



MINUTES
Governing Board of Directors
Tuesday, October 31, 2017

Directors Present: Patrick Schmitz Brad Burnside Ken McGovern
Jane Fevurly Steve Glass Lucia Orth
Reed Dillon Gene Bauer Elizabeth Sheils
Barbara Ballard Cindy Maude Matt Brown

Directors Absent: Don Grosdidier

Staff Present: Amy Warren, Chief Operations Officer
Cindy Hart, Development Director
Scott Criqui, Human Resources Director
Tracy Kihm, Finance Director
Beth Ankerholz, IT 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 September 26, 2017 minutes.

STEVE GLASS MOVED TO APPROVE THE CONSENT AGENDA; ELIZABETH SHEILS SECONDED THE MOTION. MOTION CARRIED.

IV Review & Comment: *Budget:* Tracy is currently working on the Cost Study project which is done every two years and is due today. She has started to work on the budget, but it is not complete. The current process involves drafting the budget, sending the budget to the Finance Committee, having the Finance Committee approve/recommend changes, Tracy making those changes and then presenting the budget to the board. A new Finance Committee will be finalized and will consist of representatives from both boards. More detail will follow in the coming weeks. The role of the Finance Committee is to review and recommend the budget. Lucia Orth has volunteered to be a part of the Finance Committee. A board assessment may be conducted to further discuss the roles of the Governing and Endowment boards.

Pioneer Award Nominations: It is the time of the year to begin thinking about who might be applicable for the 2017 Pioneer Award that is presented during the annual meeting each year. The Pioneer nomination form and a list of past recipients have been included in the board materials today.

Continuity of Operations Plan (COOP): Amy reviewed The Continuity of Operations Plan (COOP) with the board today. The COOP is updated semi-annually and is in place for services

to continue despite an emergency or disruption at the Center. The COOP outlines the order of succession of individuals should an event occur. We have alternate sights to operate from, should our current building become inhabitable. These sights would be used for services as well as administration. Amy Warren will meet next Monday with Nicole Rials and Terri Smith, Director of the Douglas County Emergency Management Department, to see about the possibility of carrying out a drill.

CEO Report: Patrick reported that things around the Center are robust and lively. The Douglas County Housing Authority has money to encumber this year, and will build housing to the north of the Bert Nash Center. There have been conversations developing around what the housing will look like and where exactly it will be located. Bert Nash has the opportunity to apply for some Housing Trust Funds. The board would like Shannon Oury to present at a future board meeting.

V Consider for Action: *Financials:* Tracy reported that net receivables are higher than last year at this time. We are earning more Medicaid revenue and receiving more from Blue Cross Blue Shield. The majority of our receivables are less than 30 days, but 11% are currently over 90 days. Contract receivables are significantly higher than last year and we received our state payment in October. Our Endowment is currently over \$4.6M. To date, we have a great net income. Our program costs are high because of Locum Tenens, which is used to contract our med providers.

BARBARA BALLARD MOVED TO APPROVE THE SEPTEMBER 2017 FINANCIALS; GENE BAUER SECONDED THE MOTION. MOTION CARRIED.

Line of Credit: US Bank historically provides the Bert Nash Center with a line of credit. The line of credit is coming up for renewal and a summary of what has been approved was provided in the board materials today. Bert Nash is provided with a standard market rate that is not determined by Brad Burnside. Patrick Schmitz needs to be added as an authorized signer. Brad Burnside has no involvement approving the line of credit Bert Nash can receive and was not in the room for this part of the discussion.

LUCIA ORTH MOTIONED TO APPROVE THE RENEWAL LINE OF CREDIT AND TO ADD PATRICK SCHMITZ AS AN AUTHORIZED SIGNER. GENE BAUER SECONDED THE MOTION. MOTION CARRIED.

Combined November/December Board Meeting: The November and December board meeting will be combined due to conflicts with holidays. The Executive Committee will meet on Thursday, November 30, 2017 and the Governing Board will convene on Tuesday, December 5, 2017. Brad Burnside has volunteered to stay board chair and carry out his duties for another year. The board unanimously voted that Brad resume his duties as chair for an additional year.

VI *Adjourn:* The meeting adjourned at 8:45 a.m.

The next Governing Board meeting will be Tuesday, December 5, 2017.