



MINUTES

Governing Board of Directors
Wednesday, December 6, 2017

Directors Present: Patrick Schmitz Brad Burnside Cindy Maude
Jane Fevurly Steve Glass Lucia Orth
Gene Bauer Elizabeth Sheils

Directors Absent: Don Grosdidier Ken McGovern Reed Dillon
Barbara Ballard Kathy/Matt Brown

Staff Present: Amy Warren, Chief Operations Officer
Cindy Hart, Development Director
Scott Criqui, Human Resources Director
Tracy Kihm, Finance 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 October 31, 2017 minutes.

STEVE GLASS MOVED TO APPROVE THE CONSENT AGENDA; CINDY MAUDE SECONDED THE MOTION. MOTION CARRIED.

IV Review & Comment: *CEO Evaluation & Discussion:* The CEO evaluation form was sent out with a return by date of December 29, 2017. Chairman, Brad Burnside asked that all board members complete this evaluation which will be reviewed with Patrick in January 2018. If any board members have thoughts on ways to improve this evaluation or its process, please share them with Brad Burnside.

CEO Report: The board was provided a few minutes to read over the CEO report. Approximately 230 people attended the 2017 Celebrate Bert Nash breakfast and over \$149K was fundraised. The Development Department continues to look at new ways to cultivate and share the mission of Bert Nash. Discover Bert Nash tours will change in 2018 and include a virtual walking tour of the Center.

North Campus Update: Patrick reported that there is a lot of work happening to determine the utilization of space to the north of Bert Nash. Developments surrounding the recovery unit and housing continue. Bert Nash is looking at adding an additional transitional housing unit to the area after the recovery unit has been built. The Douglas County Housing Authority is looking to build permanent supportive housing. Bert Nash submitted a grant to assist with the transitional housing piece. The group determining the grant funding will meet next month to decide on applicants and how the funding will be divided. The county is taking a look at adding additional funds and

Mathew Faulk continues to explore additional money from the state. Tier 1 consists of the recovery center. The recovery center will be built and owned by the county. Bert Nash and various other organizations including LMH, Heartland CHC, Heartland Radac and DCCCA will partner to staff the recovery center. Tier 2 consists of the transitional housing. Bert Nash will staff the transitional housing and likely own it. Tier 3 consists of the permanent supportive housing. The county will pay for this housing and then turn it over to the Housing Authority. The Housing Authority will own this housing and provide the maintenance staff. Bert Nash would provide the professional staff. Per legal recommendation, the Housing Authority will need to have ownership of the land. Currently, Bert Nash and the county own the land.

Partnership/ Opportunities: Bert Nash has many strong and developing partnerships with various affiliates in the Lawrence community and surrounding area. Patrick shared the connection Bert Nash has with these organizations and the importance of combining services and collaborating with each other.

V Consider for Action: *Financials:* A Finance Committee has been established. This committee will be chaired by board Treasurer, Cindy Maude. The Finance Committee is a sub-set of the Governing Board and will be responsible for reviewing the monthly financials and working with the Finance Director on the budget that she is responsible for developing.

Tracy reported that the cash balance for October is high and reflects the timing of the state payment, which came in late. Moving forth, Tracy will provide a report that lists the payer types and what is over 30 days in accounts receivable. At the end of October, our net income was \$450K. Tracy projects November and December to be less.

GENE BAUER MOVED TO APPROVE THE OCTOBER 2017 FINANCIALS; STEVE GLASS SECONDED THE MOTION. MOTION CARRIED.

Budget: The 2018 budget was reviewed and recommended by the Finance Committee. There are three main areas that are impacting our revenue in 2018. Those areas include net fee for service, county support, and state funding. 11 new positions have been budgeted for, some of which are revenue producing. The budget includes a salary rate adjustment for salary ranges 800, 801, 802 and 803. A cost of living increase has been included for all staff not receiving an increase due to salary adjustment. A 2% staff vacancy factor has been budgeted for. Several med team positions vacant in 2017 have been filled. That additional salary expense is partially offset by a reduction in program expenses for Locum Tenens contract providers.

CINDY MAUDE MOVED TO APPROVE THE 2018 BUDGET. GENE BAUER SECONDED THE MOTION. MOTION CARRIED.

Tracy and Patrick recently met with US Bank to talk about fund management and some of our reserves. The Investment Advisory Committee has recommended that all our reserves invested in stock with Vanguard be sold and transferred to US Bank. The Finance Committee agrees with the Investment Committee's proposal. The Investment Committee recommends that these shares be sold and invested in a more modest risk profile. The US Bank proposal recommends investing these funds in a portfolio with 60% bonds and 40% stocks.

GENE BAUER MOVED TO EXECUTE THE RESERVES PER THE DIRECTION OF THE INVESTMENT COMMITTEE AND FINANCE COMMITTEE. STEVE GLASS SECONDED THE MOTION. MOTION CARRIED.

Jan. Board Meeting: The January 30, 2018 board meeting will need to be rescheduled due to a conflict with the Benevon workshop. The January meeting will take place on Tuesday, January 23, 2018 from 7:30-9:00 a.m. in the boardroom.

VI *Adjourn:* The meeting adjourned at 9:05 a.m.

The next Governing Board meeting will be Tuesday, January 23, 2018.