

JCCMHFB

Board Meeting Minutes

Meeting Date: Jan. 17, 2024	Time: 7:30AM	Location: 2372 N Truman Blvd. Crystal City, MO 63019
Join Zoom Meeting	Join Meeting Via One Tap Mobile	
https://us06web.zoom.us/j/87243992057?pwd=SRmxMmbyAyQ3bcCmbj2QZwBpgG83EI.1	+13052241968,,87243992057#,,,,*617821# US +13092053325,,87243992057#,,,,*617821# US	
Meeting ID: 872 4399 2057 Passcode: 617821	https://us06web.zoom.us/j/87243992057?pwd=SRmxMmbyAyQ3bcCmbj2QZwBpgG83EI.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; Dr. Clint Freeman, Vice Chair; Mark Mertens, Treasurer; Michael Sita, Secretary; Leslie Hanson, board member; Donna Pulliam, 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

Not in Attendance: Dr. Steven Crawford, board member; Shelly Schlueter, board member

The JCCMHFB Meeting was called to order at 7:33 am on January 17, 2024 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. Donna seconded the motion. There was no additional discussion, and the motion was carried. The agenda was approved.

2. Closed Session

Mary announced JCCMHFB will temporarily enter closed session and asked anyone from the public to exit the meeting. Mark made a motion to go into closed session and Donna seconded this motion. Roll call was taken and all board members except Shelly and Dr. Crawford were present. The vote was unanimous, and the motion was approved. The closed session was entered at 7:35 am and ended at 7:44am.

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3. Approval of Meeting Minutes

a. 11/15/23 - November Board Meeting

Mark made a motion to approve the 11/15/23 meeting minutes. Dr. Freeman seconded the motion. There was no additional discussion, and the motion was carried. The agenda was approved.

b. 11/29/23 - December Board Meeting

Mark made a motion to approve the 11/29/23 meeting minutes. Lauren seconded the motion. There was no additional discussion, and the motion was carried. The agenda was approved.

4. Financials

Mark stated he, Mary, Nick and Ashley met with Enterprise Bank to discuss banking transfer limits; Enterprise staff will gather additional information regarding an increase in transfer limits and CD rates to increase investments (estimated 4.8%) since JCCMHFB will receive a large payment from the County soon. As it stands, each ACH cost \$0.15 and wire transfers cost \$25. Mary added JCCMHFB had limited funds at startup and Enterprise categorized the board as a small business account where revenue is around 7-8 million and now they will likely shift the board to a medium sized to provide additional services and increase limits. Nick added the original daily ACH limit is \$70,000 and the monthly limit is \$100,000 and some of our grants are more than the monthly limit with one check. Nick will update the board as information is given. Mark and Nick stated that JCCMHFB did sign the engagement letter from MWR for the annual audit.

a. Approval of November 2023 Financials

Mark presented the November 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. Mary made a motion to approve the November financials. Donna seconded the motion. Dr. Freeman inquired where the supporting documents are for the reconciliation reports in the financial packet and asked about checks and balances. Ashley replied, we send all receipts over to Verletta. Mary added if the report lists "Dominos" then Verletta had a receipt. There was no additional discussion, and the motion was carried. The financials were approved.

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b. Approval of December 2023 Financials

Mark presented the December financials and noted there were no inappropriate or unjustified expenditures for any of the Board's accounts. He indicated one discrepancy regarding Ashley's status change effective January 1. Verletta paid Ashley's FT payroll in December; it was not reflected in the reports. Verletta corrected the balance and profit and loss sheets. 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 after Verletta sent the corrected reports. Mary made a motion to approve the December financials; Leslie added "approve December 2023 financials, as corrected,". Dr. Freeman seconded the motion. There was no additional discussion, and the motion was carried. The financials were approved.

5. Old Business

a. Employee Policies and Procedures Handbook Revision for LTD, Dental, Vision Benefits

Mark made a motion to approve the Employee Policies and Procedures Handbook Revision for LTD, Dental, Vision Benefits. Mike seconded the motion. There was no additional discussion, and the motion was carried. The agenda was approved.

b. Retirement Benefits

i. Approval of Simple IRA to SEP

Mark made a motion to approve the Simple IRA to SEP. Donna seconded the motion. There was no additional discussion, and the motion was carried. The agenda was approved.

ii. Approval of Adoption Agreement SEP Retirement Policy

Mark stated the brokerage firm needs this paperwork on file to approve our Simplified Employee Pension (SEP) at no cost; JCCMHFB must to adopt this policy to proceed. Mary added this is an agreement to accept the SEP agreement and keep on file. Mark made a motion to approve the Adoption Agreement SEP Retirement Policy. Dr. Freeman seconded the motion. There was no additional discussion, and the motion was carried. The agenda was approved.

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7. Executive Director's Report

Nick updated the board on the **KidsWin** Sponsorship of \$1,000 during the month of January 2024 by stating their sponsorship check will be requested with January checks. If board members would like additional information they can reach out to Nick. A **strategic planning meeting** is scheduled for February 29 around 6:30pm. For now, it will be a work session and all board members are welcome to attend. All **site visits** have been completed CY2023; Ashley sent out the recap summaries. Ashley and Nick will schedule the next site visits for April/May and Oct/Nov and will complete two each year. Ashley and Nick start **Foundant training** tomorrow (once a week for approximately 3-4 months). The first meeting tomorrow will provide additional information regarding the upcoming schedule. Mark noted there is still one spot available for an admin. Nick noted the admin spot is a use it or lose it. Or if there is an admin who wants to train afterward it'd be \$500. Nick and Ashley will have an **annual report** draft to the board by the end of the month and they reached out to agencies for a 1-2-page program descriptor. Nick's last update is a reminder that he signed the engagement letter with MWR for the **2023 audit**.

8. Additional Discussion Items

Mark stated JCCMHFB needs to create a policy to introduce visitors to the board meeting and mentioned with an amendment to the agenda we could grant visitors about 5 minutes to speak. Dr. Freeman added since the agenda has already been approved it cannot be amended this time but can be for the February board meeting. Mary stated we can acknowledge the visitors and had them introduce themselves, Jake (Compass), Sue (Compass), Jim (Chestnut). Mary stated that in other boards she's been on we had a roll call and introduced guests. Dr. Freeman suggested calling it an open comment. Leslie stated other meetings request a written statement of what the individuals would like to address in the interest of time. Mary thanked everyone for attending the board meeting and will try to attend in person vs virtual.

9. Adjournment

Dr. Freeman made a motion to adjourn. Leslie seconded the motion. All were in favor and the motion was approved.

Minutes approved: _____


(Signature of JCCMHFB Chair)

2/21/2024
(Date)