



JCCMHFB Special Meeting Agenda

Meeting Date: June 28, 2022 **Time:** 7:30 am **Location:** Via Zoom

This meeting will be conducted in via zoom

<https://comtrea.zoom.us/j/88537575485?pwd=cWNGTUQ0Q1hXL0VUMFcwY0kwOUQ1dz09>

Meeting ID: 885 3757 5485| Passcode:285702

Meeting Agenda

Board Attendees: Mark Mertens; Mary Dunnegan; Jerry Rogers; and Dennis Gannon

Staff in Attendance: Sue Curfman, CEO; Amy Rhodes, CFO; and Makenzie Beckham

Guest: Nick Davis, Executive Director, JCCMHFB

Not in Attendance: Tammy Fulbright and Dr. Crawford

The June 28, 2022 Special Board Meeting was called to order at 7:34 am by Mary Dunnegan with a quorum of members present. The board met via zoom.

1. Approval of Agenda

The June 28, 2022 Special Board Meeting agenda was reviewed with no additions requested. **Recommendations:** "I, Jerry Rogers move that we approve the June 28, 2022 Agenda as presented." Mark Mertens seconded the motion. The motion carried.

2. Approval of Meeting Minutes

- a. No minutes to approve as this is a special meeting

3. Approval of Financial Control Policies

All members of the meeting were given a copy of the Financial Control Policies. Mark Mertens stated Mary, Nick and Mark have reviewed this policy and they all feel that this policy will help control and safeguards the Board. Nick has a signing limit up to \$500 on checks, he is able to move items around in the budget, and after \$500 dual signatures are needed on checks. Money will not be deposited without Board approval. Monthly income statements and

balance sheets will be provided monthly. 3 months worth of funds are in reserve starting out for the Board. Mark stated that the budget will be made in October for the next year. Mary stated that the chart of accounts has been started. These numbers and items can be changed and may need to be adjusted.

Mark stated that we need to be thinking about a place to store documents for the Board and stated we could get a bank box. Nick recommended using the cloud service. Mark asked if all board members would have access to this cloud. Nick stated yes all board members could access these. Nick and Mary have a meeting set up with the county to see how funds will be given and when. Board Treasure will look over financials once a month. Financial report, balance sheet and check register to be reviewed monthly.

Recommendations: "I, Mark Mertens, move that we approve the Financial Control Policies with the addendum that the Executive Director takes a 5 days of scheduled time away from work duties and financials can be reviewed." Jerry Rogers seconded the motion. The motion carried

4. Approval of budget for remainder of 2021 fiscal year (through December 31, 2022)

Mary Dunnegan presented the Board budget for the rest of the year. Mark Mertens reviewed presented budget to the board. Total income and budget for the board is \$90,164.00. Amy Rhodes stated that she would not depreciate the computers. Mark stated they would adjust this in the budget. Net Income is projected to be \$27,514. Mary Dunnegan would like to put these funds in reserved funds or restricted funds. Jerry Rogers asked if Nick would join any local civil clubs. Mary stated yes he would and this is a budgeted item. Jerry asked how important it was to find office space. Mark stated right now we are not looking, this may be something that we decided to do next year. Jerry asked if the board could be housed at the County. Dennis did not think this is a good idea and does not want people to think that the county is running the board.

Recommendations: "I, Mark Mertens, move that we approve the budget for the remainder of 2021 fiscal year as presented." Dennis Gannon seconded the motion. The motion carried

5. Approval of VMark Services for JCCMHFB accounting and payroll

This is the accounting and payroll services that the JCCMHFB Board will be using. Mary sent out 4 emails and backed them up with numerous phone calls, VMark services was the only company that returned calls and emails. VMark will do payroll twice a month and make sure all payroll reports are completed. For the County she will supply all documentation needed. This cost is \$250 a month. Mary stated the Board will look for bids for this in December for other vendors.

Recommendations: "I, Mark Mertens, move that we approve **VMark Services for JCCMHFB accounting and payroll for the next 6 months** as presented." Jerry Rogers seconded the motion. The motion carried.

6. New Business

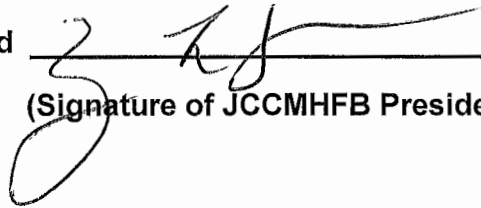
Sue asked if we would be getting a signed contract for COMTREA services. Mary stated she would send it over.

Amy stated that COMTREA received an invoice from Megan Breeze and that COMTREA will go ahead and pay this. Amy stated there were other invoices that were sent to COMTREA. One of them being from Lutheran Services and COMTREA will pay these since COMTREA is still getting the MIL Tax. When MIL tax is transferred July 1, 2022 to JCMHFB, the JCMHFB will be invoiced by COMTREA.

7. Adjournment

Recommendations: With there being no further business to discuss, Mark Mertens moved for adjournment. Dennis Gannon seconded the motion. The motion carried.

☐ Minutes approved


(Signature of JCCMHFB President)

7-22-2022
(Date)