

2023 ANNUAL REPORT

RICHMOND BEHAVIORAL HEALTH AUTHORITY

12/12/2023

1. Current Members and Terms

i List current members and their terms and indicate **chairs and vice-chairs**.

SEE ATTACHED BOARD DIRECTORY

2. By-Laws

i Include/attach a copy of the body's most recent **by-laws or rules of procedure**. **SEE ATTACHED BOARD BY-LAWS**

3. Attendance Records

i Include a **2023 attendance record** here or fill out the spreadsheet provided separately and attach to report. **SEE ATTACHED ATTENDANCE ROSTERS**

4. Dates of Meetings

i Include the dates of meetings held in the last twelve (12) months and meeting dates for the year 2024, if applicable. **2023 – January 3, February 7, March 7, April 11, May 2, June 13, July 11, September 5, October 3, November 14.**

2024 – January 9, February 6, March 5, April 2, May 7, June 4, July 2, September 3, October 1, November 12.

5. Expectations and Responsibilities of Board/Commission Members

i Include a brief description of expectations and responsibilities of commission/board members. **Regular meeting attendance, participation in at least one board committee, review monthly financial reports, adopt annual budget framework as developed by the executive team, complete annual evaluation of CEO, support public education & advocacy efforts of the Authority.**

6. 2023 Projects





- i** *Concluded acquisition of HRI assets and began operating as an RBHA licensed program (Recovery Plus), purchased the old Juvenile Court Building from Pilgrim Baptist Church to use for outpatient services. Expanded Crisis Services to include Mobile Crisis, Community Stabilization, and call center dispatch functions. In partnership with RPD, launched two Community Response Teams in support of our Marcus Alert plan. Undertook major renovation/construction on North Campus to improve our Withdrawal Management Unit and create the platform for building a 23-hour Crisis Observation Center.*

7. Legislation and Policy Recommendations

- i** *RBHA is working with the Virginia Association of Community Services Boards on a legislative agenda for the 2024 session.*


RBHA Board Meeting Attendance
July, 2022 - June, 2023




Board Members	Term Ends	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Attended this FY
AGHOMO	June 30, 2025	X		X	X	0		X	X	0	X	X	0	7
ARCHER	June 30, 2025	X		X	0	X		X	X	X	X	0	X	8
BABENKO	June 30, 2025			X	X	X		X	0	0	X	X	X	7
BRESSLER	December 31, 2024	0		0	0									0
CANNADY	June 30, 2025	X		X	X	0		0	X	0	X	X	X	7
DALLAS	June 30, 2023	X		X	X	X		X	X	0	X	X	X	9
GUNTHER	June 30, 2025	0		X	X	X		X	X	X	X	X	0	8
HAMMONDS	June 30, 2024	0		0	0	0		0	0	0	0	0	0	0
MAIDEN	December 31, 2023	X		0	X	X		X	X	0	X	X	X	8
MINES	June 30, 2023	X		X	0	0		X	X	0	X	X	X	7
NEWBILLE	December 31, 2024	0		X	X	X		0	X	X	0	X	0	6
SALLY-ALLEN	December 31, 2023	X		X	X	X		X	X	X	X	0	X	9
TAYLOR	December 31, 2023	X		X	X	X		X	X	X	X	0	X	9
VIDAL	December 31, 2024	X		X	X	X		X	X	X	X	X	X	10
WILLOUGHBY	June 30, 2025	X		X	X	X		0	X	X	X	X	X	9
YOUNG	December 31, 2024												0	0

X Attended
 0 No Attendance
 No meeting held
 Term Expired/Still Attending
 Term Expired/Membership Ended
 New Term-no prior attendance

RBHA Board Meeting Attendance July, 2023 - June, 2024

Board Members	Term Ends	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Attended this FY
AGHOMO	June 30, 2025	0		0	X	X								
ARCHER	June 30, 2025	X		0	X	X								
BABENKO	June 30, 2025	X		X	X	X								
CANNADY	June 30, 2025	0		X	0	X								
DALLAS	June 30, 2026	X		0	X	X								
GUNTHER	June 30, 2025	X		X	X	X								
HAMMONDS	June 30, 2024	0		0	0	0								
MAIDEN	December 31, 2023	0		0	X	X								
NEWBILLE	December 31, 2024	0		0	X	X								
SALLY-ALLEN	December 31, 2023	0		0	X	X								
TAYLOR	December 31, 2023	X		X	X	X								
VIDAL	December 31, 2024	0		X	X	X								
WILLOUGHBY	June 30, 2025	X		X	0	X								
YOUNG	December 31, 2024	0		X	0	0								

X Attended
 0 No Attendance
 No meeting held

 Term Expired/Still Attending
 Term Expired/Membership Ended
 New Term-no prior attendance



BY-LAWS

Richmond Behavioral Health Authority
(revised 3/7/17)

ARTICLE I - Name

The name of the organization shall be the Richmond Behavioral Health Authority (the "Authority").

ARTICLE II - Purpose, Duties, Membership and Authority

Section 1 - The purposes and duties of the Authority shall be as set forth in City Council Resolution No. 96-R106-100, adopted July 1, 1996, as amended by City Council Resolution No. 96R145-146, adopted October 14, 1996, as amended by City Council Resolution No. 97-R93-145, adopted July 28, 1997 (as further amended and in effect from time to time, the "Creating Resolution"), and Chapter 15, Title 37.1 of the Code of Virginia of 1950, as amended (the "Enabling Act"). The powers of the Authority shall be vested in the members of the board of directors thereof (the "Board") in office from time to time and appointed in accordance with the Enabling Act. Each member shall hold office for the term prescribed in accordance with law, and vacancies in the membership of the Board shall be filled as provided by law. The Authority shall have such powers and authority as are prescribed by the Creating Resolution, the Enabling Act and all such other powers and authority as may be granted now and in the future by the Council of the City of Richmond, Virginia and the General Assembly of Virginia.

Section 2 - Each member of the Board shall before taking office subscribe to the oath prescribed by Section 49-1 of the Code of Virginia of 1950, as amended.

ARTICLE III - Officers of the Board and their Duties

Section 1 - In accordance with the Enabling Act, the officers of the Board shall consist of a Chairperson, a Vice Chairperson, a Secretary and a Treasurer, all of whom shall be elected by the Board.

Section 2 - The Chairperson, or in his or her absence, the Vice Chairperson, shall preside at all meetings of the Board, perform all of the duties commonly incident to such office and shall have such other duties, powers and authority as may be conferred from time to time by the Board in accordance with law, including but not limited to the following duties:

- (a) To preside at all meetings of the Board and Executive Committee.

- (b) To appoint the chairperson of the standing committees. This shall be done at the first meeting of the Board following election to office.
- (c) To appoint the members of the standing committees and the chairpersons and members of the *ad hoc* committees deemed necessary for the operation of the Board.
- (d) To establish a coordinated and effective working relationship with the Executive Director who may also be known as Chief Executive Officer (the "Executive Director") of the Authority.
- (e) To keep the Authority informed of the activities of the Board.
- (f) To ensure that accurate records are kept of all meetings of the Board and the Executive Committee.
- (g) To ensure that notices of regular meetings of the Board are sent to the members in sufficient time to arrive at the members' official address before the day of the meeting.
- (h) To notify members of the Board of special meetings.
- (i) To call the meetings of the Executive Committee and notify the members thereof of the meetings.
- (j) To perform any other duties determined by the Board.

Section 3 - The Vice Chairperson shall, in the absence of the Chairperson, perform the duties of the Chairperson and such other duties as the Board may from time to time determine.

Section 4 - The Secretary shall perform the duties commonly incident to such office and such other duties as the Board may from time to time determine. He or she shall maintain the seal and be responsible for its use on official documents. The Secretary will attest the signature or facsimile of the Chairperson or Vice-Chairperson when necessary.

The Treasurer shall perform the duties commonly incident to such office and such other duties as the Board may from time to time determine and shall be a member of the Finance Committee. Investment of Authority funds shall be as prescribed by law.

The Secretary and the Treasurer, respectively, shall, in the absence of the Chairperson and Vice-Chairperson, perform the duties of the Chairperson. The same person may serve as both Secretary and Treasurer.

Section 5 - In the absence of all officers, the duties of the Chairperson shall pass to the chairpersons of the standing committees in the order presented in

Article VII, Section 1, and then to the senior member of the Board present (in terms of continuous service on the Board) as *Chairperson pro tempore*.

Article IV - Election and Terms of Office

Section 1 - The Board shall elect its officers at the last regularly scheduled meeting of the fiscal year; newly elected officers to assume office on the first day of July. Should a quorum not be present at such meeting or should the last regularly scheduled meeting of the year be canceled or postponed beyond the end of the fiscal year, the Board shall elect its officers at the first regular or special meeting of the new fiscal year as the first order of business following the approval of the minutes. Should all outgoing officers and the chairpersons of all standing committees have concluded their service on the Board or be otherwise absent, then the senior Board member present, in terms of continuous service, shall preside as *Chairperson pro tempore*. Newly elected officers shall assume office immediately upon election.

Section 2 - The term of office for each officer shall be for the fiscal year or until their successors are duly elected or qualified, unless their term of office shall expire or they are removed prior to such time. Officers may be reelected, *provided, however*, that no officer may serve more than three consecutive partial or complete terms in the same office.

Section 3 - Elections shall be by ballot if there is more than one nominee for the same office. Should no single candidate obtain an absolute majority (when there are more than two candidates) of the members voting, the candidate having the smallest number of votes shall be dropped and balloting shall continue with the remaining candidates. This procedure shall be repeated until a single candidate obtains an absolute majority of the votes of the members voting.

Section 4 - When a vacancy occurs it shall be filled for the remainder of the term at the first meeting after the determination of the vacancy. The procedures prescribed in this article shall be followed.

ARTICLE V – Meetings

Section 1 - As required by the Enabling Act, amended from time to time, a minimum of ten (10) regular monthly meetings of the Board shall be held in a fiscal year, at a time to be determined by the Board.

Section 2 - Special meetings of the Board may be called by the Chairperson, by the Executive Committee, or upon written notice to all members from at least one third of its current membership or three members, whichever number is the greater.

Section 3 - The Executive Committee, standing committees, and *ad hoc* committees shall meet at the discretion of their respective chairpersons.

Section 4 - Except as otherwise specifically set forth in these By-Laws as to a particular matter or procedure, a majority of the current members of the Board and of any committee, respectively, shall constitute a quorum for the transaction of

business. No action may be taken by the Board or a committee in the absence of a quorum.

Section 5 - Voting of the Board and committees shall normally be by voice. However, where a vote other than a simple majority is required for passage, or at the discretion of the Chairperson, or upon the demand of any member, the vote shall be by show of hands. The vote of any member will be recorded in the minutes at the request of the member.

Section 6 - Board and committee meetings will generally be public meetings in accordance with law, *provided, however*, that in special circumstances when allowed by the Virginia Freedom of Information Act or applicable law, the Board and/or its committees may meet in executive session with others present only by invitation.

ARTICLE VI - Executive Committee

Section 1 - The elected officers of the Board, Chairpersons of RBHA Standing Committees and the immediate past Chairperson shall constitute the Executive Committee. The Chairperson of the Board shall serve as Chairperson of the Executive Committee. Other Board members may be invited to participate with the Executive Committee in its meetings, but shall have no vote in the Executive Committee and shall not be considered in determining a quorum.

Section 2 - To the extent permitted by law, the Executive Committee shall conduct any necessary business of the Board between Board meetings, and any action for which final authority has not been lawfully delegated to the Executive Committee shall be considered for ratification or confirmation at the next meeting of the Board. Final actions taken by the Executive Committee in the exercise of powers lawfully delegated by the Board shall be reported to the Board at its next regular meeting.

Section 3 - Unless the Board establishes otherwise, the duties of the Executive Committee shall be as follows:

- (a) Develop the Board agenda, including items from Board members or standing or program committees submitted to them through the Executive Director.
- (b) Review and evaluate the Executive Director on a periodic basis and undertake such other personnel matters as the Board may prescribe.
- (c) Review and consider governance and policy issues, other relevant committee business not otherwise assigned as the responsibility of other standing and/or *ad hoc* committees and such other duties as the Board may prescribe.

ARTICLE VII - Standing Committees

Section 1 - There shall be the following standing

committees:

- (a) Finance Committee
- (b) Such other committees as are established by the Board from time to time

Section 2 - The duties of the standing committees shall be as follows:

- (a) Each committee shall:
 - (1) Participate, as provided by approved or established Authority policy, in strategic service and/or fiscal planning and oversight activities.
 - (2) Review and conduct oversight activities regarding programs and services operated either directly by the Authority or through contractual agreement, initiating governance and/or policy recommendations to the Board where necessary, to insure the adequacy of service and conformance to accepted or required standards.
- (b) Each Committee shall perform any other task or duties which are referred to it by the Board or the Executive Committee and/or exercise any power lawfully delegated to it by the Board.

Section 3 - Committees may invite non-Board members to participate in committee meetings and other committee activities as non-voting members.

Section 4 - Each standing committee shall keep and publish to all Board members complete minutes of its meetings.

Section 5 - The Board shall appoint a Nominating Committee for recommendations of election of officers under Article IV hereof and to make recommendations to City Council for the appointment from time to time of Board members under the Enabling Act.

Section 6 - Other *ad hoc* committees may be established by the Chairperson or the Board who will in such action, determine the committee charge, membership composition and duration.

ARTICLE VIII - Order of Business

Section 1 - The order in which business shall be conducted at any meeting of the Board shall be established as a Board agenda by the Executive Committee, and will include a public comment period. Any Board member may add an item to the agenda being prepared by the Executive Committee. After the Executive Committee has established and distributed the agenda, additional items may only be added with approval of the Board. If not so approved, any such items shall carry over to the next

meeting.

The Executive Committee may designate a standard "Consent Agenda" for Board meetings, including all housekeeping or non-controversial items, which may be acted on with one vote. Any Board member may request that an item be removed from the consent agenda and voted on separately.

Section 2 - The Executive Director and Authority staff may be invited to participate at any time during the proceedings of the Board or its committees when such participation might assist the Board or committee in its deliberations, unless excluded during executive session.

Section 3 - Visitors to the Board or committee meetings may be invited, at the discretion of the Chairperson, to speak to the Board or one of its committees at any point in the order of business when the remarks of the visitors might assist the Board or committee in its undertakings.

Section 4 - The Board and its committees may adopt standing rules relating to the allotment of time to speakers discussed in Sections 1 and 3 of this article and/or to the number of speakers who may be heard on any issue.

Section 5 - Committees of the Board are not bound by the provisions of Section 1 of this Article.

ARTICLE IX - Standing Rules and Policies

Section 1 - The Board may adopt standing rules for its operation and statements of policy in accordance with the Enabling Act and applicable law.

Section 2 - The Chairperson shall provide incoming new members of the Board with a complete set of current by-laws, standing rules and policy statements.

ARTICLE X - Rules of Procedure

If any disagreement in the conduct of a meeting of the Board or a committee should arise, the rules of parliamentary procedure as set forth in Robert's Rules of Order (Revised), shall govern to the extent such rules are not inconsistent with these By-Laws, the Code of Virginia or applicable law.

ARTICLE XI - Amendments

These By-Laws may be amended or repealed and new By-Laws may be made at any regular or special meeting of the Board by vote of not less than two thirds of the members present, a copy of the proposed amendment(s) or new By-Laws having been submitted to each member in writing not less than ten days prior to the meeting.