



Minutes: Board of Directors Meeting
2000 Mecklenburg Street, Richmond, VA
Saturday, May 4, 2019

Present: Barry Travis, Alethea Lambert, Nick Yacoub, Lisa Bietz, Dr. Jim May

Staff Present: Kathy Harkey, Kelsi Sober, Jeff Tuck (contractor)

Absent (excused): Melba Gibbs, Laura Minnick

Call to Order

Called to order by Alethea Lambert at 10:18 AM.

Introductions

Board and Staff went through introductions. All present welcomed our newest Board member, Lisa Beitz, who is the Executive Director of Region 10 CSB, based in Charlottesville, VA.

Previous Minutes

SAARA of the Peninsula Updates: Peer ‘layer’ needs to be changed to peer led.

Jim May requested sub headings within Kathy’s Executive Director Report, to allow all readers to go quickly to specific topic areas that they may be interested in. Kathy agreed to do so.

Motion to approve minutes by Jim, Nick 2nd. All in favor, approved at 10:23 AM

FINANCIALS & FUNDING

Board discussed DBHDS coming to observe and speak with Alive RVA staff. The idea is to have a warm line support available to all Virginians. Everyone agrees that the Alive RVA warmline would be a good fit. Jim May noted that this would need to be coordinated with Dawn Farrell-Moore at RBHA, since Alive RVA is a collaborative, multi-partner effort, funded by the RBHA. Other partners should also be included.

Jim May reviewed previous decisions of the Board to begin funding a reserve fund, in order to be able to “weather” future periods of low cash balances, which are possible given the quarterly funding schedule, for the DBHDS grant, and monthly or bi-monthly, for the RBHA grant. The Board had charged Jeff with identifying a typical month’s total expenses, on average, and then set aside a 2-month operating reserve, by the end of this current (FY-19) fiscal year, and then expand that to 3-4 months by the end of the following fiscal year (FY-2020). This was a strategic decision the board has to provide some financial security, in the future, if any grant funds were late in arriving. Jim noted that just a little over a year ago, just such a situation occurred, during a DBHDS grant changeover from one fiscal year to the next, and SAARA went over four months without a DBHDS check. Jeff noted that more separate line item(s) will be needed, to document that this has occurred. Jim noted that the current financials do not reflect that this action has yet

occurred, and reminded all present that Jeff had been instructed to do so, and that he and Kathy Harkey simply needed to get together to set up new budget revenue and expense lines, and a separate account or cost center, in which to document these transactions. Developing a policy, or probably a procedure was discussed. For example, a certain amount of money per month should be set aside for reserves, once all bills have been paid and there are no outstanding debts. The procedure, and related policy, may require further discussion. Kathy Harkey noted that she wants to be sure we spend restricted funds on what we said we would spend them on. No one disagreed with that. Jim noted, however, that even as you spend restricted revenues on targeted items or activities, it is not unusual to accumulate some balances, for various reasons, even while executing all grant deliverables.

Kathy states that she would like to use Alive RVA unrestricted fund donations to cover Alive RVA costs not reimbursed by the grant. For example: employee health insurance and increased workman's comp insurance costs due to the increase in SAARA employees created by Alive RVA staff. She indicated that SAARA covers expenses for Alive RVA and money does not come back to SAARA to cover these expenses. Dr. May pointed out that the RBHA funds Alive RVA, to include a subcontract with SAARA to hire two peers. There are some expenses covered by that sub-grantee contract, and some that are prohibited, but he would have to check with Dawn Farrell-Moore to determine what the funding levels are and which expenses are covered. Kathy said that if someone currently writes a check to Alive RVA, then the full amount goes to the ALIVE RVA account. Dr. May noted that people should not be writing checks to Alive RVA, because there is no such corporation, and no bank account for such an organization. Donations would have to be made out to one of the four partner entities, so perhaps there needs to be a discussion between the partners about how to handle those types of donations, if and when they occur. He suggested that, in the meantime, if there are checks made out to SAARA, but notated to be in support of Alive RVA, then prior to any other agreement between the partners, those donations could be considered "unrestricted" donations to SAARA, and could be used for things SAARA deemed appropriate, related to Alive RVA, generally. Jeff Tuck mentioned we may need to open more 'classes' within QuickBooks to account for these types of donations. Jim also said that if there are concerns that the funding to support the SAARA Alive RVA peers is inadequate, then Kathy and Dawn could discuss, once all of those personnel expenses had been separated and itemized, by Jeff, for their collective review.

Jeff discussed his plans to update to QuickBooks 2019. We will start fresh with a new QuickBooks' structure on July 1st. We will still have access to all previous Quickbooks records from earlier versions, so no financial history will be lost. A new chart of accounts will be organized and easier to understand. This is a big project but overall is more user friendly and will have all the necessary information. Jim May agrees this is an excellent idea, but is concerned with the transition because Alive RVA is operating on a grant that runs from May to September, the RBHA SAARA grant runs on the state fiscal year (July 1 – June 30) and the DBHDS grant has been running on a calendar year (January 1 – December 31). We have not had any success in previous efforts to move the state contract to the state fiscal year. SAARA has previously determined that its fiscal year is July 1 – June 30, so Jim suggested that the transitions of the DBHDS and Alive RVA accounts to the new Quickbooks structure will each need to be specially adapted to account for the mid-funding stream transition.

A letter dated 4/26/19 was sent to the SAARA office from HHS. The letter concerns an old grant received when Mark Blackwell was the ED of SAARA. HHS and SAMHSA stated that the grant has not been completely closed out, and that SAARA owed a significant amount of money that was deemed to have been overpayment. Dr. May and Alethea said that their recollections were

that the close out for this grant had previously been addressed, maybe 2-3 years ago, by Jeff and Marjorie, and they both understood that all documents had been submitted to SAMHSA at that time, to allow them to officially close it out. The grant number is T1-19021, Account #C1295G1. Kathy will immediately research this matter and make sure SAMHSA and HHS have all grant closeout documents that may possibly still be outstanding.

Profit & Loss - Previous Year Comparison

Training Income: Down 33% due to PRS Training invoices needing to go out;

Bank Fees: Reduced;

Employee Expenses: Higher, due to the addition of the Alive RVA staff;

Insurance: 62% up due to workman's comp increasing from number of new employees;

Meals and Entertainment: Currently appears to be down, but this was actually because Kathy had initially, and mistakenly, used her personal card when traveling. Board members encouraged Kathy to collect and collate all of those personal charges, in terms of receipts from purchases made, and then submit those to the President or Treasurer to obtain approval for reimbursement. Kathy Harkey mentioned she may just make it a donation.

Marketing: Expenses are down, thus far;

SAARA Center: Books are showing negative \$11k. This may be due to either late revenue, or incoming revenue or expenses being misclassified. Jeff said he will review, and then he and Jim can review together to ensure that there are no unapproved expenses being incurred. The Board asked that Jeff get with Kathy if he needed additional information about any specific expenses. They also asked that his review and conclusions be presented at the next Board meeting.

Telephone and Internet: Expenses down

Travel: Expenses down

Website: Expenses down

Dr. May reminded everyone that none of our current Affiliates are separately incorporated, so each of their financial transactions are represented on a separate line on the financial statements for SAARA-VA. All grant applications from affiliates, and all donations made to affiliates, need to go through SAARA of Virginia, and then be disbursed to the SAARA affiliates, per the by-laws. By practice, Jeff has only been including those lines on the most recent financial statement periods when there has been either some incoming revenue, or some outgoing expenses for any of the Affiliates during that period.

AFFILIATE UPDATES

SAARA of Bay Counties joined Gloucester Chamber of Commerce and Lancaster Chamber of Commerce which has lots of businesses involved and will help create more exposure. SAARA of Bay Counties continues to connect with many in the community at regular meetings and has been very productive. They are getting several invitations to community functions allowing them to network with other organizations. They have also been connecting with hospitals and

churches. A SAARA of Bay Counties Recovery Walk is being planned for Recovery Month, which will help them raise money. They can receive free advertisement from chamber of commerce. SAARA of Bay Counties requested that Kathy join them for a live radio show. Barry Travis, Bay Counties President, expressed confidence and enthusiasm that SAARA of Bay Counties is moving forward. He feels encouraged, and will personally continue his commitment to address the serious problem of stigma. The affiliate continues to encourage people to join and grow. Barry explained that, with collaboration, SAARA- Bay Counties can also help people, noting that they are currently providing the REVIVE training in their area. SAARA of Bay Counties is getting their name “out there” and continues to build a good relationship with their local CSB.

SAARA of the Peninsula wants to host a Recovery Unhooked event. The ‘Where You At’ group has been suspended. SAARA of the Peninsula is going to put their resources into supporting the Warrick building and downtown Newport News. They remain committed and actively involved with Newport News City Jail. The first class at the Newport News City Jail was a success and they hope it will bring more people to sign up. SAARA of the Peninsula would like to host a community REVIVE training in September for recovery month. They attended the Opioid Symposium at the Hampton Convention Center with nearly 200 other people and it went very well. President, Alethea Lambert mentioned that they need to schedule a strategic planning retreat, which they usually do in April, but they have not done it, yet, this year. NAMI has asked SAARA of the Peninsula to come back to provide a speaker at their training event this year. Alethea has talked to several mental health organizations to partner with to provide internship hours and provide oversight. SAARA of the Peninsula has \$1,400 in revenue to deposit, with SAARA-VA, from the Motivational Interview and Ethics Training. They made \$200. Workshop day is becoming their signature event. The SAARA of the Peninsula Facebook page is also getting a lot of “hits.” They would like to go develop their own version of the Logo, with their affiliate listed right above the SAARA logo. Board agreed to bring all logos to the table next board meeting to discuss.

SAARA of Northern Virginia has a new intern who is helping with social media. They have partnered with the Chris Atwood Foundation to do REVIVE trainings. SAARA of NOVA has been invited to provide a presentation at a catholic church. The priest wants to know what they can do to help with the current opioid crisis. President Nick Yacoub questioned whether Winchester is considered part of Northern Virginia. Kathy Harkey said she wants to target Winchester to establish an affiliate. SAARA of Northern Virginia is well established and respected in the recovery community.

SAARA of Central Virginia is continues to hold monthly meetings, with recent upswings in attendance. They are looking to create a speaker series, in which each meeting would focus on a speaker to share something about themselves, their recovery, and/or their organization. SAARA of Central Virginia will also be having another picnic event, soon, given the success of the last one. The Art of Recovery event last year also had good attendance and they will be partnering with McShin and RBHF on that event, again, this year.

SAARA of Southwest was present at the Spring Into Recovery Gala and will be attending the upcoming opioid summit in Danville.

EXECUTIVE DIRECTOR REPORT

Advocacy

Alcohol Awareness Fact Sheets and a 60-minute PowerPoint Presentation were developed and distributed statewide in March 2019.

SAARA has a strong presence in support of SUD funding and programs at this year's session of the General Assembly, and we partnered with several other advocacy organizations to have HB2528, the felony homicide bill, vetoed.

Information and many resources continue to be added and updated on the SAARA Resource Library. In February, SAARA of Virginia created a Parent's Guide Brochure. A Crush Stigma campaign was created in March 2019 and in April 2019 SAARA began a Story Corner section in the monthly newsletter.

Community Engagement

SAARA remains actively involved on the VSIAS board and Kathy Harkey will be leading a workshop at the upcoming VSIAS conference.

SAARA is preparing to host a Substance Use Disorder and Advocacy Symposium on June 4th.

SAARA continues to be an active part of the VACSB policy and clearinghouse committee, VATARP meetings, and other Regional and State stakeholder meetings.

For Recovery Month in September, SAARA of Virginia will be partnering with the Region IV Suicide Prevention steering committee to provide a Suicide Prevention and Substance Use Disorder Conference.

Trainings & Programs

SAARA's advocacy training program is moving forward and in the curriculum development stage.

In March 2019, SAARA began providing the Voices of Recovery program to Henrico CIT. The 4-hour Voices of Recovery train-the-presenter training will launch in July. The VOR Training will give peers guidance on telling their story before addiction, during addiction, and life in recovery.

Kathy Harkey wants to find a source to give peers a small stipend – maybe \$30 - for each presentation they give. Jim noted that this could be possible, if funding allows, within the DBHDS grant. Kathy plans to travel to affiliates to provide trainings. Nick and Jim mentioned that Voices of Recovery peers need to focus on the recovery piece and positive aspect and not discuss the “war stories” for too long. Kathy explains the training will help the peers have structure and be prepared to present. She will monitor the times spent on each presentation segment and see if adjustments need to be made.

Kathy Harkey wants to offer programs and support groups for family and friends that have loved ones living with SUD. Jim May mentions this has been discussed before but never got going. Kathy is going to make it happen. It may drive up donations as well.

Administrative / Other

Many documents and policies are required for applying for the Standards of Excellence Accreditation or Recognition. A whistleblower policy has been written. It needs to be emailed to everyone. Everyone has 10 days to e-vote. If they do not reply within in 10 days of receipt, it will be assumed the vote in favor of adopting proposed whistleblower policy. If anyone has any content change recommendations, then the policy will be revised and sent out again for vote. The Standards of Excellence Institute requires meeting minutes from when board approves applying for recognition. Board members present agreed to begin application but requested more information on each tier, what the incentives are, and reasons why we should do this, before money is sent.

Motion to begin the completion of an Application for Standards of Excellence Accreditation or Recognition; All In Favor; Approved.

***Action Item: Kelsi will gather information on Standards of Excellence for the board to review.**

****Action Item: Jim May will bring his board book to the next board meeting.**

Kathy reported that Mark Blackwell, at DBHDS, has provided an opportunity to submit or apply for a \$10k grant to distribute other, mini-grants, in community recovery month funds. If we were funded, community 501c3 stakeholders will be able to apply to SAARA for these funds in one-time grants from \$500 to \$2000. SAARA will put the message out to other organizations to apply for these funds. SAARA of Virginia can apply for affiliates and distribute funds to affiliates. This is because affiliates fall under SAARA of Virginia's FEIN number. Kathy said she is feeling confident that SAARA of Virginia will get the grant.

VENDOR CONTRACT REVIEW

Board previously voted on getting a company to do last year's and this year's taxes. We hope to have a full audit. Jim suggested that, at this late stage, we consider doing the audit for this year and next year, 2019 and 2020, respectively. He noted that because we have not been audited by an independent firm, other than DBHDS, for several years, it is important that we accumulate at least two consecutive years' of independent audits, so potential funders will feel confident that SAARA knows how to manage money in accordance with appropriate standards. Kathy suggested that the Will Satchell Accounting Firm provided the most reasonable quote for doing this, and that other contacted firms came in with higher price quotes. Jim noted that, for future DBHDS audits, we will need to be able to show that we solicited multiple quotes, so those records will need to be kept. The Board members present indicated their interest in obtaining quotes / pricing for doing two consecutive years' of both taxes and audits, as that might solicit the most cost effective total price. Because whenever we are making these types of purchases we will need contracts and agreements, per previous DBHDS audits, we will want a contract with our next accounting firm. We do not want to get slapped again when next audit occurs.

***Action Item: Jim will email Kathy information on some possible, local, smaller, audit firms, and Kathy will also seek quotes and pricing from companies for the board to review.**

Alethea motioned that SAARA of VA obtain some quotes from several accounting firms outside of Adams, Jenkins, and Cheatham. Nick 2nds, all in favor 1:19 PM

NEW BUSINESS

Board Participation through Conference Call? Alethea not in favor of it. Jim likes being able to meet in person and connect with people, but he does know we have to meet deliverables to get board members across the state. Nick is “on board” for conference calls, if it involves *video* conference calls, because a phone call is not as active. There was some consensus that will we need to make Board attendance by video-conferencing a possibility so we can expand affiliates and statewide board members to more distant parts of the state. The expectation is that you will appear in person but under certain circumstances you can attend by video call when SAARA is in a position to offer this option. There will be different stipulations for people who live a couple hours away. They have to give proxy in email or letter and has to be documented before meeting starts.

***Action Item: Jim May is going to talk to RBHA’s IT Director about whether any special conference call equipment or software is needed, and ask also about pricing.**

STATE ADVOCACY CONTRACT

Board wants to increase not only affiliates, regionally, but also more Board members from more diverse locations from around that state. Board members present also agreed that it would be beneficial to add a board member who is a CPA. They would like to discuss further discuss.

***Action Item: Discuss growing board; add to next meeting agenda.**

Executive session

Jim motioned that the Board meeting to go into Executive Session to discuss matters pertaining to personnel performance and compensation, at 1: 29 PM; Nick 2nd; motion approved.

The Board returned from Executive session at 2:40 PM.

Jim motioned that the General Board meeting adjourn; motion was seconded and approved by the Board; 2:45pm.

Next board meeting August 3rd 10:00 AM

Meeting Minutes recorded by Kelsi Sober