



**MINUTES**  
**Governing Board of Directors**  
**March 27, 2018**

**Directors Present:**

Brad Burnside  
Cindy Maude  
Don Grosdidier

Lucia Orth  
Patrick Schmitz  
Steve Glass  
Gene Bauer (by phone)

**Directors Absent:**

Barbara Ballard  
Jane Fevurly  
Reed Dillon

Elizabeth Sheils  
Ken McGovern  
Matt Brown

**Staff Present:**

Amy Warren, Chief Operations Officer  
Cindy Hart, Development Director

Scott Criqui, Human Resources Director  
Tracy Kihm, Finance Director  
Kathy Nichol, Executive Assistant

- I. **Order:** Brad Burnside called the meeting to order at 7:35am.
  
- II. **Consent Agenda:**  
Brad Burnside asked for a motion to approve the consent agenda, which consisted of the February 27, 2018 Governing Board Meeting Minutes; so moved by Lucia Orth; seconded by Steve Glass; approved by all.
  
- III. **Reports:**
  - a. **Brad Burnside, Chair**  
Brad Burnside had no report.
  
  - b. **Patrick Schmitz, CEO**  
Patrick Schmitz stated he and other Bert Nash staff are making themselves available for the many ballot initiative community, planning, and strategy meetings and conversations. Schmitz stated he is on the Citizens for a Better Douglas County steering committee and their next meeting March 29<sup>th</sup>. Schmitz noted the consultant for the YES vote has been hired with mailings, yard signs, and packets of information for churches going out within the next week.

Schmitz summarized the legislative update on adding mental health professionals to individual schools. Schmitz stated Governor Brownback slated 150 mental health officials in schools, but had no money attached to that order. Now Governor Colyer is interested in the WRAP program and wants to include money for mental health in the new school formula. Schmitz testified at the March 13<sup>th</sup> Senate of Education Committee to increase awareness for the incentive for schools to partner with local mental health centers. Schmitz stated there is a bill on telehealth that allows for a greater array of professionals; a juvenile crisis intervention bill that has moved very fast; and that KDADS was successful at saving money and will split \$1 million

to community mental health clinics to help offset lack of state support. Tracy Kihm state she expects the funding to be \$26,000-\$30,000 for Bert Nash.

Schmitz noted the board orientation books are being revised by staff and Brad Finkeldei, the Bert Nash lawyer. A draft will be presented to the board for approval. Lucia Orth stated Lou Mulligan, KU law school associate dean, has offered to present a 30-35-minute program over fiduciary duties and conflicts at the board retreat in June.

Schmitz acknowledged and thanked Tracy Kihm for her work in writing an awarded KDOT grant for two new Bert Nash vehicles-a minivan and full-size van. Kihm noted the grant will pay for 80% of the vehicle cost and Bert Nash will pay 20%, which was included in this years' budget.

Schmitz stated he and other staff participated in a well-attended Eudora Committee meeting on March 26<sup>th</sup>. This meeting was a conversation about mental health, safety, and schools and was focused on ways to better support the community in and out of the school.

Schmitz stated he has been appointed to The Tower Mental Health Foundation board, (ran by Dr. Meninger), which is a position that David Johnson held in the past. His term starts in May 2018.

Schmitz reminded everyone of the upcoming Pioneer Award Celebration on April 30<sup>th</sup>, which is in place of the next Governing Board Meeting.

**c. Amy Warren, COO**

Amy Warren shared one of the initiatives of the National Council for Behavioral Health is Trauma Informed Care (TIC). The kickoff webinar was Monday, in which the core implementation team attended. Warren stated Bert Nash will have an assigned coach from the National Council. Programming will include webinars, listserv access, and will complete a self-assessment of Bert Nash to determine where TIC interventions are needed. Warren clarified trauma touches everyone and that Trauma Informed Care is about knowing what trauma is and having interventions within the organization for both staff and clients. Discussion ensued.

Warren stated Bert Nash is transitioning the Homeless Outreach Team to the Urgent Care Program. Warren also stated Child and Family Services will be providing evening hours to continue expanding services.

**d. Tracy Kihm, Finance Director**

Tracy Kihm presented updated graphs showing a budget column, which was at the request of board members. Kihm reported that January 2018 fee revenue per business day was much lower than January 2017. Kihm reminded the group that January 2018 fee revenue was overstated due to

services occurring late December to where the write-off doesn't occur until the next month.

Kihm noted key indicators for Accounts Receivable is a little higher, but is still comfortable due to the majority being within 30-60 days. 90-day overdue payments are typically private pay and are about \$100,000.

Kihm stated the increase in operation cash is due to selling scheduled Vanguard endowment funds. Kihm is in the process of reinvesting these funds into FDIC insured, laddered CD's through USBank, which meets the board goal of a safer, less risky investment.

Kihm confirmed that city revenue includes WRAP, homeless outreach, and the building cost. Kihm also confirmed the Endowment fund growth is primarily portfolio appreciation, as it is the most aggressive portfolio. Kihm noted expenses are under budget, mainly due to vacant, higher salaried positions.

Kihm reviewed the Bert Nash finance department internal controls. Kihm stated there is a double to triple check approval process for invoices, credit cards & receipts, and check payments including payroll. In addition, auditors review Bert Nash financials annually, in which all indicators are being followed. Kihm is having another meeting with USBank staff regarding more efficient possibilities for all processes.

Brad Burnside asked if there were any questions related to the January financials and hearing none, asked for a motion to approve the January financials; so moved by Don Grosdidier; seconded by Cindy Maude; approved by all.

**e. Cindy Hart, Development Director**

Cindy Hart reviewed the Development Report including information on Discover Bert Nash Tours and Goals, Cultivation & Major Gifts and Goals, and upcoming meetings. Hart stated she is still trying to systemize how to track everything and is striving for using Benevon metrics.

Hart brought attention to the 'Greeter Column' and stated that was another way board members can be engaged with Bert Nash. Hart shared that board members are always welcome to attend the Bert Nash Breakfast, but the goal is to have at least 50% of the audience be new attendees. A sneak peek of the breakfast program will be available to the board prior to the breakfast. Cindy Maude stated that since this is the only Bert Nash fundraiser, more board members should attend to show support for the organization. Discussion ensued comparing the differences between board member acknowledgement at the breakfast versus the Pioneer Celebration.

Hart shared the Cultivation Team Committee meets monthly for 30 minutes and quarterly for 90 minutes. Specific tracking and accountability of information is at the committee level at this time, but that they do report to the Endowment Board. Discussion ensued.

Hart reminded everyone of the Benevon presentation on June 4<sup>th</sup> from 5:00-7:00pm. Burnside requested an invite needing a response go to all members of both boards as a reminder.

#### **IV. Business Items:**

##### **a. Nominating Committee Report**

Brad Burnside shared the nomination committee is made up of Lucia Orth, Gene Bauer, Patrick Schmitz, and himself. Burnside listed governing board members who are at the end of their term as Don Grosdidier, Cindy Maude (city appointee), Steve Glass, and Elizabeth Sheils (consumer), who is resigning. Burnside informed the group of the new city ordinance establishing new ground rules for advisory and governing boards where there are city appointees. Burnside reported he had an informal conversation advising Mayor Boley about the process in which Bert Nash selects their board members. Burnside stated Mayor Boley wants all board candidates for city appointees to complete the online application and that recommended candidate names be sent to him for inclusion in the April agenda for the city board. Discussion ensued.

Patrick Schmitz stated a meeting with Brad Finkeldei, Bert Nash lawyer, has been made to review the current Bert Nash bylaws and add possible ex officio positions. Schmitz pointed out all bylaw changes may need to be approved by the city and county.

Tracy Kihm stated that until a new treasurer is appointed, Cindy Maude's signature will continue to be on all Bert Nash checks. Cindy Hart reminded all members that those leaving the Governing Board are welcome to join the Endowment Board.

Brad Burnside asked for a motion to approve the Nominating Committee recommendations of candidacy for Tina Rosenthal and Steve Splichal; so moved by Steve Glass; seconded by Don Grosdidier; approved by all.

##### **b. Land Transfer**

Patrick Schmitz stated the lawyers are coming closer to an agreement in the language of the land transfer contract and expects it to be completed in the next week or two. Brad Burnside reminded the board that he was given authorization to execute the final contract and bring it back to the Governing Board for review.

##### **c. Smoke Free Campus**

Amy Warren requested approval to move forward for making Bert Nash a part of the Smoke Free Campus. Warren stated the Health Department is leading the campaign and that Bert Nash staff will help. Smoking locations will be located away from the building.

Cindy Maude moved to approve moving forward with the Smoke Free Campus; seconded by Lucia Orth; approved by all.

**d. Executive Session**

Brad Burnside moved to adjourn the regular meeting and enter into Executive Session at 8:58am; seconded by Lucia Orth; approved by all.

Brad Burnside moved to adjourn the Executive Session and resume the regular session at 9:20am; seconded by Lucia Orth; approved by all.

**V. Other:**

**a. Meeting Time**

Brad Burnside stated the Endowment Board moved the 7:30am meetings to noon and asked if this board is interested in changing its time. Through discussion, no interest was displayed but the group agreed to bring up the idea periodically.

**VI. Adjourn:**

Brad Burnside asked for a motion to adjourn the meeting; so moved by Steve Glass; seconded by Don Grosdidier; approved by all. The meeting adjourned at 9:25am.

The next Governing Board meeting will be the Pioneer Award Celebration on April 30<sup>th</sup>, 5:30-7:00pm at Maceli's.

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