



Monthly Board Meeting Minutes

Meeting Date: May 17, 2023 Time: 7:30AM Location: Via Google Meet

JCCMHFB May Board Meeting

7:30am – 8:30am, CST

Meet joining info:

Video call link: <https://meet.google.com/wvy-wzvo-ovu>

Or dial: (US) +1 570-701-4371 PIN: 555 976 946#

More phone numbers: <https://tel.meet/wvy-wzvo-ovu?pin=5984845346503>

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

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

Also Present: Jim Wallis, Missouri Director of Business Development - Chestnut; Cynthia Berry, Ph.D.; Tim Swinfard, President/CEO - Compass; Tony Sokolic, Senior VP of Behavioral Health - Comtrea; Amilia Rhodes, CFO - Comtrea; Jake Krafve, CFO - Compass; Sue Curfman, President/CEO - Comtrea

Not in Attendance: Dr. Steven Crawford, board member; Reverend Bryan Roberts, Secretary

The JCCMHFB Meeting was called to order at 8:00 am on May 17, 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 carried. The agenda was approved.

2. Comtrea - Announcement

Sue announced, effective July 1, 2023, Comtrea will be merging with Compass Health Network; both Compass and Comtrea boards approved the merger. This merger will bring increased workforce along with dental and mental health services to Jefferson County. Compass will construct a new building in Festus, open additional welcome centers, open a behavioral health crisis center and an in-patient substance treatment center. Comtrea will publicly announce the merger at 10am through various town halls and ask those listening not to share the information until after Comtrea employees have been notified. Comtrea will send the merger letter to the Board after the meeting. Tim stated Jake lives locally and Compass, as a large organization, currently has 100 prescribing psychiatrists, and advanced practice NPC, 270 licensed therapists, will

bring telehealth to Jefferson County and will add 4 access points for behavioral health. The last time Compass merged with an FQHC, Compass increased dental and mental health services by 100% in one year. This is their current goal for Jefferson County over the course of 2-3 years. Tim would like to meet with the Board at a later date; in addition, for the Executive Director to meet on site to review existing crisis centers and discuss plans for the future. Mark questioned if this relationship is a full merger; Tim replied, "Yes, it is a full merger". Mark asked what will happen to Sue's job; Sue replied "we all have jobs, we all have an opportunity to specialize in the areas we excel in... 100% of staff will be staying on and more staff joining." Tim stated Compass will still have a regional advisory board, initially made of Comtrea board and a Jefferson County representative on the governing board. Tim is looking forward to reviewing the needs in the County and addressing those needs. Compass has worked with other Fund Boards. Mark asked where Compass' headquarters were located. Sue stated they have multiple locations, the specific location Compass would like the Executive Director to visit is in Wentzville. Jake added the legal headquarters is located in Clinton, Missouri but Compass has admin staff all over the entire state. Mark readdressed the concern of not sharing this information publicly; asking those to not share the information until after 2pm.

3. Approval of Meeting Minutes

Shelly made a motion to approve the minutes from April 19, 2023. Clint seconded the motion. There was no additional discussion and the motion carried. The minutes were approved.

4. Financials

Mark presented the financials. Mark noted there were no inappropriate or unjustified expenditures and revenues in the bank 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, 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.

5. Board Secretary/Reverend Roberts Resignation

Mary announced Reverend Bryan Roberts (Secretary) resigned from the board due to personal conflicts and nominations for Board Secretary are open. Secretary duties include attending executive and special meetings plus taking brief notes. Mary asked for volunteers and for nominations. Clint and Nick clarified the primary duties are attending Executive Meetings which are approximately 45-60 minutes and the week before the Board Meeting. The Administrative Assistant records meeting notes. Mark added the Secretary is the "keeper of all records" Mike nominated himself for the Secretary role. Clint made a motion to accept Mike as the Board Secretary. Mark

seconded the motion. There was no additional discussion and the motion carried. The Board Secretary was approved.

6. Old Business

a. Annual Audit Update

Nick reported that requested documents for the JCCMHFB audit have been given to the auditor and will schedule a future date to meet in office.

b. RFP Update (Press Release/Amendment Page)

Nick reported Ashley and himself are updating the applications for both MHF and CSF relating to audit requirements and billing language updates. Applications are anticipated to be posted online at the end of June 2023 and accepting applications as of July 1, 2023. A Press Release was sent to the Radio Station and the Leader announcing the latest RFP MHF Awardees. CSF contract amendment pages referencing audit language changes were sent to all agencies awarded funds for the CY2023.

7. New Business

a. Conflict of Interest Document

Nick communicated that all conflict of interest documents have been sent and all but one has been returned. The document states a Board Member does not have a conflict of interest with any of the agencies funded. This is an official request to approve the conflict of interest document. Mark made a motion to accept the conflict of interest document. Donna seconded the motion. There was no additional discussion and the motion carried. The conflict of interest policy document was approved.

b. Budget Adjustments

Mark discussed the need for budget adjustments. As of current JCCMHFB is staying within budget and some areas were underestimated: one, being the audit budgeted at \$5,000 and the bid came in just under \$11,000; second, being equipment and office furniture. We have received bids for the Board room and the bids are approximately \$5,000; third, phones for the office. The Administrative Assistant line was not figured into the budget and the current anticipated cost is \$1,000. Currently JCCMHFB is utilizing 2.5% of fund receipts coming in and are allowed up to 10% and when we put together the CY 2023 budget we have "excess of expenses" on the 2.5% approximately \$67,000. Mark made a motion to transfer \$14,000 from the excess for \$6,000 office furniture; \$7,000 for the audit; \$1,000 for office phones. Mike seconded the motion. Mary added these are excess due to not spending all the money. Let Mary know if there are any questions and the motion carried. The budget adjustment was approved.

c. Micro School Based Assessments

Nick suggested the Board approve the micro agency school based assessments. The cost was listed as TBD on the original proposal and was a topic of interest. These reports cost \$150 for each of the 6 agencies totalling \$900 additional. The reports remove all confidential information so Dr. Berry can share individual agency information with each funded organization. Mark made a motion to approve \$900 additional to the contract to Dr. Berry for the mico reports. Clint seconded the motion. All were in favor and the motion was approved.

8. Quarterly Report Recap/Form Revision

Nick reported due to lack of time he is unable to discuss the overview but an emailed quarterly 1 summary will be sent to the Board Members. The form revision has been designed to better communicate with agencies to gather and assess needed information.

9. Executive Director's Report

Nick briefly discussed Handle With Care when meeting with the 10 other CSF Executives. Due to lack of time details will be emailed to the Board Members and why it might be beneficial for Jefferson County.

10. Dr. Cynthia Berry - School-Based Assessment

Dr. Berry recapped her findings from the local school data and presented the need and usage of the reports. Agencies can use this data to determine mental and behavioral health gaps in the community. One challenge is finding quality and quantity mental health professionals and this is not unique to Jefferson County. Even though not all the problems can be solved, the data identifies the highest needs and allows agencies to develop a strategy to reduce the gap. The report allows schools to provide their own voice and improve service delivery. There is a confidential report for the JCCMHFB and agency, public report which can be disturbed outside of JCCMHFB and micro reports for the funded agencies. With this being the first assessment for Jefferson County 109 persons in the school setting participated (superintendents, principals, assistant principals, counselors, support staff and other school staff). Dr. Berry added that the micro reports have allowed agencies in other countries to drive improvements due to agency's seeing the areas of need and achievements. Shelly asked Dr. Berry to explain why Table 1 rows on page 2 do not add up to the total column. Dr. Berry stated there are some staff that go across multiple grade levels and to look at the total. Shelly asked Dr Berry to explain Table 6, page 10 because i.e. Child Trafficking row has 23% Needed, Combined Lmtd. Or No. Avail at 92% and % Not Avail. at 68%. Dr. Berry stated there are two separate questions to make up this data. Staff answer the question asking if a service is needed (23%) and the % goes to the final column. The Combined Lmtd. Or No. Avail at 92% pulls from a separate question. Basically, the staff are saying it's not available and not needed. Shelly asked if this data will be available to the public. Dr. Berry reported, "yes" '. Mark added this is a well done study. Mike and Mary added it was very well presented. Nick relayed to Dr. Berry that the Board approved the Micro Assessments. Dr. Berry added that

the agencies look forward to this information and allow service improvements. Mark asked if Dr. Berry will help release this information to the public. Dr. Berry's response is, yes, she did send a letter to Nick with some information and encourages this data to be broadcasted to all available resources.

11. Additional Discussion

- a. Mark asked Compass what they intend to do with the needs addressed. Tim stated he believes that Compass' strategies to hire staff (school based clinicians are difficult to hire with market competition) will help locally and via telehealth. Compass pays in person personnel more than telehealth and the company has a strong team of 10 recruiters.

- b. Mary addressed the need from the Executive Committee to extend Nick's contract which expired in early May (due to time constraints) until the Personnel Committee can review his performance at the end of June 2023 or until a new contract is signed. Mark made a motion to approve the extension of the Executive Director's contract. Donna seconded the motion. All were in favor and the contract extension was approved.

12. 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)

6-21-2023
(Date)