

# JCCMHFB

## Monthly Board Meeting Minutes

<b>Meeting Date:</b> Nov. 15, 2023	<b>Time:</b> 7:30AM	<b>Location:</b> 2372 N Truman Blvd. Crystal City, MO 63019
<b>Join Zoom Meeting</b>	<b>Join Meeting Via One Tap Mobile</b>	
<a href="https://us06web.zoom.us/j/84411278155?pwd=GIBTw4rakKpEO6uT01X4UzLdRFi8Tq.1">https://us06web.zoom.us/j/84411278155?pwd=GIBTw4rakKpEO6uT01X4UzLdRFi8Tq.1</a>	+19292056099,,84411278155#,,,,*310919# US (New York)	
Meeting ID: 844 1127 8155 Passcode: 310919	+13017158592,,84411278155#,,,,*310919# US (Washington DC)	
	<a href="https://us06web.zoom.us/j/84411278155?pwd=GIBTw4rakKpEO6uT01X4UzLdRFi8Tq.1">https://us06web.zoom.us/u/k7Vtuysel</a>	

**Board Attendees:** Mary Dunnegan, Chair; Dr. Clint Freeman, Vice Chair; Mark Mertens, Treasurer; Michael Sita, Secretary; Lauren Roesch, 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; Jamie Hall, Preferred Family Healthcare; Charles Groetke, Jefferson County, County Council

**Not in Attendance:** Shelly Schlueter, board member; Dr. Steven Crawford, board member, Dr. Clint Freeman (late arrival)

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The JCCMHFB Meeting was called to order at 7:32 am on November 15, 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

Mike 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. Approval of Meeting Minutes

Mark made a motion to approve the minutes from October 18, 2023. Donna seconded the motion. There was no additional discussion, and the motion was carried. The minutes were approved.

### 3. Closed Session for Contract Discussion

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, Dr. Crawford and Dr. Freeman were present. The vote was unanimous, and the motion was approved. The closed session was entered at 7:34 am and ended at 8:08am.

#### 4. October Financials

Mark presented the October 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. Mark made a motion to approve the financials. Dr. Freeman seconded the motion. There was no additional discussion, and the motion was carried. The financials were approved.

#### 5. Old Business

Mary stated Mark and Nick went to Compass' Open House and expressed it was a good turnout. Jake and Sue (Compass) thanked JCCMHFB for attending. Mary has signed most of the agency contacts and those will be sent out. Mark reminded the board of the upcoming holiday dinner on Tuesday, December 5th at 6pm to be held at Twisted Tavern. He also reminded the board that December's board meeting will be held on November 29, 2023 at 7:30am.

#### 6. New Business

##### a. Approval for reallocation of CSF CY24-25 grant funds

Mark made a motion to approve the reallocation of CSF CY24-25 grant funds for \$150,000 from Preferred Family Healthcare to Saint Louis Counseling in the amount of \$35,100, ASPEN in the amount of \$60,000, Chads Coalition in the amount of \$40,872.48 and UMSL in the amount of \$14,027.52. Dr. Freeman seconded the motion. There was no additional discussion, and the motion was carried. The motion was approved.

##### b. Office Rent Contract Approval

Mark made a motion to approve the office rent contract [MNB Properties] extension for 2 years at \$1,500 plus utilities. Donna seconded the motion. There was no additional discussion, and the motion was carried. The motion was approved.

##### c. CY2023 Grant Status

Nick stated there are agencies who have not utilized a large percentage of their grant awards during 2023. The data was presented on the board via October financial reports. Nick will reach out to agencies to discuss reasons. Dr. Freeman asked if the unused funds will need to be reallocated. Nick added that agencies can bill all the way through March 2023 as long as services are provided in CY2023. Dr. Freeman questioned if Jefferson Franklin and Compass' Open Access would be able to use their large excess funding amounts before the holiday; there isn't much time left. Jake (Compass) stated Compass expects to bill approximately \$40,000 monthly, if not more toward the end of the year and is not billing for the Mobile Crisis van to show good faith. Mike asked how we handle the unused funds and Nick responded that it's the board's discretion. Dr. Freeman stated JCCMHFB should reach out to agencies to gather information and if there isn't a response then we need to move forward; he added JCCMHFB should not have to chase down an agency for a response. Mary added, JCCMHFB likes to give funds to those who can use the funds and we like to see the money used for services.

**d. Grant Software Approval**

Mark made a motion to approve the grant software, Foundant, for \$11,000 and for the beginning date TBD depending on need. Donna seconded the motion. There was no additional discussion, and the motion was carried. The motion was approved. Mary asked if there was any type of discount for the GEO membership. Ashley stated she would reach out to the representative for an answer.

**7. Executive Director’s Report.**

- Nick stated Preferred Family Healthcare invited JCCMHFB to their upcoming open house (Dunnica Sobering Support Center 2-yr anniversary/only sobering center in Missouri currently.) on December 15th, 2023 from 11AM-2PM. Board members we welcome to attend.
- Friday, November 17th at 10:30am Nick and Ashley are going to UMSL’s site visit and went to Chestnut’s new location on November 15th. Board members are welcome to attend any site visit.
- Enterprise Bank ACH transfers – Treasury management team is sending paperwork. The challenge with setting up ACHs are the limits, and the bank will need to increase our transfers to at least \$70,000 per day and \$100,000 per month. If the limits are not increased, then we will not be able to submit all payments via ACH. The cost is \$0.15 per transaction. Nick will set up a meeting with the bank in January.
- Annual Report - Nick stated an example document, from DDA, was emailed to the board. It’s similar to a yearly recap and we’ll reach out to the agencies to provide information. This document should be sent to the board after the first of the new year. The document will be sent to the County Executive, County Counsel and other agencies.

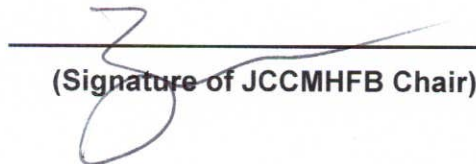
**8. Additional Discussion**

Mary and Nick reminded the board that the last board meeting of the year (December’s board meeting) will be held November 29, 2023 at 7:30am. Mary added the only other event of the year is the board dinner.

**9. Adjournment**

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

Minutes approved:


1-15-2024

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(Signature of JCCMHFB Chair)
(Date)

