



# Monthly Board Meeting Minutes

Meeting Date: July 19, 2023 Time: 7:30AM Location: Via Zoom

<b>Meeting Date:</b> July 19, 2023	<b>Time:</b> 7:30AM	<b>Location:</b> 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; Leslie Hanson, board member; Donna Pulliam, 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

**Not in Attendance:** Dr. Steven Crawford, board member

The JCCMHFB Meeting was called to order at 7:33 am on July 19, 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

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

### 2. Approval of Meeting Minutes

Donna made a motion to approve the minutes from June 21, 2023. Mike seconded the motion. There was no additional discussion and the motion carried. The minutes were approved.

### 3. June Financials

Mike presented June 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. Leslie made a motion to approve the financials. Mike seconded the motion. There was no additional discussion and the motion carried. The financials were approved.



#### 4. Old Business

##### a. JCCMHFB Audit Approval

All board members received a copy of the JCCMHFB audit prior to the meeting. Nick explained the financial committee reviewed documents between July 2022 to December 2022. Mike presented the audit findings to the Board; the one finding was the bank deposits were under collateralized and this was corrected in February 2023. Otherwise, JCCMHFB passed with good standing. Mary exclaimed she was very happy with the audit. She acknowledged the hard work of the financial committee and stated the audit exceeded her expectations. The one concern of the auditor was already addressed. Nick added JCCMHFB's internal controls were reviewed with no corrective actions needed. Mike made a motion to approve the audit. Leslie seconded the motion. There was no additional discussion and the motion carried. The audit was approved.

##### b. RFP Audit Requirements (Chestnut)

Nick reported this information carried over from the board last meeting; agencies had issues with JCCMHFB's auditing deadline of 4 months as outlined in the contract. The contract should state JCCMHFB will accept an audit within 6 months of the close of the agency's fiscal year.

##### c. RFP Application

###### i. RFP Contract - failure to perform

Mary summarized the language on the screen *"#13 In the event the AGENCY, at any time, fails or refuses to perform according to the terms of this contract, as determined by the BOARD, such failure or refusal shall constitute a default and AGENCY will be given written notice and 45 days to return to compliance. If AGENCY fails or refuses to perform requested corrective action(s) the BOARD will be relieved of any further obligation to make payments to AGENCY as set out herein and this contract will be terminated at the option of the BOARD."* Mary made a motion to accept #13 failure to perform/default language. Leslie seconded the motion. All were in favor and the motion was approved.

###### ii. RFP Contract - audit and financial reporting requirements

Nick summarized the language on the screen *"#7 AGENCY agrees to submit to the BOARD a copy of its most recent previous audit with their application. Also, an overall organizational annual audit within **6 months** after the close of AGENCY'S fiscal year during which AGENCY receives funds from JCCMHFB. An audit of a specific department will not be required. In addition the BOARD expects quarterly financial and service reports of the funded program(s). If the BOARD awards a grant of \$250,000 or greater to an agency and the recipient agency does not already have an annual audit completed, they will have to provide the BOARD an independent audit of the department that received the grant. If AGENCY receives less than \$250,000 and does not have an annual audit done, the BOARD will accept a certified review of financial reports. In the event the BOARD awards a grant of less than \$10,000, signed and dated receipts for the expenditure of the funds granted will be accepted. The audit is to include a complete accounting for funds covered by this agreement in accordance with generally accepted accounting principles. Payments may be withheld from AGENCY, if reports designated here are not submitted on time."* Leslie asked if the agency audit provides information



related to the financial stability of the group, if it shows the agency receives the funds and how the funds are applied after awarding. Nick stated this is for new organizations who submit grant requests. JCCMHFB will request new agencies to submit their most recently completed audit at the time of application. JCCMHFB will then receive a final audit within 6 months after the close of AGENCY'S fiscal year. Mary added JCCMHFB receives quarterly reports and can request financials if questions arise. Shelly asked if there should be language stating "it's the agency's responsibility to pay for the audit". Mary replied she believes there is language in a different section of the contract identifying the agency's responsibility to fund their own audit. Additionally, most organizations who have \$250,000 or more already have an audit completed. Those agencies who have less typically don't have the funds to pay for the audit thus explaining the financial reports. Nick stated that we can make language adjustments in an upcoming meeting to add specific wording identifying agencies are to pay for their own independent audit and to review agency administrative/audi/overhead % costs (15%). Mary made a motion to accept audit language #7 as is. Mike seconded the motion. Leslie nayed the motion. Majority were in favor and the motion was approved.

**d. Open House Budget Increase**

Mary stated originally the board approved a \$500 budget for the open house and after the food purchases JCCMHFB was running approximately \$60 short. Therefore, it was decided during the executive committee to increase the budget by \$100. Mary stated this is informational and a vote is not needed. The open house is this evening from 6pm to 8pm.

**5. New Business - RFP Agency Application Presentations to Board**

Nick announced on September 12 & 13 from 5:30pm-7pm agencies who submit RFP applications are welcome to present information to the board. Initially, agencies can expect 15 minutes; however, length may change based on the number of applications received. This is not a mandatory requirement for board members but all are encouraged to attend. This is a great opportunity for agencies to share their RFP, for the board to learn and for both to have any questions answered. Leslie asked if the RFP summaries will be available before the presentation. Nick's goal is to have the summaries ready the first week of September. Leslie asked if the presentations were only for new agencies or for everyone. Mary stated this is open to all applicants.

**6. Executive Director's Report**

Nick reported he and Ashley went to the Mental Health Summit on Monday; the big takeaway was related to foster care. Former Judge Darrel Missey from the Children's Division presented the following statistics: per the national average of 1,000 children in the US 5% are in foster care; 9.1% of Missouri children are in foster care; 11.23% of Jefferson County, Missouri children are in foster care. Other Missouri counties have a rate as low as 2.1% and even when compared to other similar states, like Maryland, other state percentages are lower. New Orleans holds the gold standard with the least amount of children in foster care. There is an unnecessarily high number of children in foster care and Missey would like to identify ways to slow down the number of children entering the system or speed up the process. The need to change shows in these statistics for those who have been in the foster care system: they are 2x as likely to have PTSD as a war veteran; 7x more likely to become addicted than the general population; more likely to commit

crimes; be homeless; be unemployed; have a mental illness and more specifically be 7x more likely to have depression when compared to the general population. Nick also attended a breakout session with Missey in Hillsboro at 1pm. Various agencies partook to identify ways to improve the percentage in Missouri. Currently, the Missouri system asks if the child is safe and if the answer is yes then nothing happens; if the answer is no then the child is taken from the home. Toward the end of the summit a young woman spoke on her experience within the system. Leslie inquired where the foster care programs receive funding. Mary and Jake stated it's likely from the state. Jake added Centene has the MO Medicaid managed Medicaid contract for all foster care. Behavioral health is via Home State Health under Centene's managed plan.

**7. Additional Discussion**

Mary stated Nick and Ashley will look into the financial responsibility language in the audit. She reminded everyone of the open house and noted JCCMHFB is proud of what they've accomplished. Mary noted she has received phone calls regarding the open RFPs. If anyone has questions they can keep reaching out to her or Nick. The application and information is on the JCCMHFB website. Leslie asked if the RFP was in the Leader. Nick and Mary stated yes, the ad ran for 2 weeks.

**8. Adjournment**

Mary made a motion to adjourn. Donna seconded the motion. All were in favor and the motion was approved.

Minutes approved: \_\_\_\_\_  
 (Signature of JCCMHFB President)  (Date)