

JCCMHFB

Board Meeting Minutes

Meeting Date: May 15, 2024

Time: 7:30AM

Location: 2372 N Truman Blvd.
Crystal City, MO 63019

Join Zoom Meeting

<https://us06web.zoom.us/j/88124351257?pwd=JMhTzab7XWclREAt11xBaJZEgalf.1>

Our Mission: Maximizing community resources to build and sustain a comprehensive system of mental health and related services for individuals in need.

Board Attendees: Mary Dunnegan, Chair; Dr. Clint Freeman, Vice Chair; Mark Mertens, Treasurer; Michael Sita, Secretary; Dr. Ken Kilian, board member; Donna Pulliam, board member; Lauren Roesch, board member; Shelly Schlueter, board member;

Staff in Attendance: Nick Davis, Executive Director; Ashley Schumacher, Program Manager

Also Present: Jim Wallis - Chestnut, Director of Business Development Missouri; Jake Krafve - Compass; Judd Bliss - Saint Louis Counseling

Not in Attendance: Leslie Hanson, board member

The JCCMHFB Meeting was called to order at 7:31 am on May 15, 2024 by Mary Dunnegan, Chair, with a quorum of members present. The mission statement was read, and the meeting began according to the agenda.

1. Approval of Agenda

Mike made a motion to approve the agenda. Dr. Freeman seconded the motion. There was no additional discussion, and the motion was carried. The agenda was approved.

2. President's Welcome

Mary introduced and welcomed all public board meeting attendees; she thanked all board members, staff and public for joining the meeting.

3. Approval of April 17, 2024 Meeting Minutes

Dr. Freeman made a motion to approve the 04/17/24 meeting minutes. Donna seconded the motion. There was no additional discussion, and the motion was carried. The meeting minutes were approved.

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4. Welcome Dr. Kilian

Mary welcomed the newest board member, Dr. Kenneth Kilian, before he briefly introduced himself. Dr. Kilian prefers to go by Ken and has lived in Festus for 21 years. He has a Family Medicine Practice at the Mercy Jefferson North Medical building. He is married with 3 kids and 6 grandkids.

5. Financials to be Approved

a. Revised January 2024

Mark presented the January 2024 financials and noted there were no inappropriate or unjustified expenditures for any of the Board's accounts. The January financials were previously approved; however, the auditor stated the financials did not meet standards and are too detailed. JCCMHFB had a cross between cash flow and accrual. JCCMHFB decided to use the modified cash basis of accounting. During the monthly financial meeting, Mike, Leslie, and Mark signed a statement stating each of them reviewed financials and found them to be complete, accurate and within the approved guidelines of the Board. Mark added the numbers have not changed and the financial committee recommends the board approve the new form. Mike made a motion to approve the January financials in the new form. Dr. Freeman seconded the motion. There was no additional discussion, and the motion was carried. The financials were approved.

b. February 2024

Mark presented the February 2024 financials and stated the financial committee found a few items that did not line up as expected and the committee reached out to the accountant for clarification. The revenue budget vs actual displays JCCMHFB is above on revenue and expenses are low. Everything looks in line. There were no inappropriate or unjustified expenditures for any of the Board's accounts. During the monthly financial meeting, Mike, Leslie, and Mark signed a statement stating each of them reviewed financials and found them to be complete, accurate and within the approved guidelines of the Board. Mark made a motion to approve the February financials. Donna seconded the motion. There was no additional discussion, and the motion was carried. The financials were approved.

c. March 2024

Mark presented the March 2024 financials stating it's the same situation as February. The revenue budget vs actual data shows the revenues are still coming in higher than the expense. Expenses are in line with the budget and there are no major discrepancies. There were no inappropriate or unjustified expenditures for any of the Board's accounts. During the

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monthly financial meeting, Mike, Leslie, and Mark signed a statement stating each of them reviewed financials and found them to be complete, accurate and within the approved guidelines of the Board. Mark made a motion to approve the March financials. Donna seconded the motion. There was no additional discussion, and the motion was carried. The financials were approved.

d. April 2024

Mark presented the April 2024 financials stating it's the same situation as April and March. The revenue budget vs actual data shows the revenues are still coming in higher than the expense. Expenses are in line with the budget and there are no major discrepancies. There were no inappropriate or unjustified expenditures for any of the Board's accounts. During the monthly financial meeting, Mike, Leslie, and Mark signed a statement stating each of them reviewed financials and found them to be complete, accurate and within the approved guidelines of the Board. Mark made a motion to approve the April financials. Donna seconded the motion. There was no additional discussion, and the motion was carried. The financials were approved. Mary asked Mark if there were any other items to discuss under financials. Mark stated there are some concerns related to billing that will need additional attention. Mary added normally there aren't four months of financial reviews at the same time as an audit during tax season.

6. Old Business

a. CY 2023 MWR Audit

Mark stated the audit was very complimentary aside from stating JCCMHFB does not need to provide so much detail. The auditor complemented the availability of all supporting documentation. The auditor suggested JCCMHFB report their financials through a cash basis format. Mark added the financial committee meetings can be demanding due to trying to cover all the details and complemented Nick and Ashley on being tolerant. Mark made a motion to approve the CY 2023 MWR Audit. Dr. Kilian seconded the motion. There was additional discussion: Mary appreciates the financial committee for their hard work for having long meetings to review details in-depth. Dr. Freeman stated the financial committee does a great job, adding he would caution the board to not get too deep in the weeds and make things difficult for Nick and Ashley. Dr. Freeman serves a board and is familiar as it feels like on the other side. The motion was carried. The CY 2023 MWR Audit was approved.

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7. New Business

a. Officer Election Notice for June

Mary reminded attendees that her (board chair) and Mark's (board treasurer) positions are up for reelection in June. Each would like to stay in the role if the board approves; however, anyone interested in either role may make a motion.

b. June and July Board Meeting Adjustments

i. June 2024 meeting on 6/26 discussion

Nick stated the Executive Committee recommends moving June's board meeting from the 3rd Wednesday (6/19) to the 4th Wednesday (6/26) due to the 19th being a Federal Holiday.

ii. July 2024 recess discussion

Nick stated the Executive Committee recommends a recess in July, thus no board meeting due to summer vacation schedules. Mary added the financials will still be reviewed and asked if the board was okay with a recess. No one objected. The board meeting schedule will resume as normal in August.

c. RFP MHF CY25-26 Schedule

Nick presented the CY 25-26 MHF proposed schedule for the next grant cycle. The main adjustment from previous RFP scheduling is that agencies have fewer days to apply; this gives the board more time to review information. This will be a two-year adult mental health request for proposal through the new grant software, Foundant. Mary added, Foundant will allow agencies to apply online and will allow board members more specific information. Last year Nick and Ashley reviewed the applications and provided recommendations, and agencies were invited to present information in person. Last year was a little rushed and this new timeline should allow the board to be more prepared.

Nick added, board members will be able to review and score the applications online.

Presentations this year may go differently, if JCCMHFB receives excess applications there may be more stipulations on who can present and the time allotted. Mary added, the board will need to determine the allocation amounts. Dr. Freeman asked how the information will be publicized to the community and what information given. Nick replied JCCMHFB will post details to the three Leader's papers and the website with essential dates and information.

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Mark asked if JCCMHFB should be publicized in other newspapers. Dr. Freeman and Mary stated only the Leader because it's local.

d. LIV Sober Living Reallocation of Funds

Nick thanked all those who attended the LIV Sober Living Tour in Hillsboro. It's the first women's sober living home in Jefferson County. Jim Wallis and Compass, among others, have helped. LIV is requesting a reallocation of approximately \$44,450 funds to purchase a van, transportation, driver salaries and benefits since they have received additional funding sources. Nick sent an additional email asking what the fund reallocation would be taking away from but from the email LIV has other funding sources to help cover costs. This request is to reallocate funds. Mark stated he thought the reallocation was for \$95,000. Nick replied, that is the total unallocated funds. The cost would be \$44,450 for the driver, benefits, and van. Mark stated he does not have a problem with this adjustment, it's within their award amount and if they need other funds and are using it address a need within their program.

Dr. Freeman stated he assumed the driver costs are covered by other funds since \$1,000 isn't much for a driver. Nick replied, they have \$25,000 of other funds to help cover the costs. Mary spoke highly of LIV and was impressed with the tour. They've filled up within 45 days and have learned there is a high need in Jefferson County. LIV assists those in the house and the public. Mary does not have a problem with the reallocation; transportation was a barrier to attend mandatory meetings. Mary made a motion to approve the LIV Sober Living Reallocation of Funds. Mark seconded the motion. There was no additional discussion, and the motion was carried. The LIV Sober Living Reallocation of Funds was approved.

e. Community Assessment Discussion

Nick has a call with Dr. Berry after the board meeting to discuss utilizing funds in the budget to complete a community assessment for adults. There are other communities getting together to complete an assessment; however, the results won't be available for many additional months and JCCMHFB is hoping to have results this year. Mary added last year Dr. Berry completed a children's school assessment and was very helpful for JCCMHFB. Mary asked if the assessment would help the school and Dr. Freeman said it would.

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8. Executive Director's Report

Nick stated on June 4th he and Ashley are meeting with Mr. Duggar regarding strategic planning. Duggar has given various tasks to identify different strategies, so far, they have identified 20. After this visit, Nick and Ashley will begin including the board and will set up a board strategic planning date. The final site visit is tomorrow with UMSL, yesterday was with Compass. Nick leaves Sunday to Wednesday for GEO. June 11th Nick and Ashley will present at Rotary Club to give an overview of JCCMHFB to the community.

9. Additional Discussion Items

- Mary reminded the board that Nick is going to California to represent JCCMHFB and to learn.
- Mary also reminded board members to RSVP to the two local conferences sent via email. Mark noted the conference in Branson (Sept 11-13) is likely more related to JCCMHFB and behavioral health. The conference will allow JCCMHFB to see what others are doing.
- Nick reminded those to RSVP to A Safe Place Tour (6/5 or 7/24 in the evening). Mary recommends board members attend tours to see the programs.
- Mary asked for questions or comments.
 - Jim stated a little over 3 years ago Darrell Missy initiated the Jefferson County Recovery Homes and Pastor Dan recently opened a men's program called New Hope Fellowship in Jefferson County. Other comparable counties are Boone and Greene County which have more recovery homes. Jim appreciates JCCMHFB's support. Mary added that LIV is very prepared to handle Jefferson County and has learned through other outside county programs.
 - Mary stated JCCMHFB needs to promote themselves more as an independent agency who provides services to people as they watch over tax dollars.
 - Jake announced that on 6/26 at 1:30pm Ribbon Cutting Event at Compass in High Ridge.

10. Adjournment

Mark made a motion to adjourn. Mike seconded the motion. All were in favor and the motion was approved.

Minutes approved: _____


(Signature of JCCMHFB Chair)

6/27/2024
(Date)