



**MINUTES**  
**Governing Board**  
**August 28, 2018**

**Present:**

Brad Burnside, chair  
Lucia Orth  
Patrick Schmitz  
Jane Fevurly

Matt Brown  
Steve Splichal  
Martha Gage  
Ken McGovern  
Barbara Ballard

**Absent:** Gene Bauer  
Tina Rosenthal

**Staff Present:**

Emily Farley, Development Mgr  
Scott Criqui, HR Director

Amy Warren, COO  
Kathy Nichol, Executive Assistant

**Guest:** Karen Linn, BT & Co

- 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 July 2018 Governing Board Meeting Minutes; so moved by Jane Fevurly; seconded by Martha Gage; approved by all.
- III. **Reports:**
  - a. **Brad Burnside, Chair**  
None.
  - b. **Patrick Schmitz, CEO**
    - i. Audit Report – Patrick Schmitz introduced Karen Linn from Berberich Trahan & Co., P.A. to review the audit. Linn stated there were no deficiencies or unusual items to report. Linn then reviewed the audit report handout. Further information about the effects of the compliance review, the upcoming crisis center budget effects, and pledges were discussed.  
  
Brad Burnside asked for a motion to accept the Audit Report; so moved by Barbara Ballard; seconded by Lucia Orth; approved by all.
    - ii. DATIS/e3 – The new HR/Payroll, and time attendance software will go live on October 1, 2018. This software will have the ability to post jobs, have workflow for applications and applicants, staff payroll every other week, track leave and requests, performance management tracking, credentialing process assistance, and electronic workflows for hired staff. The capacity and efficiency that this system will create will immense compared to our current systems and productivity.
    - iii. Schmitz reported the County Commission has approved the ¼ cent sales tax for the behavioral health ballot initiative vote in November. The HLC

recommended this amount and do not anticipate a large opposition. HLC will work with the county to re-look at what those dollars will be spent on. Schmitz also reported that Craig Weinaug, current County Administrator, is retiring this year.

- iv. BNC Position Update – Schmitz reported BNC is still interviewing for a Finance Director. Chris Kohart, SS&C, and Sarah Plinsky from the county are also included in the interviews.

The Medical Billing Manager position has been filled by Dawn Thornton. She comes to BNC with an extensive background in the entire revenue cycle management process.

The Development Director position has been posted and applications are coming in.

- v. Schmitz will be sending out a proposal within the next week for an external company to complete an employee survey. Discussion ensued regarding the importance of having a combination of online and in-person surveying. Schmitz also stated he will have a conversation with Brad Allen, Lawrence Public Library, about the survey they had done. Steve Splichal will share the survey Eudora Public School has utilized.
- vi. Netsmart has been contracted to complete a review of BNC's entire billing cycle September 19-21. An executive report will be available at the October Governing Board Meeting.
- vii. Other reports

1. BNC is hosting monthly town hall meetings for staff to have conversations about what is going well, challenges, and questions. The last meeting had 50-75 in attendance.
2. The transitional housing project is on hold until budget numbers are determined, the grant application decision is made, and how much the county may want BNC to contribute. Once the numbers have been determined, the board will receive a report.
3. Schmitz encourages board members to tour the newly remodeled Bridges building. This could be part of the September or October meeting or can be arranged to fit each person's schedule.
4. The compliance review is complete. The final number to reimburse to MCO's is \$18,900.

c. Amy Warren, COO

- i. DBT Team Update – Warren reported that BNC is using this time to re-organize the DBT and other BNC teams. Clinicians will be working with more than one group, supervisors will have a broader scope including DBT team leads (Josh Reese – Adult DBT, Mac Crawford – Adolescent DBT). Barbara Ballard and Brad Burnside asked for reports showing the difference in revenue/clientele services due to the seven therapists leaving.

- ii. 'Intakes by Department' and 'Average Calendar Days from Intake to Next Appointment' handouts were reviewed. The average days to wait is 16 days. Processes and technology need changed to make all processes more efficient. BNC is posting and hiring clinicians that can support both adults and children and will train current staff to see a broader age range. Discussion ensued.
- iii. NEO Day 2 – Scott Criqui shared this second day was added to speak to programming, finance and forms, compliance, and professional development opportunities. The next NEO will be videotaped for those staff who cannot make the live dates.

**d. Chris Kohart, Finance Consultant**

Chris Kohart was not available to attend this meeting. (July 2018 financials were e-mailed and given to each board member.) Discussion ensued with the conclusion being that the Finance committee spent time reviewing the financials in detail and were satisfied with.

Brad Burnside asked for a motion to approve the July 2018 Financials; so moved by Barbara Ballard; seconded by Martha Gage; approved by all.

**e. Emily Farley, Development Manager**

Emily Farley reviewed the Development Report noting BNC has had 29 DBN tours and 327 people come through since November 11, 2017. Many more tours are scheduled for the rest of year. Greeters are needed and, as board members, if you would like to volunteer, please let Emily Farley know.

November 14<sup>th</sup> is the annual ask event—the breakfast. Currently there are 13 table captains (hosting a table of ten) with a goal of 28 captains. The focus will be on the ambassadors who have led tours. A breakfast event goal includes \$7500 sponsorship, where BNC is at \$5K right now.

A new event is the Bert Nash Premier Party where Celebrate Bert Nash Society members will have a breakfast preview on November 7<sup>th</sup> at 5:30pm. The idea is that the breakfast is for new people to become supporters, so the premier party is for current supporters to see what is going on. The premier party is NOT an ask event.

Patrick Schmitz has started holding Golden Hours that are a more intimate setting for donors to have lunch and speak about their interests. The next one is scheduled September 19<sup>th</sup>. A new leadership challenge goal has been set at \$90K. Bloomerang has added two new features: surveys and forecasting. Discussion ensued.

Lucia Orth asked about the percentage of donors who do NOT have e-mail. Emily Farley stated she will find this information.

**IV. Business Items:**

None

**V. Other**

- a. Gene Bauer recently had surgery where BNC sent him flowers on behalf of the board. Gene was very thankful for the gift.
- b. Brad Burnside stated he provided US Bank with a copy of the BNC audit. US Bank will be working on a renewal for the BNC line of credit for November.

**VI. Adjourn:**

Brad Burnside asked for a motion to adjourn the meeting; so moved by Barbara Ballard; seconded by Lucia Orth; approved by all. The meeting adjourned at 9:04am.

The next Governing Board meeting is September 25<sup>th</sup> at 7:30am in the boardroom.

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