

JCCMHFB

Board Meeting Minutes

Meeting Date: August 21, 2024

Time: 7:30AM

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

Join Zoom Meeting

<https://us06web.zoom.us/j/85840041251?pwd=mDGMWfKN2tPRQIBD1Q8kDHbPCLXx7M.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 (left early), Vice Chair; Mark Mertens, Treasurer; Michael Sita, Secretary; Leslie Hanson, board member; 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: Jake Krafve, Compass; Judd Bliss, Saint Louis Counseling; Tim Swinfard, Compass; Jim Wallis, Chestnut; Katlyn Hentrich, Lutheran; Jaclyn Brown, ASPEN

Not in Attendance: N/A

The JCCMHFB Meeting was called to order at 7:30 am on August 21, 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

Dr. Kilian made a motion to approve the agenda. Mike seconded the motion. There was no additional discussion, all were in favor, none opposed. 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 June 26, 2024 Meeting Minutes

Dr. Freeman made a motion to approve the 06/26/2024 meeting minutes. Lauren seconded the motion. There was no additional discussion, all were in favor, none opposed. The motion was carried. The meeting minutes were approved.

JCCMHFB

4. Financials to be Approved

a. June 2024 Financials

Mark presented the June 2024 financials and noted 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 June 2024 financials. Mike seconded the motion. There was no additional discussion, all were in favor, none opposed. The motion was carried. The financials were approved.

b. July 2024 Financials

Mark presented the July 2024 financials and noted 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 noted both Chestnut and Compass started providing JCCMHFB credits for persons who became Medicaid eligible. Compass provided services to 59 homeless people; provided services to 5 women at A Safe Place and 1 at Mary's House of Hope. Mark stated that he was always told there was a waiting list and is a little concerned. Financials are doing good and in terms of budget and revenue JCCMHFB is considerably ahead of last year's standing; this has given JCCMHFB some reserves. Mark made a motion to approve the July 2024 financials. Mike seconded the motion. Discussion included Mary stating JCCMHFB does not want to sit on reserves and will review the budget. Mark added that it is possible more money can be given to grants this year [specifically MHF]. All were in favor, none opposed. The motion was carried. The financials were approved.

5. New Business

a. Chestnut CSF CY24-25 CSF Additional Funds

Nick stated Chestnut submitted an official request for additional funding on their CSF grant [CY 24-25]. JCCMHFB does not have excess reserves on the CSF side, like MHF. The Executive Committee did not approve an increase in funds, but did approve an increase of year one's percentage allocation. Agencies can utilize up to 55% in year one. The Executive Committee approved increasing Chestnut's year one utilization percentage by 20%, for a total of 75%, in addition to allowing Chestnut to retroactively bill for July. Mark added, the

JCCMHFB

committee also discussed Chestnut should submit a line of action. Mary reiterated that no additional funds will be awarded, instead, JCCMHFB is allowing Chestnut to utilize more of the second year's funding. Nick stated the reason behind Chestnut's request is due to losing 5 counselors which increased reimbursement requests. Mark made a motion to approve Chestnut's increase of the CSF CY 24-25, year 1, maximum utilization allowable by 20% during CY24 (from 55% to 75%) and allow retroactive billing to July 2024. Dr. Freeman seconded the motion. There was no additional discussion, all were in favor, none opposed. The motion was carried.

b. LIV Sober Living CY24 MHF Reallocation

Ashley stated LIV reached out to JCCMHFB to reallocate funds toward their shed rehabilitation to create a Community Center. LIV has reached out to other funders outside of JCCMHFB to support the project; this approval would jump start the rehabilitation project. Initially this is a capital improvement, however, it will be a place to provide MH services in the future. Mary added that no services will be compromised. The shed is in bad condition and this request is a drop in the bucket compared to their total request. Mark made a motion to approve LIV's \$30,000 fund reallocation with the understanding that no services will lapse or reduce for Jefferson County residents. Donna seconded the motion. There was no additional discussion, all were in favor, none opposed. The motion was carried.

c. Compass CY24 MHF Fund Transfer

Ashley stated Compass has requested a number of transfers due to an increase in staff allowing Compass to bill Medicaid more and JCCMHFB less; the additional staff and Medicaid enrollment changed Compass' projected short/excess funding. JCCMHFB would need to create amended contracts for each program transfer request. This approval would allow Compass to continuously provide the same level of care to all Jefferson County residents. Mary reiterated this is only a transfer in funds from one program to another. Mark made a motion to approve Compass' transfer of MHF funds between the below programs (Psychiatry: - \$300,000, Outpatient Therapy: + \$200,000, Open Access: + \$150,000, SUD & Counseling: - \$50,000) and allow retroactive billing to July 2024. Donna seconded the motion. There was no additional discussion, all were in favor, none opposed. The motion was carried.

JCCMHFB

d. Compass CY24-25 CSF Fund Transfer

Mary stated this is the same reasoning as 5c. Mark made a motion to approve Compass' transfer of CSF funds between the below programs (Psychiatry: - \$600,000, School Based Therapy: + \$600,000) and allow retroactive billing to July 2024. Donna seconded the motion. Discussion included, Mark asked Jake to confirm that there was no reduction in psychiatric services and instead services are being billed to Medicaid. Jake confirmed. All were in favor, none opposed. The motion was carried.

e. Reallocation of Administrative Funds

Ashley stated during the financial committee meeting she reviewed YTD spending and noted an over projection toward office supplies. Nick and Ashley were able to purchase furniture for their offices but would like to request \$1,200 be moved from office supplies to office furniture and equipment. This would allow Nick and Ashley to purchase the lobby seating and decor. Office supplies would have approximately \$1,100 remaining and have used approximately \$700 YTD. Mark made a motion to approve the reallocation of administrative funds. Dr. Kilian seconded the motion. There was no additional discussion, all were in favor, none opposed. The motion was carried.

6. Old Business

a. Financial Control Policy Revision Approval

Mark stated JCCMHFB's original policy was based on Jackson County. The Financial Committee reviewed a copy of CCRB (St. Charles County) and created a new document which combined Jackson, CCRB and current JCCMHFB policies. The only significant change was creating a policy for supplemental and emergency funding; overall the controls are better and tighter. Mark made a motion to approve the Financial Control Policy Revision. Mike seconded the motion. Discussion included Mary thanking Mark, Mike and Leslie for their time and due diligence. Mark added, this could not have been done without Nick and Ashley and her putting all the information in an easy-to-read format. Mary added, all board members we welcome to be a part of a committee. All were in favor, none opposed. The motion was carried.

JCCMHFB

7. Executive Director's Report

- Nick stated, Ashley sent an email a few days ago about the upcoming Foundant Training Monday, August 26th from 11am-11:30am and this will be recorded for those who cannot attend. This is a great opportunity for board members to learn about the program and leave comments. This will help the board have more collective input.
- The Executive Committee met with Duggar regarding strategic planning this past Monday. Nick promised to include the entire board once he and Ashley gather more information.
- The Executive Committee met with Dr. Paul Zigler from MOCATT. This is another option for reserve funding. If the board is interested in this option, it will need to be approved by the County Council. Other local entities utilize them (Fire Department, schools). Even if the County Council approves this it does not require JCCMHFB to use the services. Mark added MOCATT has a 24hr money market account; at this time if JCCMHFB utilized their services it'd be .5% more return (approximately \$10,000 more yearly) than the current rate. The fees are not seen by JCCMHFB and are based on a percentage. Mark stated he believes it is something the board should pursue. There is no cost and even though there is not a guarantee of return it's a good option. Mary added first, it has to be approved by the County Council. Nick added Dr. Zigler would reach out to the County Council.
- Nick and Ashley will attend the Recovery Week OVERDOSE AWARENESS WALK Thursday, August 29th at 9am.
- Nick and Ashley will attend the Jefferson County Community Health Needs Assessment 2024 meeting Friday, September 6th at 8:30am. This event is organized by Compass Health Network, Jefferson County Community Partnership, Jefferson Franklin Community Action Corporation, Jefferson County Health Department, and Mercy Jefferson.
- Dr. Berry is aiming to have the program assessment results back to JCCMHFB by Monday, September 9th; agency assessment results back by Monday, September 16th; community indicator results back by Monday, September 23rd.
- Nick, Ashley, Mary and Mark will attend the 2024 Missouri Behavioral Health Conference in Branson Thursday, September 12 and 13.
- The Finance Committee is scheduled for Tuesday, September 10th at 10:30am.
- The Executive Committee is scheduled for Monday, September 16th at 6:30pm.
- RFP Applications for MHF CY25-26 are due Friday, August 23rd at 5pm (17 applications currently, close in 2 days)
- RFP Agency Presentations for MHF CY25-26 are scheduled for the evenings of Tuesday, September 24th and Wednesday, September 25th. Once applications close Nick and Ashley

JCCMHFB

will work on a presentation schedule. The board is not expected to attend the full meeting but it's a good opportunity to ask agency questions and to ensure nothing is lost in translation. There is only one grant cycle open at this time so this year we expect 15-20 applications. We are estimating 15-20 minutes for each program/application. Last year, due to excess applications 45+ the time was based on per agency and not program (so an agency with six applications was given the same time as one application). Mary added last year there wasn't enough time, especially for questions.

8. Additional Discussion Items

Mary thanked everyone for their hard work, and it was nice to have a month off. The next couple of months are very important and will be busy. If anyone is interested in helping or has questions, please reach out to Nick or Mary. Mary is looking forward to the conference in Branson and we will report on it later. Mark noted that JFCAC really improved their invoices by providing cleaner documents. Mary added JCCMHFB does review invoices to ensure due diligence and to ensure agencies are being clear on the services provided.

9. Chestnut Presentation

Chestnut rescheduled their presentation to September 18, 2024.

10. Adjournment

Mike made a motion to adjourn. Dr. Kilian seconded the motion. There was no additional discussion, all were in favor, none opposed. The motion was carried.

Minutes approved:

 9-24-2024
(Signature of JCCMHFB Chair) (Date)