JCCMHFB Meeting Minutes

Meeting Date: September 9, 2019  Time: 9:00 am  Location: Arnold office – Cafe

Board Attendees: Jerry Rogers; Mark Mertens; Audrey Mitchell; Dennis Gannon; Dr. Steven Crawford and Dr. Josh Isaacson Elizabeth Diveley and Kelly Steffens

Staff in Attendance: Sue Curfman, CEO and Amy Rhodes, CFO

Not in Attendance:

The JCCMHFB Meeting was called to order by Beth Diveley, Chair at 9:04 am with a quorum of members present.

1. Approval of Agenda

The September 9, 2019 meeting agenda was reviewed with no changes requested.

Recommendations: “I, Mark Mertens, move that the September 9, 2019 agenda be approved as presented.” Josh Isaacson seconded the motion. The motion carried.

2. Approval of Minutes

- June 17, 2019

The June 17, 2019 meeting minutes were reviewed with no changes requested.

Recommendations: “I, Mark Mertens, move that the June 17, 2019 meeting minutes be approved as presented.” Audrey Mitchell seconded the motion. The motion carried.
3. Financial Report
Amy Rhodes went over the financial report through July. It is the first month of the fiscal year, the financials show what is budgeted and what is being utilized it is broken out by programs. Currently there was only sales tax received, Friday the MIL tax was received for July and part of August and no additional will be received until July. There are payments for the RFP’s to Lutheran Family.
Recommendations: “I, Josh Isaacson, move that the JCCMHFB approve the financial report as presented.” Mark Mertens seconded the motion. The motion carried.

4. Resignations/Appointments
   a. Resignation of Beth Diveley – Chair position
   Beth Diveley stated her resignation, there is a need for replacement of the chair and there are some open spots, any suggestions can be sent to Dennis Gannon for appointments. The chair role does need to be replaced. Sue Curfman stated that there is need for someone active to take the chair position and a new individual is needed for the board. There is a need for an interim chair. Dennis Gannon brought up that there is an application for funds from Desoto and Josh Isaacson will need to abstain from the vote.
Recommendations: “I, Mark Mertens, move that Josh Isaacson serve as the interim chair of the JCCMHFB.” Dr. Crawford seconded the motion. The motion carried.
   
   b. Open positions on Board
   Discussed above.

5. Approval of COMTREA Board Actions
Recommendations: “I, Jerry Rogers, move that the JCCMHFB approve the COMTREA Board Actions through September 9, 2019 as presented.” Mark Mertens seconded the motion. The motion carried.

6. Approval of Proforma
Beth Diveley stated that the County Pro Forma and Tax Rate needs to be approved and signed. Sue Curfman stated that annually the rate is set and COMTREA is notified and sent the rate contract to sign off. Amy Rhodes stated that the rate dropped due to the Hancock Amendment. This will not affect the amount of money that is received.
Recommendations: “I, Josh Isaacson move that the JCCMHFB approve the county pro forma as presented.” Mark Mertens seconded the motion. The motion carried.

7. RFP Updates
   a. Calendar Year 2019 Awardee Updates
   Beth Diveley stated that Lutheran Family Services is the only awardee this past year.
   b. Funding Applications for Calendar Year 2020
   The applications were sent out last week. The total amount of funding that is available for $250,000 however the funding applied for is over $400,000. The De Soto application is for three years divided by 3 years, the amounts requested were reviewed. Mark Mertens asked what the actual amount needed for the first year for the program $75,592 and the yoga mats and stipend is not included in that which would be a onetime expense. With those added in there would be $84,242. Josh Isaacson asked regarding the Foster Care and had some confusion on where the kids where and that the agency is outside of Jefferson County but the role will be Jefferson County only. Dennis Gannon spoke of the foster care problem in Jefferson County and how kids are being sent out of the county, Dr. Isaacson talked about the money that is going outside the county schooling wise for this. The question came up on the NCADA and who will be training and some of the schools don’t want the extra responsibility. Mark Mertens asked if the $250,000 is set in stone, Amy Rhodes stated yes that is in the budget.

Dr. Crawford suggested $78K for Lutheran, cut indirect expense and rescue kits cut to $15K, cut the supervision on Foster Care and then cut out the mats and training for Desoto.
   i. Desoto School District – this is the first time they have requested. $77,719
   ii. Foster & Adoptive Care Coalition – first time request. $74,131.
   iii. Lutheran Family and Children’s Services – third time applying. $78,000
   iv. NCADA – they had requested the first year and did not request last year. $20,150

Recommendations: “I, Mark Mertens, move that the JCCMHFB award $77,719 in funding to the De Soto School District for the 2020 Calendar year.” Dr. Crawford seconded the motion. The motion carried with Dr. Isaacson abstaining from voting.

Recommendations: “I, Mark Mertens, move that the JCCMHFB award $74,131 in funding to the Foster & Adoptive Care Coalition for the 2020 Calendar year.” Audrey Mitchell seconded the motion. The motion carried with Dr. Isaacson abstaining from voting.
Recommendations: “I, Mark Mertens, move that the JCCMHFB award $78,000 in funding to the Lutheran Family and Children’s Services for the 2020 Calendar year.” Kelly Steffens seconded the motion. The motion carried with Dr. Isaacson abstaining from voting.

Recommendations: “I, Dr. Crawford, move that the JCCMHFB award $20,150 in funding to NCADA for the 2020 Calendar year.” Mark Mertens seconded the motion. The motion carried with Dr. Isaacson abstaining from voting.

8. JCCMHFB/COMTREA Board Separation Update
Beth Diveley stated that this needs to be done by June 30, 2019. This process will not be easy and it is believed that an outside consultant to assist with this process. Amy Rhodes spoke of how two other boards that separated and the involvement and so they had a consultant, Amy Rhodes has a separation checklist and many of the items do not need to be done with COMTREA and an outside consultant is not needed. The first thing needed is getting a 501-3 c due to having the funds. This will take an attorney and who pays for this cost there was money placed in the budget to separate the boards. Dennis Gannon asked who the other Boards hired to do the process, asked that Amy Rhodes find out who DDRB used for their legal and consultant services to separate the staff. Sue Curfman asked Amy Rhodes to put together a list of what is needed for JCCMHFB to separate. Mark Mertens suggested that the Board meet in October to discuss further what is needed for the split.
Dennis Gannon stated that operating bylaws would be developed. Mark Mertens mentioned since this is a county thing if the county attorney is available to assist.
Beth Diveley stated that Dennis Gannon will check on the county attorneys, more information will be obtained from COMTREA, by laws need to be created and this board will need to convene next month to discuss everything further. Dr. Issacson believes the attorney could be discussed at the next meeting and we may not be ready for an attorney. Audrey Mitchell asked how the separation came about, Beth Diveley spoke of the relationship of the COMTREA Board and JCCMHFB and the concerns of the senator.

a. Request for outside consultant
b. Develop Action Plan
   i. Timelines
   ii. Expected Outcome (separation by 6/30/2020)
9. Old Business

10. Discussion Items
No additional discussion items.

11. Adjournment
With no other business to discuss.
Recommendations: "I, Dr. Crawford move to adjourn." Mark Mertens seconded the motion. The motion carried.

☐ Minutes approved  
(Signature of JCCMHFB President)  
(Date)