



**MINUTES**  
**Governing Board**  
**October 30, 2018**

**Present:**

Brad Burnside, chair  
Lucia Orth  
Patrick Schmitz  
Steve Splichal

Martha Gage  
Barbara Ballard  
Tina Rosenthal  
Jane Fevurly

**Absent:**

Gene Bauer  
Matt Brown  
Ken McGovern

**Special Guest:**

Kyle Kessler

**Staff Present:**

Emily Farley, Development Mgr  
Amy Finkeldei, Director PQI

Kathy Nichol, Executive Assistant  
Mike Meigs, Finance Director  
Scott Criqui, HR Director

- I. **Order:** Brad Burnside called the meeting to order at 7:32am.
- II. **Consent Agenda:**  
Brad Burnside asked for a motion to approve the consent agenda, which consisted of the September 2018 Governing Board Meeting Minutes; so moved by Barbara Ballard; seconded by Steve Splichal; approved by all.
- III. **Special Presentation:**  
Kyle Kessler handed out the FY 2019 Behavioral Health Public Policy Legislative Agenda. Kyle Kessler also presented Barbara Ballard with the Legislative Champion for Community Mental Health Aware. This is the 4<sup>th</sup> award of its type and the first given to a Representative.
- IV. **Business Items:**
  - a. **Resolution**  
Brad Burnside asked for a motion to approve the following resolution; so moved by Steve Splichal; seconded by Barbara Ballard; approved by all:  
  
Bert Nash hereby terminates the OneAmerica 403b Plan.  
  
Scott Criqui reported this plan is being terminated due to the 403b plan not being compliant with labor laws. A 401K has been set up in its place.
  - b. **Form 990**  
Michael Meigs reviewed new or changed items on form 990: Professional fundraising has been added, employees from 2017 are listed due to income parameters, and there will be an edit made to fix a spelling error.  
  
Lucia Orth asked if the board has been given form 990 in the past and if lobbying for the Ballot Initiative should be included. Patrick Schmitz reported the board has not

had a copy of form 990 in the recent past (as it was reviewed by the board treasurer) and the ballot initiative amount was far under the limit.

Brad Burnside asked for a motion to approve Form 990 ; so moved by Lucia Orth; seconded by Barbara Ballard; approved by all.

**c. Meeting Schedule**

- i. The 2018 November and December Board Meeting has been changed to a combined meeting on December 11.
- ii. 2019 Meeting Dates listed have been approved with January 29<sup>th</sup> MHFA training open to those board members who wish to participate. The Governing Board would like to schedule a joint meeting with Endowment Board members later in the year.

**d. Nominations**

Patrick Schmitz reviewed the potential board nominations.

Ex-officio positions (full voting rights and responsibilities, but no term limits) for legislative (Barbara Ballard) and law enforcement (Ken McGovern) have been created. This has created more openings on the Board for broader representation.

Gene Dorsey has applied for the joint City/County Appointment (currently Ken McGovern's position). He has been very active with the ballot initiatives, is a BNC Ambassador and has hosted two DBN tours. It is expected that Mayor Boley will recommend Dorsey's appointment at the next city commission meeting.

Meredith Bagwell-Gray is a social work professor at KU. She has shown involvement and interest in BNC. Patrick Schmitz and Lucia Orth are meeting with her on November 2<sup>nd</sup> to further inform her what being on the board would entail.

Justin Anderson has expressed continued interest in BNC over the years. Patrick Schmitz, and possibly another board member, will meet with him for a discussion on November 6<sup>th</sup> at noon.

Kirsten Kuhn applied to be on the board through the City website. Patrick Schmitz met with her and discussed the potential to be assigned as the consumer board representative. Kristen Kuhn will be attending a DBN tour on November 8<sup>th</sup>.

Lucia Orth stated Mark Buhler would be a potential nomination for the Endowment Board.

Brad Burnside stated there will be an initiative to review the Joint Mental Health Board in the future.

**e. Executive Session**

Brad Burnside asked for a motion to move to adjourn the regular meeting and enter into Executive Session at 8:00am; so moved by Jane Fevurly; seconded by Martha Gage; approved by all.

Brad Burnside asked for a motion to adjourn the Executive Session and resume the regular session at 9:05am; so moved by Tina Rosenthal; seconded by Jane Fevurly; approved by all.

## **V. Reports**

### **a. Brad Burnside, Chair – none**

### **b. Patrick Schmitz, CEO**

- i. Updates: Patrick reported DATIS/e3, the new HR payroll and time & attendance software, has been up and running for four weeks with no major issues. Scott Criqui stated the November rollout will consist of a holistic performance management process and the streamlined applicant tracking and recruitment piece.

The staff climate survey is moving forward. A group of frontline staff and supervisors and EAC members will meet with Patron Insight on November 6<sup>th</sup>. Survey questions will be written, reviewed, and sent out afterward.

The ballot initiative is being voted on next week. There has not been opposition groups and no polls are available.

Netsmart has asked for additional staff and financial information. A report will be available soon.

The Development Director search is continuing with another interview scheduled for November 7<sup>th</sup>. This candidate is promising with more than 20 years development experience.

- ii. Tier 2 Housing will potentially have a \$200K-300K gap in funding. Mathew Faulk is seeking a Federal Home Loan Grant, which may provide the gap funding and additional funding for more enhancements to the project. In the event the grant is not awarded, BNC will be asked to provide gap funding through reserves or endowment. Brad Burnside requested members to be thinking about this possibility.
- iii. Intake Data shows intakes are down by 10 adults and 2 children compared to 2017. The three-year comparison does not show large variation. Staffing is the major cause for intake to next appointment delays. The group was reminded that LSCSW is the most limited, is the highest license, and the most likely to be attracted away to higher wages. Some MCO and insurance companies only accept treatment from LSCSW, which can cause a backup in the system. Patrick Schmitz will request a graph showing trends at BNC for the next appointment data.
- iv. LMH Behavioral Health report is a new report that includes data from community partners. This report was sent to each board member, but was not printed due to its length (86 pages). The goal is to have this report completed twice per year. The county website contains this report, as well as a shortened version.

**c. Amy Finkeldei, Director PQI**

The QMRM report for 2017 was handed out (confidential). This is an incident reporting system for unanticipated/unexpected staff and consumer events. This is a communication tool used to evaluate if BNC is meeting the standard of care. The process is a staff member turns in a paper incident report, it is reviewed by Amy Finkeldei, then sent to the service director for review who will work with staff for improvements (if deemed necessary). Client complaints are processed through BNC hierarchy as needed with results being communicated to the complainant. KDADS requires a visual report of incident report tracking upon inspection of the Center.

Jane Fevurly asked about the prevention process and program to decrease incidents. Amy Finkeldei responded stating most often, it is re-education and re-training of staff. New Employee Orientation also has a compliance and risk management piece for new staff.

Tina Rosenthal asked what 'other service areas' are. Amy Finkeldei will breakdown this category to review further. Patrick Schmitz stated the confidentiality part is higher as staff must report due to mandatory reporting of abuse, neglect, and crisis situations.

Amy Finkeldei reported the process is near complete for 350 boxes of old charts to go to storage at another facility, then destroyed after 10 years. The Code of Conduct will need to be completed by all board members. Kathy Nichol will send this out.

**d. Mike Meigs, Finance Director**

September 2018 Financials were reviewed. Mike Meigs reported BNC showed a net income for September. Fee Revenue is 96% of budget and Operating Revenue is 93% of budget. Fee revenue per Business Day is lower than 2017, the difference being \$1K. Accounts Receivable are up, Operating Cash is down, and Endowment is up but is decreasing with the market. No changes in the Revenue Graphs from previous months.

The Income Statement shows total revenue down with vacant positions being a large contributor. Total expenditures are lower for the same reason. Program costs are up due to outsourcing services. Legal and Accounting are over budget due to the \$32K total compliance audit costs. BNC is catching up with Bad Debt since June and is \$43K/month, being \$27K over budget. The Fee Committee and Dawn Thornton are investigating bad debt in depth. BNC has just over four months of cash reserves.

Brad Burnside asked for a motion to approve the September 2018 Financials; so moved by Lucia Orth; seconded by Barbara Ballard; approved by all.

**e. Emily Farley, Development Manager**

Emily Farley reviewed the Development Report. Since November 2017, there have been 38 tours including 417 people where 305 have been brought in by 23 ambassadors. November 14<sup>th</sup> RSVP is at 117 with a goal of 200. 74 of the 117 have attended a DBN tour, exceeding the Benevon goal. The focus of the breakfast will be on children and family services. There is \$25K from four donors for matching gifts, with possibly more donations on the way. There are four sponsors totaling \$10K. The

Breakfast goal is to raise \$100K. The Premier Party exceeded the goal of 50 RSVPs with 63+.

Cultivation highlights are Golden Hours, Thank-a-Thon on November 16<sup>th</sup>—let Emily know if you are interested in helping, the after event celebration on December 6<sup>th</sup>, and the Benevon workshop focusing on 2019 goals on February 4-5.

Jane Fevurly asked if Celebrate Bert Nash donors have been consistent. Emily Farley stated there are 71 members due to many having paid off their pledges. The average has been 86 members. A major goal for 2019 is to ask former Celebrate Bert Nash to rejoin. Reasons for not signing back up have NOT been distrust or dislike of BNC.

Brad Burnside stated he is very thankful and impressed by Emily Farley's ability to take on both development positions (manager and director) in the interim.

**VI. Other**  
None

**VII. Adjourn:**  
Brad Burnside asked for a motion to adjourn the meeting; so moved by Jane Fevurly; seconded by Lucia Orth; approved by all. The meeting adjourned at 9:48am.

The next Governing Board meeting is December 11<sup>th</sup> at 7:30am in the boardroom.

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