



MINUTES  
Governing Board of Directors  
Tuesday, August 29, 2017

Directors Present: Patrick Schmitz Brad Burnside Don Grosdidier  
Jane Fevurly Steve Glass Lucia Orth  
Cindy Maude Gene Bauer Elizabeth Sheils  
Ken McGovern

Directors Absent: Barbara Ballard Reed Dillon Kathy/Matt Brown

Staff Present: Pat Roach Smith, Chief Operations Officer  
Cindy Hart, Development Director  
Scott Criqui, Human Resources Director  
Tracy Kihm, Finance Director  
Leah Hansen, Executive Assistant (Minutes)

- I Brad Burnside called the meeting to order.
- II Public Comment: None.
- III Consent Agenda: The Consent Agenda included the July 25, 2017 minutes.

**STEVE GLASS MOVED TO APPROVE THE CONSENT AGENDA; LUCIA ORTH SECONDED THE MOTION. MOTION CARRIED.**

IV Review & Comment: *Audit:* Karen Linn from Berberich Trahan & Co. presented the 2016 Audit Report and Management Letter to the board. Bert Nash was given an unmodified opinion that indicates that financial statements were in accordance to auditing standards and free from material misstatement. The auditors took a close look at our accounting policies, significant and unusual transactions as well as account balances. The Management Letter that was reviewed is required by audit standards and includes financial statement policies, and other items discussed during the audit process.

**CINDY MAUDE MOVED TO ACCEPT THE AUDIT; GENE BAUER SECONDED THE MOTION. MOTION CARRIED.**

*Case Management:* Kendra Powers; CSS Case Manager, and Josh Reese; AOP/IOP Team Leader, gave an informative presentation on case management during today's meeting. Bert Nash currently has over 25 Case Managers for Adult Services and caseloads average about 20-25 active cases per Case Manager. Persons that meet criteria for SPMI or SMI, and have Kansas Medicaid may qualify for case management services. A Case Manager will work to establish S.M.A.R.T. Goals and meet on average 60-75 minutes per week with their client. Elizabeth Sheils collaborated with Kendra and Josh and shared what case management is through a consumer's perspective.

*CEO Report:* Patrick continues to gain a greater understanding and connection within Bert Nash as well as many outside community partners. Patrick recently attended a one day Benevon workshop in Seattle and a MHCA summer conference in Denver where he received information on creating an employment culture that increases staff satisfaction and retention. He continues to work on the crisis center and the development of the continuum of the crisis services segment within the array of services.

*Benevon Report:* Brad Burnside, Judy Wright, Lucia Orth and Patrick Schmitz attended a Benevon one day workshop designed specifically for CEO's, board presidents and board members. The intent of the workshop was for board members and leaders to understand the guided model and to evaluate activities and goals set within their organization.

*Bylaws Discussion Follow Up:* Discussion about the Bylaws will take place at the upcoming Finance Committee. A permanent group of individuals will be established by the end of the year and will take an active role in reviewing the financials on a monthly basis as well as formalizing succession planning for the board. The Executive Committee will serve as the Nominating Committee and additional participants will be identified. Stevens and Brand LLP will be engaged in additions/corrections to the current Bylaws.

V Consider for Action: *Financials:* In June, Bert Nash had a net income of \$100K and YTD net income of \$545,949. Cash is higher than last year due to increased fee and county revenue. Grants receivable is significantly lower than last year because the WRAP and city funding homeless outreach grants have been paid. Fee Revenue is high due to an increase in the number of clients participating in the Child and Family Services summer program.

**GENE BAUER MOVED TO APPROVE THE JUNE 2017 FINANCIALS; STEVE GLASS SECONDED THE MOTION. MOTION CARRIED.**

*Fall Governing Board Retreat:* The Governing Board Retreat this fall will focus on our electronic health record, BrightEHR. BTBC will be asked to present at the retreat, which will take place in November. Elizabeth will also be asked to share her case management report during the retreat.

*Bylaws Review: Adding Consumer/Family to Board Membership:* By virtue of the state and accordance with our license, board membership will include at least one member who is or has been a consumer of mental health services, and one member who belongs to a family who has or had a consumer of mental health services.

**BRAD BURNSIDE MOVED TO AMEND THE BYLAWS TO BE CONSISTENT WITH OUR LICENSING; CINDY MAUDE SECONDED THE MOTION. MOTION CARRIED.**

VI *Adjourn:* The meeting adjourned at 9:25 A.M.

The next Governing Board meeting will be Tuesday, September 26, 2017