



MINUTES  
Governing Board of Directors  
Tuesday, July 25, 2017

Directors Present: Patrick Schmitz Brad Burnside Kathy Brown  
Jane Fevurly Steve Glass Lucia Orth (phone)  
Cindy Maude Gene Bauer

Directors Absent: Don Grosdidier Elizabeth Sheils Ken McGovern  
Barbara Ballard Reed Dillon

Staff Present: Pat Roach Smith, Chief Operations Officer  
Cindy Hart, Development Director  
Scott Criqui, Human Resources 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 June 27, 2017 minutes.

**CINDY MAUDE MOVED TO APPROVE THE CONSENT AGENDA; GENE BAUER SECONDED THE MOTION. MOTION CARRIED.**

IV Review & Comment: *By-Laws Discussion:* The board discussed and reviewed the by-laws of the Bert Nash Community Mental Health Center. Directors absent without notification from two consecutive board meetings will be notified by the chair that their position could be declared vacant if the absent director fails to attend the next regularly scheduled meeting. The Nominating Committee and the Awards and Citations Committee evolve out of the Executive Committee. The Finance Committee currently consists of former board members, with representation from the Endowment Board. Brad suggested following the by-laws and including current board members as part of the Finance Committee. Brad and Patrick will formalize a finance group that will review monthly financials. This group will actively participate in the discussion of financials at all board meetings.

The Employee Complaint Procedure outlined in the employee manual states that employees who are involuntarily discharged from their employment are not eligible to utilize the Employee Complaint Procedure. Any employee may appeal the outcome of their performance evaluation to the department director, supervisor or HR director. Article IV, Section 2-Personnel states that any dismissed employee shall have the right to appeal to the Executive Committee with no less than 5 working days from the date of their effective dismissal. This section will be amended

from the by-laws effective July 25, 2017, to align with the current policy in place for an involuntarily dismissed employee.

**GENE BAUER MOVED TO OMIT THE ABOVE SECTION FROM THE BY-LAWS. CINDY MAUDE SECONDED THE MOTION. MOTION CARRIED.**

*Benefits Summary 2017-2018:* Scott reviewed the summary of benefits and discussed the value of each of these benefits with the board. Bert Nash is self-insured under Douglas County's health insurance plan. Voluntary Benefits include vision insurance, short-term disability, cancer insurance and accident insurance. These are additional elected benefits available to and paid by the employee. Employees are required to contribute 6% of their gross salary to Kansas Public Employees Retirement System (KPERs). Bert Nash currently contributes 9.3%, but this percentage can vary from year to year. Employees can opt for a Flexible Spending Account (FSA) and defer eligible expenses under IRS regulations through this plan. Employees who sign up for this plan are committed to a payroll deduction for a period of 12 months. Employees are also eligible for many additional offers including discounted gym memberships, orthodontic services, electronics and child care. There is no cost associated to Bert Nash with these special offers. The board recommended adding a disclaimer under special offers and having HR maintain a current list of available offers.

*Board Orientation:* Scott and Patrick are working to develop a robust board orientation that would educate board members on finances, duties, policies and procedures. All board members will be trained on HIPAA. Board members will be asked to complete background checks, create bios and provide an emergency contact.

*Consumer Report:* Elizabeth's report outlines how case management helped her in the past and how it continues to help her today. Someone from case management will be invited to talk to the board next month.

*CEO Report:* Patrick continues to meet with supporters and partners of Bert Nash and is focusing his time learning about internal resources through meetings with various teams within the organization. Patrick is taking a close look at the Table of Organization and the preparation of the upcoming annual fundraising breakfast.

V Consider for Action: *Financials:* Bert Nash had a modest loss for the month, but YTD net income is \$450,154. The 4% restoration at the state level and the 3% SED waiver services will appear on financials later in the year. The funding assistance provided by the county will continue to provide us with more financial viability.

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

*Compensation:* Bert Nash has achieved more financial visibility and Patrick and his team would like to recognize staff for their efforts. Collectively, they are asking the board to approve a one time, \$1K bonus for every employee that has been employed at the Center prior to January 1, 2017. Staff that started employment after that date would be prorated based on their length of

service. Employees that started employment after June 1, 2017 would not be eligible for this bonus. The bonus payout would cost the Center approximately \$146K in salaries, \$11K in FICA and \$12K in KPERS. This bonus would not add to the employee's long term earning potential, but a percentage increase will be explored as next year's budget is established. If an employee is currently on a performance improvement plan, the bonus will be held until they become eligible. Patrick will inform Craig Weinaug of the proposed compensation plan.

**CINDY MAUDE MOVED TO APPROVE A ONE TIME BONUS PAYOUT TO ALL STAFF, EXCEPT FOR THOSE EMPLOYEES CURRENTLY ON A PERFORMANCE IMPROVEMENT PLAN. JANE FEVURLY SECONDED THE MOTION. MOTION CARRIED.**

VI *Adjourn:* The meeting adjourned at 9:00 A.M.

The next Governing Board meeting will be Tuesday, August 29, 2017