy and practice priorities, fiscal/budget planning, and overall agency health and well-being. The Senior team will focus primarily on cross-agency collaboration and consistency of operations. Finally, the Leader team will focus on training, overall quality improvement, and person-centered problem solving in meeting the diverse and complex needs of those we serve. Several positions on the ELT have been re-titled – Chief Administrative Officer, Chief Financial Officer, and three Chief Operative Officers (previously Division Directors representing mental health, substance abuse, and developmental disabilities). The most recent development is that Dr. Riaz has agreed to transition toward the role of **Chief Medical Officer**.

VACSB – The 2020 VACSB Legislative Conference was held at the Marriott Hotel (Downtown) on January 21 and 22. RBHA's Board of Directors Chair and Vice Chair participated.

Red Cross Building – Planning around space utilization and building repairs continues. We should have a timetable established within the month for moving in.

City Council – My presentation to the Organizational Development standing committee of City Council has been rescheduled to March 2. The presentation will focus on RBHA's scope of

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services and community impact, our growth, and challenges of the health care environment. This would be an excellent time for any attending RBHA Board members to come out and support RBHA as appointees of Council.

North Campus – Daniel and Company continues work on the Children’s Services Center. This 1.3 million dollar project will provide appropriate space for child minding in conjunction with the Women’s Residential Treatment program and co-location for our Early Intervention Program.

Human Resources, Inc. – Our planning team continues to work out details for assuming HRI assets. Draft management and transition agreements have been submitted for additional review by the HRI Board of Directors.

First Floor Remodeling – We are in the process of procuring design and engineering plans for re-purposing portions of the first floor at our 107 S. Fifth Street location to accommodate expansion of outpatient and medical services, both part of our efforts related to the CCBHC grant and opportunities under STEP Virginia.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "John P. Lindstrom", with a large, sweeping flourish at the end.

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

**RBHA Board Meeting
 Development Report – February 4, 2020**

Richmond Behavioral Health Foundation – As of January 31, 2020

YTD revenue (donations and grants): \$118,676.54

YTD grants: \$92,000.00

YTD gifts-in-kind: \$43,714.00

	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) 6 58,000 (TOTAL: \$98,000)	9 \$418,500 and up to \$500,000 (TOTAL: \$918,500)	8 (TOTAL: \$136,000)
Number of Funded Grants/Requests	6	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	3	2	0
Dollar Value of Pending Grants/Requests	\$0	\$40,000	\$0
Number of Denied Grants/Requests	0	3	2
Dollar Value of Denied or Partially Funded Grants/Requests	\$6,000	\$821,500.00	\$30,000
Gifts in Kind Monetary Value	\$43,714.00	\$9,342.00	---
Volunteer Hours	275	200	---

Update on Grants and Gifts: See attached chart

**RBHA Board Meeting
Development Report – February 4, 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

Media/Marketing:

- Website Development – RBHA & RBHF – Charles Ryan Associates – anticipated launch in February/March
- Brand Federation – Branding & Messaging Workshop – February 11, 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

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

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

