

JCCMHFB

Monthly Board Meeting Minutes

Meeting Date: Aug. 16, 2023	Time: 7:30AM	Location: 2372 N Truman Blvd. Crystal City, MO 63019
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Board Attendees: Mary Dunnegan, Chair; Dr. Clint Freeman, Vice Chair; Mark Mertens, Treasurer; Michael Sita, Secretary; Shelly Schlueter, board member; Lauren Roesch, board member

Staff in Attendance: Nick Davis, Executive Director; Ashley Schumacher, Administrative Assistant

Also Present: Jim Wallis, Missouri Director of Business Development - Chestnut; Jake Krafve, CFO - Compass; Sue Curfman, Senior Vice President of Regional Corporate Services - Compass; Tim Swinford, President/CEO - Compass; Megan's iPhone

Not in Attendance: Dr. Steven Crawford, board member; Leslie Hanson, board member; Donna Pulliam, board member

The JCCMHFB Meeting was called to order at 7:32 am on August 16, 2023 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

Mark made a motion to approve the agenda. Shelly seconded the motion. There was no additional discussion and the motion carried. The agenda was approved.

2. Approval of Meeting Minutes

Shelly made a motion to approve the minutes from July 19, 2023. Mike seconded the motion. There was no additional discussion and the motion carried. The minutes were approved.

3. Welcome Lauren Roesch

Mary welcomed and Nick introduced Lauren to the board. Lauren announced she currently works at Mercy Jefferson, Mercy South County and Mercy Ballas by completing patient psychiatric evaluations. She has worked with community mental health for years, has a Masters in Education and Counseling from MO Baptist and a Bachelors from UCM. She has lived in the area for 25 years but also lived in Central Missouri as well.

4. Closed Session (if necessary, personnel)

Mary noted a closed session is not necessary and was not entered.

5. July Financials

Mark presented July Financials and noted there were no inappropriate or unjustified expenditures for any of the Board's accounts. He noted some accounting process changes and some questions relating to furniture/equipment. He will reach out to Verletta for details. The balance sheet and bank statements do not match due to the new accrual accounting method. The new method allows more details of grants, details of outstanding checks and lists all liabilities to visualize what is still owed. 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 financials. Mike seconded the motion. There was no additional discussion and the motion carried. The financials were approved.

6. Old Business

- a. **RFP Audit Language Adjustment in Contract** - Nick reported this is a follow up to Shelly's request during the last board meeting to adjust RFP audit language with a single sentence addition presented on the screen stating "It is the agency's financial responsibility to pay for the independent audit cost." Mary added this was discussed during the executive committee meeting. Mike noted this is a good move. Shelly made a motion to approve the RFP audit language adjustment. Mark seconded the motion. There was no additional discussion and the motion carried. The RFP audit language adjustment was approved.
- b. **PTO Calculation Correction** - Mary stated due to a clerical error the decimal was placed in the incorrect spot and should be changed from .50 to .05. Mark made a motion to approve the PTO calculation correction. Mike seconded the motion. There was no additional discussion and the motion carried. The PTO Calculation Correction was approved.
- c. **Fund Percentage Transfers** - Mark spoke on behalf of the Executive Committee noted past and continuous 5% from CSF to general admin account. Nick and Ashley reviewed our records and on one month JCCMHFB did not have the funds in the CSF fund to cover bills [July 3, 2023] the Executive Committee discussed and approved the non-transfer of 5% from CSF to the general admin account due to lack of funds to pay grantees. Nick and Ashley also reviewed past minutes which approved the 5% of MHF to cover administrative costs but could not located the 5% transfer of CSF to cover administrative costs. Nick asked what would happen to the 5% we did not transfer. Mark stated possibly in the [CY 2024] year the funds can be recouped. Shelly asked, "So we have the money now?" Mark and Mary replied "we have the money but it's tight". Mark continued, there are a few agencies who front-load their reimbursements and now we should be able to build up some funds. Mark made a motion to approve the fund percentage transfer of 5% from CSF to administration. Shelly seconded the motion. There was no additional discussion and the motion carried. The fund percentage transfers were approved.
- d. **MEM Renewal** - Nick announced Tony from Custom Insurance thought our insurance coverage lasted until the end of the year; however, the policy ended sooner due to the crime coverage policy because we picked up additional coverage elsewhere. The cost was the same but this is an announcement of renewal.

7. New Business

- a. **PTO Policies** - Nick stated originally the thought was to go through the CCRB policy template piece by piece but instead Mary would like to get the personnel committee together in October to go through the documents and make additions or edits.

- b. **Agency Administrative Charges** - Mark stated Nick has had multiple inquiries regarding how much funding the board will allow for admin costs. Nick stated between 15%-20% of funds are allowed in other CSF programs; state programs can cap at 10% and other agencies include admin costs in the CPT code pricing. Mark acknowledged JCCMHFB is struggling with billing processes so agencies can be compared more easily. Mark and the executive committee would like to recommend setting the max percent toward admin costs at 12%; we would like the funds to primarily go to services provided. Mike added "we work at a 5% budget so this is generous". Mary noted not all agencies work with CPT codes so if we have the 12% max added it can work with those agencies as well. Mike added that this is always open to change. Mark made a motion to approve the 12% maximum administrative amount allowed for administrative costs via agency administrative charges. Shelly seconded the motion. There was no additional discussion and the motion carried. The agency administrative charges were approved.

- c. **Fee for Service Billing Meetings** - Mark noted both Compass and Chestnut have reached out to JCCMHFB with billing questions and a meeting will be set up to discuss the fee for service. Jake Krafve (CFO - Compass) noted other funding boards want services to be billed to Medicaid, Medicaid contracted providers, an approved US contracted provider on behalf of Medicaid or other insurances first; all other funding boards ensure Board funds are the payer of last resort. The reason is tax funds are already being spent to pay Medicaid. Another option other boards use to leverage money is if a person is uninsured and becomes accepted to Medicaid; Medicaid will retroactively pay approximately 3 months so the agency can then bill Medicaid and refund the board for any funds Medicaid will not cover. Mark noted that if a person has private insurance and an agency bills us for the portion not covered, that is not allowed. The funds are for the underserved. Jake added, Compass also has services that are not covered by commercial insurance, DMH or Medicaid and thus funding is used to cover those; for example, case management is not billable except with court or a DMH contact with licensed staff and asked if that would be billable under grant funding. Mark stated this is open for discussion. Mary noted we want to set a foundation and be consistent for those who are not here in 5+ years since government changes. The refund process scares us because of the tracking of the paid services, we prefer to give you the money and the agency uses it. Jake added since more people are getting enrolled in Medicaid and sometimes it can pay back 6 months but since we are over the Medicaid expansion hub it's not as bad. Medicaid is always billed before grant funds are used. Mary is open to knowledge on how the system works; open communication is always best. JCCMHFB wants to hear other agency expectations and agencies hear ours. Sue added she appreciates the collaboration taking place and JCCMHFB is a financial steward for tax money to ensure it's used appropriately. Mike asked what the term is for an insured person receiving uninsured services and Jake's response was "the technical term is under insured"; Sue stated the health insurance companies will cover physical medical conditions but will not cover mental health; there is a big push at the Federal and State levels to consider mental illness the same as physical illness (termed parity). There is a lot of pushback from the managed medicaid plans

because they can write their own rules. We are pushing for parity but have not yet achieved. Jake added that mental health services generally go to deductibles so about 80% of the time we receive no payment, it all goes to the patient. Mark added that nowadays patients have \$1,000 plus deductibles. Jake added that can discourage patients from coming in.

- d. **CPT Code Booklet** - Mark made a motion to purchase a CPT book for billing purposes. Shelly asked if this is something we could find online, how often the book changes and is there an addendum? Mark stated you have to pay to view it and that we shouldn't need to purchase it every year. Mary added an observation is not necessary to purchase a CPT book since it's under \$500 in the discretionary budget.

8. Executive Director's Report

- **Budget:** Nick announced the financial committee met and created a draft budget for CY 2024; this budget is expected to be presented for approval in October.
- **Rent:** Nick is waiting to hear back from the property manager about renting the full office space. The one additional room has been vacant since we signed the original lease and hoping the manager will bundle the room. The property manager wants us to pay for the room plus utilities and will get back to us on the monetary usage (approx. \$60 each). We'd like to have a year or two lease instead of monthly contracts. Other CSF's pay \$500 plus for cleaning costs only.
- **Site Visits:** We have completed all the first set of site visits with the last one being with Comtrea/Compass. Our goal is to have two visits yearly. Next year we'd like to initiate these much earlier. The second site visits will be conducted later this year approximately in November to December.
- **Tax Rate:** The Proforma to set the personal property tax rate will be available for approval during the September meeting. We will run the information in the paper in about a week. More than likely keep the tax rate the same.
- **Requests for Proposals & Dinner:** RFPs are due September 1st. Nick and Ashley will give the reviews of the RFPs at the earliest convenience. Nick reminded the board of the RFP presentation dates (September 12-13 from 5:30pm to 7pm). Ideally, all board members will attend in person or virtually. Shelly asked if dinner would be provided and Nick stated he'd get back to her.

9. Additional Discussion

- **Dinner:** Mary noted JCCMHFB can budget dinners at night for Sept. 12-13.
- **Site Visits:** Mary acknowledged the good hard work going into the site visits.
- **Emails:** We receive a lot of emails with updates and she likes them. We did discuss email correspondence and indicated which ones need a response. Nick and Ashley should put "respond" in the title. Nick noted we have spoken about getting each board member their own email address to keep personal and board information separate. Mary is in favor of one.
- **RFP Reminders:** Mike asked for a reminder of the RFP presentation dates and Nick reminded him of the details.
- **Overdose:** Mark noted he had read the Leader and there was an article about overdose and asked if Sue has any input on that since Jeffco has high rates. Sue stated we have been in communication with the courts and law enforcement; there is a weeklong event starting August 28, 2023. She will send a flyer to JCCMHFB. Jake

added we have increased staff numbers and are looking for additional space for programs alongside working on additional access centers. Since July Sue has attended 45 community meetings including, but not limited to, more space for treatment services. Mary, Lauren and Sue discussed the concerns of people leaving incarceration with limited medications to help them quit drug usage; the 90 day program isn't working. Lauren added health insurance generally won't pay for services because the diagnosis is substance related and not mental health.

- **Compass Updates:** The behavioral health crisis center is designed for those persons who are in active withdrawal or mental health crisis. The center will quicken the response time and save at approximately 9.1 million. Sue added that as of July 1 Compass serves as the new 988 crisis line; they have a 1 second pick up time at 100% call pick up. Previously, a former provider, it was 83% pick up rate after 70 seconds and some with a wait time of 20 minutes. Mark added earlier we were discussing funding schools. One superintendent stated the turnaround for a child needing help and the child actually getting in is unacceptable. Since June Compass has hired 5 school therapists and 1 full time assessor. The assessor does not have a case load. If there is a kid in crisis the assessor is dispatched. The assessor will be available in person and virtual. Compass hired 35 additional mental health staff and as of Oct 1 there will no longer be a waitlist. There will be 4 access points where people can have immediate assistance. Mark questioned what if clients have insurance? Jake added through the program Open Access Compass will accept majority insurances even though it provides more challenges. Private insurance generally only pays 30% of charges. Mark is curious to know what percentage of charges will Compass ask for reimbursements in the future. He noted we are struggling with this process. Mary thanked Compass for their information.
- **Tax Rates:** Shelly asked if the taxes will have to be voted on. Nick said yes, each year it's voted on. Mary added it's all public. Mark added it will be the same tax as we've had. Mary noted September is a very busy month for the board.

10. Adjournment

Shelly made a motion to adjourn. Lauren seconded the motion. All were in favor and the motion was approved.

Minutes approved: _____


(Signature of JCCMHFB President)


(Date)