

## Board Meeting Minutes

<b>Meeting Date:</b> January 15, 2025	<b>Time:</b> 7:30 AM	<b>Location:</b> 2372 N Truman Blvd. Crystal City, MO 63019
<b>Join Zoom Meeting</b>		
<a href="https://us06web.zoom.us/j/85891910357?pwd=mdijj9TNkn3sblfB7ouUlkVhFabecg.1">https://us06web.zoom.us/j/85891910357?pwd=mdijj9TNkn3sblfB7ouUlkVhFabecg.1</a>		

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

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**Board Attendees:** Mary Dunnegan, Chair; Dr. Clint Freeman (left at 7:53 am), Vice 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:** Jim Wallis, Chestnut; Judson Bliss, Saint Louis Counseling; Jake Krafve, Compass; Tim Swinfard, Compass.

**Not in Attendance:** N/A

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The JCCMHFB meeting was called to order at 7:30 am on January 15, 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 #5c New Business and requested the agenda date (date be updated from the year 2024 to 2025). The motion is to update item 5c CY25-26 Grant Cycle: MHF Reserve Spend Down of Approximately from \$800,000 to approximately \$600,000. Dr. Freeman made a motion to approve the agenda and update item #5c CY25-26 Grant Cycle: MHF Reserve Spend Down of Approximately from \$800,000 to approximately \$600,000. Mr. Mertens 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 introduced and welcomed all public board meeting attendees; she thanked all board members, staff, and the public for joining the meeting.

### 3. Approval of November 20, 2024 Meeting Minutes

Mr. Mertens made a motion to approve the November 20, 2024 meeting minutes. Ms. Pulliam seconded the motion. There was no additional discussion, all were in favor, none opposed. The motion was carried. The meeting minutes were approved.

#### 4. Financials to be Approved

##### a. November 2024 Financials

Mr. Mertens presented the November 2024 financials and noted no inappropriate or unjustified expenditure on any of the board's accounts. During the monthly financial meeting, Mike Sita, Leslie Hanson, and Mark Mertens signed a statement stating each of them reviewed financials and found them to be complete, accurate, and within the approved guidelines of the Board. Mr. Mertens made a motion to approve the November 2024 financials. Dr. Kilian seconded the motion. There was no additional discussion, all were in favor, none opposed. The motion was carried. The financials were approved.

##### b. December 2024 Financials

Mr. Mertens presented the December 2024 financials and noted no inappropriate or unjustified expenditure on any of the board's accounts. During the monthly financial meeting, Mike Sita, Leslie Hanson, and Mark Mertens signed a statement stating each of them reviewed financials and found them to be complete, accurate, and within the approved guidelines of the Board. Mr. Mertens made a motion to approve the December 2024 financials. Dr. Kilian seconded the motion. There was no additional discussion, all were in favor, none opposed. The motion was carried. The financials were approved.

#### 5. New Business

##### a. Compass MHF CY24 Transfers

Nick stated Ms. Curfman [Compass] came to him during the November [2024] board meeting to notify him of Compass' reallocation request. Compass is requesting a deduction from some programs to provide additional funding to one (Psychiatry Service - \$45,000.00, Outpatient Therapy Service - \$20,000.00, Open Access - \$70,000.00, Adult Community Support Services + \$150,000.00, Substance Use Disorder Treatment Services - \$15,000.00).

<b>Mental Health Fund CY 2024</b>				
<b>Compass Health, Inc.</b>				
<b>Program Name</b>	<b>Current Request</b>	<b>Award Amounts</b>		
	<b>Transfer Amount</b>	<b>Original Award</b>	<b>Previous Approved Award Request</b>	<b>Current Award Request</b>
Psychiatry Service - Clinic Based Programming	-\$45,000.00	\$830,000.00	\$530,000.00	\$485,000.00
Outpatient Therapy Service - Clinic Based Programming	-\$20,000.00	\$275,000.00	\$475,000.00	\$455,000.00
Open Access Clinical Assessment Service - Clinic Based Programming	-\$70,000.00	\$165,000.00	\$315,000.00	\$245,000.00
Adult Community Support Services (Mental Health and Substance Use Disorder) - Community Based Programming	\$150,000.00	\$385,000.00	NA	\$535,000.00
Substance Use Disorder (SUD) Treatment Services (Counseling) - Community Based Programming	-\$15,000.00	\$165,000.00	\$115,000.00	\$100,000.00

Compass reviewed utilization throughout the year and is asking to transfer program funds from one program to another and is not requesting additional funds. The Executive Committee reviewed the details on Monday. Mr. Mertens stated Compass is looking to

approve the transfer of funds within their grant results in \$30,000 more for individual adult community support services. Ms. Dunnegan asked the board if they understood the change.

Ms. Schlueter asked, "Are these other programs they [the funds] were originally going into going to lose any services because of this transfer? Are they going to be short later?" Mr. Krafve stated "No, it's actually the years closed out. So this was to reflect our actual utilization for the year. We went into this our first-year fee for service. We had to take some I won't say guesses, but the best estimate is that the utilization by contract and as the programs become longer tenured under people service will be a better project where we hit year over year. So this, after our first year in front of this new way, this is able to the right size."

Ms. Dunnegan added that this will be discussed later but JCCMHFB will let agencies transfer or change their budgets once a year. JCCMHFB wants to work with its partners and make sure the money goes where it needs to be. Mr. Mertens made a motion to approve the Compass MHF CY24 transfers as presented. Ms. Pulliam seconded the motion. There was no additional discussion, Dr. Freeman abstained from voting, all others were in favor, and none opposed. The motion was carried. The Compass MHF CY24 transfers were approved.

**b. Grant Adjustment Policy (Financial Control Policy)**

Mr. Davis stated there were a few agencies who requested award adjustments. He and the Executive Committee have discussed installing the below policy in financial controls so agencies could request an award change once per year.

- 12. Beneficiaries may submit a request to adjust their official budget once per calendar year as long as the submission is submitted to JCCMHFB before November 1st. Late submissions will only be accepted for extenuating circumstances. Request to adjust budget(s) must include**
- a. Explanation of request**
  - b. Updated Budget**
  - c. Updated Outcomes (if applicable)**

Mr. Mertens stated the financial committee reviewed and recommended the policy adjustment. Mr. Mertens made a motion to approve the Grant Adjustment Policy (Financial Control Policy) as presented. Dr. Freeman seconded the motion. **Discussion:** Ms. Dunnegan stated this policy is a good policy and agencies are always welcome to come to the JCCMHFB if anything comes up or an emergency, etc. occurs. JCCMHFB is working to ensure agencies use the awarded funding. All were in favor, and none opposed. The motion was carried. The Grant Adjustment Policy (Financial Control Policy) as presented was approved.

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

*\*For item #5c "our" and "we"/we're and "us" indicate JCCMHFB.*

Mr. Mertens and the financial committee reviewed the budget, revenue, and expense and stated "we always try being on the conservative side on our revenue estimates so that we are, you know we're not giving out more money than we have...As a result of that...we ended up on the adult side \$375,000 over what we budgeted coming in and on the children's side \$273,000 plus ... Because of Mr. Davis ... working on getting some better interest rates on our money we had another \$63,000. So long and short of it is the year we ended up like \$700,000 over, and this brings our reserve up to considerably more than what we agreed on first. I think we need to keep a \$600,000, (or about 10% of the money) ... so we have

something for emergency situations. So rather than keeping that money here...we want to spend down \$600,000 in additional funds...We're turning it over to Mr. Davis and Ms. Schumacher to come up with the method. There are 3 possible ways that we can do it.

1. we can just do across the board to everybody that we gave a grant money to. Give each one a certain percentage increase.
2. we can go back and review the grants that we received and maybe fund some of the requests that we denied or increase some of the money that we cut.
3. we could roll it over into next year's grants"

Mr. Mertens added, that if JCCMHFB funds are not allocated to agencies then there will be approximately \$1.2 million in reserves and that is too much. Mr. Mertens made a motion to approve the CY25-26 Grant Cycle: MHF Reserve Spend Down of Approximately \$600,000 with the method to be determined by and recommended to us by Mr. Davis and Ms.

Schumacher. Dr. Kilian seconded the motion. **Discussion:** Ms. Dunnegan stated this will come to the board and there will be a vote on which way to spend. Mr. Davis and Ms. Schumacher will do their homework to identify the best method. Additionally, she added, "I like seeing it on the spreadsheet because that's just me but we need to spend money that the taxpayers give or what we're sent out to do. ...It's nice to have, but it's not our money, so let's use it. Let's give it to the people that can get it out there and use it. I'm sure they can also use it... We're going to call the reserve spend down of approximately \$600,000...because we don't know exactly. We're still working on the figures." Ms. Schlueter asked, "Is there an expected timeline we're going to try to get this done by?" Ms. Dunnegan replied that JCCMHFB is expecting to vote next month and recapped Mr. Mertens's above 3 options. The funding will flow with the current grant cycle [MFH CY25-26] and contracts. The challenge we'd previously faced with a special grant cycle was that agencies were spending the special grant cycle before their current year of funds due to the time restraint. It was difficult for JCCMHFB staff to track. It's likely not great for the agencies to put a time restraint because they have to spend the funds quickly and it throws off their budget..." we want to make sure that the money is spent wisely [and that] they're not coming back and asking us to extend their contract...[that] they didn't spend the other part... we want to make it a true extension of what we have and just get the money out where it needs to be." Mr. Sita clarified that if the funds were included within the next MHF grant cycle it'd be in two years (as the MHF contract is for two years). All were in favor, none opposed. The motion was carried. The CY25-26 Grant Cycle: MHF Reserve Spend Down of Approximately \$600,000 was approved.

## 6. Executive Director's Report

Mr. Davis stated he would have a draft copy of the annual report [for CY 2024] by mid to late March [2025] with a finalized report by the end of March. Ms. Schumacher and Mr. Davis have a meeting scheduled with Dr. Berry to "to try to make some of our data more digestible and available". Mr. Davis provided a copy of the part-time marketing administrative position to the Personal Committee for review. Once approved the job will be posted this week. Interviews will be conducted in February and the person will tentatively start in March. Mr. Freeman asked where the job posting would be listed. Mr. Davis responded on Indeed as in the previous posting it's provided good luck. Mr. Mertens asked if it would be posted to the Leader. Mr. Davis responded that it may be posted there. Ms. Dunnegan requested the job details to be announced to the board. Mr. Davis stated "It's probably 20 to 24 hours a week with a marketing emphasis and then just administrative duties. So, some kind of blend of that is what we're looking at." Ms. Dunnegan asked if there are any other

meetings this month. Mr. Davis stated there is an [Upstream Prevention and Intervention Mapping Workshops with Circuit 23]. Mr. Davis is on vacation all next week, Ms. Schumacher and Donna may attend. Mr. Mertens asked when the checks would be submitted. Mr. Davis replied "We [Davis and Schumacher] typically try to have everybody's invoice by the 15th which is today...then there's usually 2 to 3 days of getting everyone's in and then we review for a few days, and then we send that to either you [Mr. Mertens] or Ms. Dunnegan for approval." Ms. Schumacher added "Mr. Mertens could even approve it [ACHs] on the 27th or 28th because usually we [Davis and Schumacher] have it [ACHs] clear by the last day of the month. You [Mr. Mertens] can post it the day before, and it'll clear." Ms. Dunnegan stated the holiday party went very well and hoped everyone had a nice New Year's. She encouraged anyone with questions or concerns to reach out to herself or Mr. Davis.

## 7. Additional Discussion Items

Ms. Dunnegan asked if anyone had any questions or comments. Jake (Compass) stated Compass is having a ribbon cutting on Wednesday, January 29th at 12:30 pm for the new High Ridge location with Psychiatry. The new building is located behind an older Compass building and uses the same parking lot (behind QuikTrip).

## 8. Adjournment

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

Minutes approved: 3/3 2/15/2024  
(Signature of JCCMHFB Chair) (Date)

