



## Regular Board Meeting Minutes

<b>Meeting Date:</b> March 19, 2025	<b>Time:</b> 7:30 AM	<b>Location:</b> 2372 N Truman Blvd. Crystal City, MO 63019
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**Our Mission:** Maximizing community resources to build and sustain a comprehensive system of mental health and related services for individuals in need.

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**Board Attendees:** Mary Dunnegan, Chair; Dr. Clint Freeman, Vice Chair; Mark Mertens, Treasurer; Michael Sita, Secretary; Leslie Hanson, Board Member; Dr. Ken Kilian, Board Member; Donna Pulliam, Board Member; Shelly Schlueter, Board Member

**Staff in Attendance:** Nick Davis, Executive Director; Ashley Schumacher, Program Manager; Madison Silvey, Marketing Coordinator

**Also present were:** Judson Bliss, Saint Louis Counseling; Jake Krafve, Compass; Sue Curfman, Compass; Lori Epley, Chestnut

**Not in Attendance:** Lauren Roesch, Board Member

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The JCCMHFB meeting was called to order at 7:30 am on March 19, 2025, 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

Ms. Dunnegan asked for a motion to be made to approve the agenda. Ms. Hanson made a motion to approve the agenda. Ms. Schlueter seconded the motion. There was no additional discussion, all were in favor, none opposed. The motion was carried. The agenda was approved.

### 2. President's Welcome

Ms. Dunnegan introduced and welcomed all public meeting attendees. She thanks all board members and staff for their attendance.

### 3. Approval of February 19, 2025 Meeting Minutes

Ms. Dunnegan asked for a motion to be made to approve the February 19, 2025 board meeting minutes. Mr. Sita made a motion to approve the February 19, 2025 meeting minutes. Ms. Hanson seconded the motion. There was no additional discussion, all were in favor, none opposed. The motion was carried. The meeting minutes were approved.

#### **4. Closed Session**

Ms. Dunnegan stated the board will enter a closed session and all public attendees will be placed in a digital waiting room. Once the regular session resumes, attendees will be invited back. The closed session began at 7:34 am and ended at 7:55 am.

#### **5. Financials to be Approved**

##### **a. January 2025 Financials To be Approved March 2025**

Mr. Mertens stated that January and February financials have yet to be received because of the current audit and needed adjustments to the [CY2024] books. January, February, and March's financials will be ready to present to the board in April 2025.

#### **6. New Business**

##### **a. Welcome Madison**

Ms. Dunnegan welcomed Ms. Silvey and was happy to see that the team was expanding. Mr. Davis explained the hiring process that JCCMHFB had 13 people apply and then narrowed it down to 3 candidates. Madison was chosen as the Marketing Coordinator; she has a background in marketing and social media experience. He continued that Ms. Silvey is local to the area and has lived in Jefferson County for most of her life. Ms. Silvey stated she attended school at Southern Illinois University - Edwardsville where she obtained a bachelor's in Business Administration with a specialization in Marketing. She also provided an overview of prior work experience.

##### **b. Accept Management Letter CY 2024 Audit**

Ms. Dunnegan stated the audit was pretty much wrapped up. [MWR] sent over a management letter that is like an engagement letter stating JCCMHFB provided everything. Adding, if anything was missed can be viewed on the JCCMHFB website. [MWR] wants to make sure that the letter is signed and sent back with a check to be officially done. The preliminary audit looks great; there are only a few adjustments needed to the interest and payroll Futa [Federal Unemployment Tax Act]. The initial audit process was previously approved and approval is not needed for the letter. JCCMHFB staff will send the signed copy to MWR and they will provide a finalized copy. All financials will be caught up in April [2025].

Ms. Hanson made a motion to accept the management letter from the CY [2024] audit but had additional discussion. Mr. Mertens seconded the motion. Ms. Hanson stated that someone she knew who serves on the ambulance board in High Ridge mentioned that there were various types of audits and asked if it was a qualified audit or another type of audit.

Ms. Hanson asked what a more qualified audit meant. Ms. Dunnegan stated that a more qualified audit looked at how [JCCMHFB] is operating, they ask for the contracts, everything that has to do with the financials, the operating agreement, policies and procedures, and meeting minutes. Ms. Dunnegan stated if anyone has any questions, they can refer them to herself, Mr. Mertens, and Mr. Davis. She prefers they reach out to Mr. Davis or her first since she is Chair, but Mr. Davis could probably answer more questions than she could. Ms. Dunnegan stated that she is really proud of the board and that [members] need to reach out to the community and tell them what we do and how we do it. All board members were in favor, none opposed. The motion was carried. The Management Letter CY 2024 Audit was approved.

## **7. Old Business**

### **a. CY25-26 Grant Cycle: MHF Reserve Spend Down of Approximately \$600,000**

Ms. Dunnegan asked for a motion to approve the CY25-26 grant contract for the reserve grants of approximately \$600,000 as presented during the closed session. Mr. Mertens made a motion to approve. Dr. Killian seconded the motion. There was no additional discussion, all were in favor, none opposed. The motion was carried. The CY25-26 Grant Cycle: MHF Reserve Spend Down of Approximately \$600,000, as presented during closed session, was approved.

## **8. Executive Director's Report**

- Mr. Davis spoke, and he stated that with Dr. Freeman's help, [JCCMHFB] sent out the school-based assessment yesterday to all the public-school districts in Jefferson County along with St. Pius X.
- Mr. Davis and Ms. Schumacher presented at the superintendent's meeting this month. Most of the school districts were in attendance and they were able to talk about how important it is to get participation and to make sure it goes to key staff. Staff participation includes principals, school counselors, superintendents, assistant superintendents, and any other positions that could provide valuable input.
- The schools have also received the Missouri student survey. Dr. Berry is doing a next-level analysis of that and we will be able to provide schools with a breakdown that shows by grade level how certain of those statistics look. It will be a valuable tool for administrators. The analysis should be available to send out at some point in April. The deadline for the school-based assessment is April 8th. We are hoping to have results back in July, as far as the full results so the schools in the county will have that to implement for next year. Mr. Davis stated that they sent out the school-based assessment only once, 2 years ago so the results of the assessment should provide a trend analysis. This will allow insight to see if any of the agencies and programs have helped make progress in certain areas of concern.
- Mr. Davis and Ms. Schumacher started site visits yesterday with visits to Jefferson College and Chestnut. They have a site visit on Thursday with ASPEN with De Soto being on March 25th. Mr. Davis will be sending out an email on Friday to lay out dates for upcoming visits. It is encouraged for board members to tag along as it is very educational. Each visit takes about an hour with auditing files, getting a feel for the program, talking to those involved, etc.

- The annual report is being held up by the audit. There should be a draft in mid-April and then hopefully finalized in April. It is almost ready to go, we are just waiting on some final numbers from the audit.

## 9. Additional Discussion Items

Mr. Dunnegan reminded board members that an email was sent asking board members for their bios and updated pictures for the website and annual report.

## 10. Adjournment

Ms. Dunnegan asked for a motion to be made to adjourn. Dr. Killian made a motion to adjourn. Ms. Hanson seconded the motion. There was no additional discussion, all were in favor, none opposed. The motion was carried.

Minutes approved: \_\_\_\_\_

(Signature of JCCMHFB Chair) (Date)

(correction 4-17-2025)