

JCCMHFB

Board Meeting Minutes

Meeting Date: Nov. 29, 2023	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/89977352714?pwd=adD0LNZQG7KyiyMAvfRxQHUXLWwZv.1	+16469313860,,89977352714#,,, *123629# US +19292056099,,89977352714#,,, *123629# US (New York)	
Meeting ID: 899 7735 2714 Passcode: 123629	https://us06web.zoom.us/j/89977352714?pwd=adD0LNZQG7KyiyMAvfRxQHUXLWwZv.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; Shelly Schlueter, board member; Dr. Steven Crawford, board member, Dr. Clint Freeman

Staff in Attendance: Nick Davis, Executive Director; Ashley Schumacher, Administrative Assistant

Also Present: Jim Wallis, Missouri Director of Business Development - Chestnut; Tony Sokolic, Vice President of Youth Clinical Services - Compass

Not in Attendance: Lauren Roesch, board member

The JCCMHFB Meeting was called to order at 7:30 am on November 29, 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. Donna seconded the motion. There was no additional discussion, and the motion was carried. The agenda was approved.

2. November 15, 2023 meeting minutes to be approved in January 2024.

3. 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 Lauren were present. The vote was unanimous, and the motion was approved. The closed session was entered at 7:32am and ended at 7:43am.

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- a. **November 15, 2023 closed session minutes** to be approved during the next closed session. Mike, the board secretary, will take over meeting minutes for the closed session.

- b. **Personnel**

4. **Financials** - November Financials (to be approved in January 2024)

5. **Old Business**

- a. **Approval of CY 2024 Budget**

Mark stated there may be a few minor changes to the budget including: underestimated interest on accounts and underestimates on software costs. Overall, the administrative budget comes in at 4.42% with approximately \$39,000 in reserves. Mark made a motion to approve the CY 2024 budget. Mike seconded the motion. There was no additional discussion, and the motion was carried. The CY 2024 budget was approved.

- b. **Approval of Employee Policies and Procedures Handbook**

Dr. Freeman made a motion to approve the Employee Policies and Procedure Handbook as presented to the board. Leslie seconded the motion. There was no additional discussion, and the motion was carried. The policies were approved.

6. **New Business**

- a. **Ashley's Employment Status Change**

Mark stated effective today, 11/29/2023, he recommended that Ashley go from part-time to full-time. Full-time hours and benefits would be effective 1/1/2024. Mark made a motion to approve Ashley's employment status change from part-time to full-time. Dr. Freeman seconded the motion. There was no additional discussion, and the motion was carried. The employment status was approved.

- b. **Additional Personnel Discussion**

Mark asked the board if any details from the closed session should be noted in the regular session. Nothing was added.

7. **Executive Director's Report**

Nick stated he, Mike and Ashley attended the Jefferson Franklin Community Action Corporation site visit yesterday. Nick spoke to JFCAC regarding their grant utilization and learned the two main personnel handling the grant left the company at the same time. The acting CEO and other members wrote the new grant which has changes. JFCAC gave JCCMHFB a tour of their head start building and the administration building. Nick added, JFCAC may request a grant extension and modification before the January 2024 board meeting; JFCAC indicated they do have ways to utilize the funds just not as originally written.

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Nick stated Preferred Family Healthcare and Saint Louis Community MHB invited JCCMHFB to their open houses. Enterprise Bank will schedule an annual meeting with JCCMHFB authorized users; in February 2024 JCCMHFB will work toward a strategic plan; and the holiday dinner is next week.

8. Additional Discussion

Mary asked all board members to complete the survey Ashley emailed earlier this week. Mary welcomed all board members to attend the holiday dinner. Mark stated there will be an end of year questionnaire sent out around the first of the year for the board feedback. Shelly stated the WIFI was much clearer at this board meeting. Mary added that it was likely due to the share screen option.

9. Adjournment

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

Minutes approved:


(Signature of JCCMHFB Chair)

1-15-2024
(Date)

