



Monthly Board Meeting Minutes

Meeting Date: April 19, 2023 **Time:** 7:30AM **Location:** Via Google Meet

JCCMHFB April Board Meeting

Wednesday, April 19 · 7:30am – 8:19am

Google Meet joining info

Video call link: <https://meet.google.com/phc-smsf-erw>

Or dial: (US) +1 302-317-2067 PIN: 249 095 350#

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

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

Also Present: Amy Rhodes, Comtrea; Jim Wallis, Chestnut

Not in Attendance: Dr. Clint Freeman, Vice Chair; Reverend Bryan Roberts, Secretary

The JCCMHFB Meeting was called to order at 7:33 am on April 19, 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

Leslie made a motion to approve the agenda. Shelly seconded the motion. There was no additional discussion and the motion carried. The agenda was approved.

2. Welcome Mike & Ashley

a. Mary welcomed Michael to the Board and Ashley as a new hire of JCCMHFB.

3. Approval of Meeting Minutes

Shelly made a motion to approve the minutes from March 15, 2023. Mark seconded the motion. There was no additional discussion and the motion carried. The minutes were approved.

4. Closed Session

Mark made a motion to go into closed session and Donna seconded this motion. Roll call was taken, the vote was unanimous and the motion was approved -- the closed session was entered at 7:44am and exited at 8:19am.

5. MHF Grant Awards

Mark made a motion to accept the grants awarded for the 2023 MHF RFP. Shelly seconded the motion. The MHF grant awards were approved. Nick presented the grants as 77.7% awards of each organization's application: Comtrex: A Safe Place awarded \$48,131.27; Comtrex: Open Access Expansion and Jefferson College awarded \$202,859.16; Comtrex: Mobile Behavioral Health Crisis Services for Individuals Experiencing Homelessness awarded \$63,373.67; Jefferson Franklin Community Action Group: Treat Me - All of Me! awarded \$ 130,694.52; Jefferson County Health Department: Aspen awarded \$ 43,745.10; Chestnut Health Systems, Inc: Project Access awarded \$ 311,159.75. Mary congratulated the organizations and stated to direct any questions to Nick.

6. 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. Shelly seconded the motion. There was no additional discussion and the motion carried. The financials were approved.

7. Old Business

a. Annual Audit – Approve Bid

Mary introduced the annual audit bid section presenting this has been a discussion over the last few months. Previous email correspondence was presented to the board:

- As stated by Nick, *“Although I contacted at least 6 different firms, I only received 2 proposals. Many of the firms indicated they did not have the staff to give a bid for our annual audit. I have attached a bid from Maloney, Wright, & Robbins below. During our recent work session, it was decided by those in attendance they would recommend this bid. Here was the email response I received from FEW in regards to their bid: ‘Nick, The partners have discussed the opportunity to provide audit services to your organization. Given the timeframe of when you need the audit done, we are proposing a price of \$15,000 for the audit and \$1,500 for the 990. If you would like to proceed, we will shuffle some work and can get started as soon as possible. Please let me know either way. Thanks, Leslie A. Gregory, CPA’”*

Mark informed the board that this item was approved via email previously; however, it did not meet Sunshine rules and, at this time, JCCMHFB is accepting the lowest annual audit bidder, Maloney, Wright & Robins, under a 3-year commitment as the annual auditor. Maloney's bid was 50% lower than the second bid. Mark, as Treasurer, made a motion to approve the financials. Dr. Crawford seconded the motion. There was no additional discussion and the motion carried. Motion to accept the annual audit bid was approved.

b. Audit Requirements for Grant Recipients

Mary introduced the audit wording changes and a dollar amount threshold for different audit requirements. This was another item that cannot be approved via email. Nick provided a brief description and noted the details which were presented to the board: *“The Board will accept a management letter and overall organizational audit from any grant recipient whose organization is already having this completed annually. An audit of a specific department will not be required. If the Board awards a grant of \$250,000 or greater to an agency and the recipient agency does not already have an annual audit completed, they will have to provide the Board with an independent audit of the department that received the grant. If an agency receives less than \$250,000 and does not have an annual audit done the Board will accept a certified review of financial reports. If the event the Board awards a grant of less than \$10,000, signed and dated receipts for the expenditure of the funds granted will be accepted. For 2023, an amendment page to the existing contract will be sent out to each organization so the Board can have that signed and on file.”*

Mark, as Treasurer, made a motion to approve the change in language for the audit section in the RFPs. Shelly seconded the motion. There was no additional discussion and the motion carried. Motion to accept the audit wording changes was approved.

c. School-based Assessment

Nick presented details regarding the school-based assessment. Surveys have been received from all schools except from Sunrise and Fox. Nick left voicemails the previous week to attempt to get participation from these school districts. Fox was on their spring break. Nick and Dr. Freeman will follow up with both districts. Overall, Dr. Cynthia Berry felt as if the survey had strong participation numbers for the given timeframe. Information has been difficult to obtain from Sunrise and Fox should be sending us information shortly.

8. New Business

a. Bonding - Executive Director

Mark informed the board he is the only one who is bonded and it may be a good idea for Nick to be bonded since he writes several checks. Nick reached out to Tony Becker from Custom Insurance with the response of, *“I can certainly quote a bond for you if the board decides to require it, but you should be aware that your Missouri Rural policy includes Commercial Crime coverage, which covers employee theft up to \$100,000. This covers all employees and officials except those specifically required by law to be bonded. We could either increase that limit, or place a separate bond for you individually, if that amount is determined by the board to be insufficient, I included a copy of the commercial package that includes crime coverage; the relevant language starts on page 105 of the PDF.”*

Mike read the contract and expressed concern over some crimes that were not covered from page 105. Mark stated the board will need to put this on hold for reviewing purposes. Mary agreed to move the discussion to next month.

b. Weekly Backup of Digital Documents

Mark noted this was his request since a majority of the information is stored on Nick's computer and now a second one. With there being two sources of digital data, Mark recommends to backup data off the Google Workspace weekly. Mary stated there isn't a need to vote on this due to it being a part of regular routine for policies and procedures. Mark agreed.

9. Executive Director's Report

Nick met with the Executive Director of Foster and Adoptive Care Coalition, Melanie Scheetz, and Veronica (who submits all the organization's quarterly reviews) to obtain a better understanding of the organization's efforts in Jefferson County. Business referrals mainly come from Children's Division and contracted agencies. They handle all services outside of case management, including, but not limited to: IEP, assessing violence in the home, and placement and security. Since there is no Medicaid billing, money comes through fundraising, private funding and grants. Individuals can stay in foster care until the age of 21. Missouri is one of the best states when it comes to placing kids within their own family. To be a foster family you must be licensed. FACC helps with licensing costs. Jefferson County has a higher need related to foster care assistance.

10. Additional Discussion

There were no additional discussion items. Mary thanked Nick and Ashley for their hard work. Mary stated she'd like to provide support to any members in need.

11. Adjournment

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

Minutes approved:


(Signature of JCCMHFB President)

5/18/2023
(Date)