



**MINUTES**  
**Governing Board**  
**September 25, 2018**

**Present:**

Brad Burnside, chair (phone)  
Lucia Orth  
Patrick Schmitz  
Matt Brown  
Steve Splichal

Martha Gage  
Ken McGovern  
Barbara Ballard  
Tina Rosenthal

**Absent:**

Gene Bauer

Jane Fevurly

**Staff Present:**

Emily Farley, Development Mgr  
Amy Warren, COO

Kathy Nichol, Executive Assistant  
Mike Meigs, Finance Director  
Chris Kohart, SS&C

- I. **Order:** Brad Burnside called the meeting to order at 7:31am.
  
- II. **Consent Agenda:**  
Brad Burnside asked for a motion to approve the consent agenda, which consisted of the August 2018 Governing Board Meeting Minutes; so moved by Lucia Orth; seconded by Martha Gage; approved by all.
  
- III. **Reports:**
  - a. **Brad Burnside, Chair**  
None.
  
  - b. **Patrick Schmitz, CEO**
    - i. DATIS/e3 – The new HR/Payroll and time attendance software will go live on October 1, 2018. This system will allow paychecks every two weeks. Managers were trained last week. Staff will get letters showing their login and passwords this week.
  
    - ii. Netsmart has completed their review of the BNC Revenue Cycle Management process. Schmitz stated the preliminary report shows there are no glaring issues, but there are items that will help BNC be more efficient. The final report will be available by the end of the first week of October.
  
    - iii. Employee Survey research is continuing. Schmitz has received one proposal for completing an employee survey (less than \$4K) and has another meeting with another company on September 26<sup>th</sup>. A comparison between the two will be made and sent to the board. Staff have asked for a survey to be completed and are positive about it.
  
    - iv. Tier 2 Housing plans are continuing through holding lengthy meetings about staffing and funding. Schmitz stated ongoing staffing will be supported by fee from revenue, county funding, and 1-2 crisis beds. Discussions about the

recovery campus with a crisis center and how to move forward with the ballot in November is also continuing. This may also include a mobile response team, additions to WRAP, among others. Schmitz stated he is not aware of any mobilization against the November ballot for mental health services.

- v. Crosswinds has a training opportunity available on October 26<sup>th</sup> in Emporia. Schmitz is unavailable to attend, but if any board member is interested, please contact Kathy Nichol, executive assistant.
- vi. Other reports
  1. BNC is hosting the ACMHC meeting on October 18-19.
  2. Building Bridges in Baldwin City had roofs replaced last month. Money came from Shannon Oury saving money on a monthly basis.
  3. Two new vans are due this fall from KDOT grants received. Inventory will be taken to determine if older vans need to be retired. Steve Splichal suggested Purple Wave auctions if a vehicle is to be retired.
  4. The Development Director search is ongoing. An interview is scheduled on October 2<sup>nd</sup>.

Brad Burnside asked what the status is on the Joint Mental Health Board. Schmitz responded that once the updated bylaws are approved, the Governing Board can move forward with further board appointments. Schmitz reported that Mike Gaughan has agreed to participate in discussions with the city regarding interlocal agreements. The board will be kept updated on any developments.

**c. Amy Warren, COO**

- i. 'Intakes by Department' and 'Average Calendar Days from Intake to Next Appointment' handouts were reviewed. There are no significant differences regarding the effects of recent staff changes. DBTclient numbers are back up to due to the DBT Center having difficulty getting credentialed. Data will continue to be collected.

Wait times are greatly affected by staffing. To increase productivity with current staff, staff wages will need to be considered, as BNC pays at least 20% less than CMHC's in Topeka and Kansas City. Mike Meigs will investigate current salaries and what changes could be made. Discussion ensued.

**d. Chris Kohart, Finance Consultant**

Chris Kohart presented the August 2018 financial reports. Referencing the August 2018 graph handout, Kohart stated the breakdown between operations and fee revenue is staying consistent and is what is expected. Fee Revenue is 96% of last year. Accounts Receivable is up \$200K from last year, but cash is down the same amount. Endowment continues to increase. Allocations of revenue have been consistent from year to year. Vacant positions were under budget by 5% along with revenue. There are 3.6 months of operating expenses available, where Kohart would suggest six months' worth.

The Balance Sheet shows contract revenue is down compared to 2017 due to funding contract details—BNC provided the service, incurred the cost, but had not received revenue. This year, monies were received in advance. Other receivables are less due to an audit adjustment. Deferred revenue is up due to timing of the city and county funding.

The Income Statement shows how and why it looks as if BNC lost \$180K. August 2018 is showing a 'doubling up' due to a change in the way contract adjustments are being made. This adjustment was to try to get a more realistic number from write offs. Income Statements reflect this change until previous contract write offs are complete. Program Budgets will also be affected by this change. August will look the worst. Brad Burnside asked if Kohart agreed with this change. Kohart stated generally no, but it will depend on how the system (BrightEHR) handles tracing the contractual adjustments as transparency is needed. Schmitz stated the majority of write offs are with Medicare. Discussion ensued.

Brad Burnside asked for a motion to approve the August 2018 Financials; so moved by Barbara Ballard; seconded by Steve Splichal; approved by all.

Brad Burnside expressed his appreciation for Chris Kohart's assistance as BNC goes through this transition of Finance Directors.

**e. Emily Farley, Development Manager**

Emily Farley reviewed the Development Report noting BNC has exceeded the breakfast sponsorship by \$2500. BNC needs 1-2 more table captains for the breakfast. The new Premier Party is the week prior to the breakfast and is for Celebrate Bert Nash Society (CBNS) members and large Dave's Dream donors. Several members will not be invited to the breakfast due to not being on a tour this year. Cultivation team members are calling CBNS to see if they want to come to the premier party.

CEO golden hours are luncheons for donors. Board members are welcome to attend. November 9<sup>th</sup> is a date a board member is needed.

November 16<sup>th</sup> is the thank-a-thon where each donor from the breakfast is called. Volunteers can come anywhere from 1:00-3:00pm with lunch provided. Emily will send an invite to all board members.

The after party for the success of the breakfast fund raiser will be at Sally and Dan Schriners home and all board members are invited.

**IV. Business Items:**

**a.** Bylaw changes include membership descriptions, ex-officio additions, more clear definitions throughout, and added Endowment Board language. Discussion ensued with the conclusion being to contact Brad Finkeldei about further Investment Committee language. Bylaws will be sent to all members for a vote to approve.

**b.** Executive Session—all staff were asked to leave at 9:20

**V. Other**

- a. Ken McGovern asked that the executive sessions be moved to the beginning of each meeting to ensure quorum. The group agreed and it will now be on the agenda right after the consent agenda.

**VI. Adjourn:**

Brad Burnside asked for a motion to adjourn the meeting; so moved by Barbara Ballard; seconded by Tina Rosenthal; approved by all. The meeting adjourned at 9:24am.

The next Governing Board meeting is October 30<sup>th</sup> at 7:30am in the boardroom.

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