

Board Meeting Minutes

Meeting Date: February 19, 2025

Time: 7:30 AM

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

Join Zoom Meeting

<https://us06web.zoom.us/j/86242324883?pwd=Wabo6Qlts8odkyitpLOfpo6X4cJVLk.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; Mark Mertens, Treasurer; Michael Sita, Secretary; Dr. Ken Kilian, Board Member; Donna Pulliam, Board Member; Leslie Hanson, Board Member; Lauren Roesch, Board Member; Shelly Schlueter, Board Member

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

Also present were: Jim Wallis, Chestnut; Judson Bliss, Saint Louis Counseling; Jake Krafve, Compass; Sue Curfman, Compass.

Not in Attendance: Dr. Clint Freeman, Vice Chair

The JCCMHFB meeting was called to order at 7:30 am on February 19, 2025, 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

Ms. Dunnegan stated there is an addendum to the agenda [on item #6b Contracts]. The motion is to amend and approve the agenda. Ms. Pulliam made a motion to amend and approve the agenda. Ms. Hanson seconded the motion. There was no additional discussion, all were in favor, none opposed. The motion was carried. The motion was approved.

2. President's Welcome

Ms. Dunnegan welcomed all meeting attendees.

3. Approval of January 15, 2025 Meeting Minutes

Ms. Pulliam made a motion to approve the January 15, 2025 meeting minutes. Ms. Hanson seconded the motion. There was no additional discussion, all were in favor, none opposed. The motion was carried. The meeting minutes were approved.

4. Closed Session

Ms. Dunnegan stated the board will enter a closed session and all public attendees will be placed in a digital waiting room. Once the regular session resumes, attendees will be invited back. The closed session began at 7:38 am and ended at 8:09 am.

5. Financials to be Approved

a. January 2025 Financials To be Approved March 2025

Mr. Mertens stated that due to the ongoing audit and financial adjustments, the financial committee voted to recommend approving the January 2025 financials in March 2025.

6. New Business

a. Setup ICS account for CSF Revenue

Mr. Davis stated that based on the invoices and reimbursements coming through the CSF money market, JCCMHFB could open an ICS account for the CSF account so the funds gain interest. The ICS account allows funds to stay liquid and are protected under FDIC. JCCMHFB has enough base funds to open the ICS account. If for some reason the balance falls below the base the account can be closed (this depends on how agencies bill JCCMHFB). The majority of the financial committee voted on this recommendation during the executive committee. Ms. Dunnegan stated a vote is not necessary.

b. Contracts

Ms. Dunnegan asked for a motion to approve the LFCS contract amendment that was approved during the closed session. Mr. Mertens made a motion to approve the LFCS contract amendment that was approved during the closed session. Ms. Roesch seconded the motion. There was no additional discussion, all were in favor, none opposed. The motion was carried. The LFCS contract amendment was approved.

7. Old Business

a. CY25-26 Grant Cycle: MHF Reserve Spend Down of Approximately \$600,000 Option

Mr. Davis stated during the last board meeting the board was given options on how to handle the reserved spenddown; however, after speaking with JCCMHFB's attorney the reserve funds should be opened to any agency interested. Therefore, there is no vote. The board will discuss and vote to approve the funding allocation during the March board meeting. If a currently funded CY25-26 MHF program is awarded additional funds their contract will be amended, and the funds will be added to the original award. The deadline to apply is March 3, 2025.

b. LIV MHF CY24 Final Adjustment

Mr. Davis stated the executive committee provisionally approved LIV's adjustment until Mr. Mertens had the chance to review the details in-depth. Mr. Mertens stated he did not have time to review and would go off with the recommendation of Mr. Davis. Mr. Davis stated LIV requested a back bill for unbilled items. A new employee reviewed the 2024 reimbursements and stated LIV would like to request \$20,863.03. Ms. Dunnegan added no additional funds are being awarded to LIV, instead, LIV has a balance remaining. Mr. Davis agreed LIV has the grant balance to recap and fix the billing. Ms. Pulliam made a motion to approve the LIV MHF CY24 Final Adjustment. Ms. Schlueter seconded the motion. There was no additional discussion, all were in favor, none opposed. The motion was carried. The LIV MHF CY24 Final Adjustment was approved.

c. Employee Policies and Procedures Handbook Updates

Mr. Mertens made a motion to approve the Employee Policies and Procedures Handbook Updates as approved during the closed session. Ms. Pulliam seconded the motion. There was no additional discussion, all were in favor, none opposed. The motion was carried. The Employee Policies and Procedures Handbook Updates, as approved during the closed session, were approved.

8. Executive Director's Report

- Mr. Davis spoke, he was invited to speak at the Missouri Association of Counties Conference scheduled on Thursday, February 27. The panel is titled "How to Implement a Children's Mental Health Tax." Other resource boards are attending. Platte County is trying to create a CSF board.
- Traditional, chart review site visits are to be scheduled by early spring. The fall site visits are observational. Board members are welcome to attend.
- Mr. Davis and Dr. Freeman discussed current youth needs within Jefferson County schools. This information was used to assist Dr. Berry in creating the school-based assessment that will be issued to schools on March 18th.
- Mr. Davis was invited by Dr. Ruess to the Jefferson County Superintendents' Meeting on March 12th.
- The deadline for agencies to submit their 2024 annual report data was last Monday, Feb. 17th. This week we've been following up with agencies and will partner with Dr. Berry to interpret the results. The annual report draft will be available in March.
- The Mental Health Collaboration Group met last week and is a little behind schedule due to winter, holidays, and illness. Though the first youth workgroup did not have diversity in what schools attended, they did have a strong session, which brought multiple school district staff and students together to brainstorm awareness ideas. Ms. Brown and her team are working with the subgroups to make actionable progress. The marketing group purchased two domain names jeffco-hope.com and .org. Both will land on the ASPEN page.

9. Additional Discussion Items

Ms. Schlueter asked if JCCMHFB's new marketing person could create a pamphlet with available resources. The idea came to mind after reading one of Ms. Pullium's Facebook posts. Mr. Davis replied that the collaborative workgroup is currently working to create documents and possibly a tri-fold type document with various Jefferson County resources. A lot of the resource information is currently online and located on the JCCMHFB website under resources. ASPEN is currently the best resource for locating needed services. Mr. Sita asked, how many homeless people have access to the Internet? Ms. Schlueter added that she'd like to be able to give a physical document to someone in need. Ms. Curfman, Compass, added St. Francis County currently has a trifold that she can give the board as an example. Mr. Davis stated this is all part of the collaboration group. The group is working to identify an efficient method to build awareness. Ms. Dunnegan added, that JCCMHFB could nudge the collaboration group to create a physical document sooner than later. In the meantime, JCCMHFB could look up the price for board member business cards with basic resource information (this may be something that needs to be approved if over the spending limits). Ms. Schlueter stated something with a phone number. Mr. Judson, STL Counseling, asked if when available, can have a poster with the resource information. Mr. Wallis, Chestnut, added the collaboration group is a model and he has spoken to other counties about how Jefferson County agencies work together to build awareness. He has not seen this in other countries. Mr. Davis stated there is an open forum/chat option on the JCCMHFB website so anyone can submit anonymous feedback or comments. Here soon JCCMHFB will be sending out school-based program assessments to identify program feedback.

10. Adjournment

Ms. Dunnegan made a motion to adjourn. Mr. Mertens seconded the motion. There was no additional discussion, all were in favor, none opposed. The motion was carried.

Minutes approved: _____

(Signature of JCCMHFB Chair) (Date)