



## Monthly Board Meeting Minutes

Meeting Date: June 21, 2023 Time: 7:30AM Location: Via Zoom

**Join Zoom Meeting:**

<https://us06web.zoom.us/j/82836495266?pwd=WHdYN1g2cFJrYlMwSGV6aTVyQjMvQT09>

Meeting ID: 828 3649 5266

Passcode: 216423

**For Mobile Connection:**

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Find your local number: <https://us06web.zoom.us/j/82836495266?pwd=WHdYN1g2cFJrYlMwSGV6aTVyQjMvQT09>

Meeting ID: 828 3649 5266

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**Board Attendees:** Mary Dunnegan, Chair; Mark Mertens, Treasurer; Shelly Schlueter, board member; Leslie Hanson, board member; Michael Sita, board member; Donna Pulliam, board member; Dr. Clint Freeman, Vice Chair; Dr. Steven Crawford, board member

**Staff in Attendance:** Ashley Schumacher, Administrative Assistant

**Also Present:** Jim Wallis, Missouri Director of Business Development - Chestnut; Tim Swinfard, President/CEO - Compass; Amy Rhodes, CFO - Comtrea; Jake Krafve, CFO - Compass; Sue Curfman, President/CEO - Comtrea

**Not in Attendance:** Nick Davis, Executive Director

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The JCCMHFB Meeting was called to order at 7:31 am on June 21, 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. Mike seconded the motion. There was no additional discussion and the motion carried. The agenda was approved.

**2. Approval of Meeting Minutes**

Mark made a motion to approve the minutes from May 17, 2023. Steve seconded the motion. There was no additional discussion and the motion carried. The minutes were approved.

**3. Closed Session**

Mark made a motion to go into closed session and Shelly seconded this motion. Roll call was taken, the vote was unanimous and the motion was approved. Closed session was entered at 7:35am and exited at 7:56am.

**4. Comtrea - Behavioral Health Expansion with Q & A**

Jake Krafve introduced Tim Swinfard who presented a slideshow on behalf of Compass regarding an overview, locations, Comtrea critical issues, vision for the future, new site targets, new facility images, crisis services, waiting list plans CY2023, and critical issues tax board partnership. Sue, Tim and Jake hosted a Q & A for any board members to address concerns. Clint asked if Compass had spoken to the Sheriff's Dept. about the plan. Sue has spoken with local law enforcement and courts regarding the merger to explain the benefits. Mark asked about the CPT billing changes; currently JCCMHFB and Comtrea have a percentage contract.

Tim and Jake stated fee for services via CPT codes is not a new concept to Compass. For the CY2023 year Compass and JCCMHFB will continue with the percentage base and in future years the billing can be based on services provided. Clint asked what will happen with Comtrea's A Safe House program. Tim stated Compass plans to keep it operational even though there are challenges since the three methods of funding charity, children trust fund and county tax money. Shelly asked if Compass works with private insurance carriers. Tim replied that yes, Compass does work with some private insurance carriers. Tim added that Compass would like to be a part of future conversations/meetings to cover any need and gaps. Mark asked who the local contacts will be. Tim replied Sue will be the Regional Senior Vice President for the community; Tony will work primarily with schools; Jake lives locally and JCCMHFB can always contact him (Tim) if needed. Mark invited Jake to future meetings to discuss future fees. Clint expressed that telehealth is not working within the schools. Tim agreed and added that Compass encourages personnel to work in person and will pay them \$3 more an hour.

## **5. Financials**

### **a. Mark Presented May Financials**

Mark noted there were no inappropriate or unjustified expenditures and revenues in the bank accounts. There was only one discrepancy with an accounting membership category stating the usage of \$5,000. Verletta, the Board's accountant, stated the funds were misapplied from another category and should reflect \$1,000. 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, as Treasurer, made a motion to approve the financials. Mike seconded the motion. There was no additional discussion and the motion carried. The financials were approved.

### **b. Furniture Purchase**

Mark informed the board that both the credenza, conference table, and chairs were purchased at the same time [May], but the credenza payment will be included with the current financials and the table and chairs will fall under next month [June] financials. Due to the \$5,000 monthly limit, the bank credit card runs on a monthly statement. Normally, this would have been paid with the credit card; however, due to the learning curve and limitations this invoice will be paid via check.

## **6. Old Business - Custom Insurance Quotes for Additional Insurance Coverage**

Mike explained the two insurance options to cover current gaps provided during the financial committee meeting by the insurance agent: A) \$1,000,000 coverage costs \$3,657 and B) \$250,000 coverage costs \$1,907. The financial committee would like to make a motion to extend insurance coverage to 1 million. Mark made a motion to accept the additional insurance coverage. Donna seconded the motion. All were in favor and the motion was approved.

## **7. New Business**

### **a. 2-year Contract for CSF and 1-year for MHF**

Mark noted this will be the first time addressing 2-year contracts and added a 2-year contract will allow agencies more stable funding. For CY2024 the MHF is on a 1-year contract and starting CY2025 MHF will be on a 2-year contract. CSF and MHF contracts

would be on a 2-year rotating schedule. Mark made a motion to accept the 2-year contract for CSF and 1-year for MHF [CY2024]. Leslie seconded the motion. All were in favor and the motion was approved.

**b. Clarification on Chestnut Audit/CPT code rates**

Mark informed the board that due to differences in yearly cycles (fiscal and calendar year), JCCMHFB would not receive Chestnut's 2023 audit until the end of 2024. JCCMHFB is not required to audit agencies and the county accepts the audit 12 months after the closing of the year. JCCMHFB discussed with Chestnut about the CFO of Chestnut signing a regular letter of verification and certification of financials. Mark recommends that the finance committee discuss this concept again and likely discuss the acceptance of the existing audit within 12 months. Mary stated that if JCCMHFB needs additional information or suspects the misuse of funds then JCCMHFB may require an external audit paid at the agency's expense. This item of business was tabled for further discussion. Mark noted Chestnut would like to start billing based on CPT codes. This is something JCCMHFB would like to do. There are still questions regarding CPT code rates. Chestnut's current contract is for 7 months and regardless if funds are depleted Chestnut has to provide the services.

**c. GEO Membership**

Ashley informed the board that by this point they each have received an email inviting them to the GEO website. There is nothing additional the board needs to do with the membership unless they want to explore. Ashley will be attending a new member orientation at the end of July to learn about more resources.

**d. Open House - Approve Budget Expense**

Mary would like to invite everyone to an open house on July 19, 2023 from 6pm to 8pm. Mary asked all board members to attend and other persons from the county. Mary made a motion to approve a \$500 budget for the open house. Mark seconded the motion. All were in favor and the motion was approved.

**8. Executive Director's Report**

Ashley let the board know that she and Nick have completed 3 of the 7 site visits. Board members are welcome to review the live document site visit summaries. Board members are also encouraged to attend site visits and an upcoming schedule will be emailed.

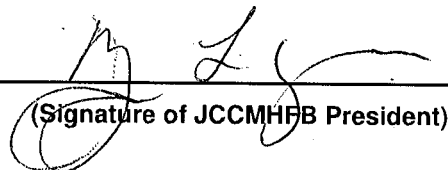
**9. Additional Discussion**

No additional discussion items.

**10. Adjournment**

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

Minutes approved:

  
(Signature of JCCMHFB President)

7-21-2023  
(Date)