

**MINUTES OF THE BOARD OF TRUSTEES  
JACKSON COUNTY COMMUNITY MENTAL HEALTH FUND  
March 24, 2016**

Present: J.Moore – C.Clark Campbell – R.Harris – D.Moore – M.Mora – J.Payne – A.Kitchen – E.Wesson – T.Poe

Absent: R.Makinen – G.Thompson – M.Campbell

Staff: B.Eddy – T.Cummings – S.Jones – A.Marshall – M.Fortin

Guests: List attached

Meeting was called to order by J.Moore at 5:21 PM. She noted a quorum was present.

**Minutes:** C.Clark Campbell/E.Wesson moved for approval of the 2/25/16 minutes as written; motion carried.

**Staff Report:** B.Eddy reported. Written report summarizes several ongoing projects for the Board's information and most of the Committee items are in the packet.

**Finance & Internal:** D.Moore reported.

**March 2016 bills:** The expenses appear to be routine. D.Moore/C.Clark Campbell moved to ratify the bills as listed; motion carried.

**February 2016 financial statements:** The staff report mentions that the revenue is higher than anticipated thus far in 2016 due to an early distribution of an ancillary tax. D.Moore/E.Wesson moved to accept the February 2016 financial statements as written; motion carried.

**Appropriations:** M.Mora reported.

**2016 Special Populations Recommendations:** The Appropriations Committee makes the following motions for 2016 Special Populations grants (attached):

**Consumer Services:** M.Mora/R.Harris moved to ratify the recommendations attached; motion carried.

**Domestic & Sexual Violence:** M.Mora/J.Payne moved to ratify the recommendations attached; motion carried.

**Education & Vocation:** M.Mora/E.Wesson moved to ratify the recommendations attached; motion carried.

**Forensic Services:** M.Mora/E.Wesson moved to ratify the recommendations attached; motion carried.

**Technical Support & Evaluation:** M.Mora/E.Wesson moved to ratify the recommendations attached; motion carried.

M.Fortin added that the Board had recommended a matching grant of \$12,500 for Reconciliation Services should the agency receive additional funding. This will be reflected in their contract.

**KC CARE Clinic 2015 Innovations change request:** B.Eddy explained the nature of the request and stated that it was consistent with their FQHC needs and did not require any additional costs. T.Poe/C.Clark Campbell moved to approve the request as written; motion carried.

**CAPA budget modification request:** S.Jones explained the nature of the request; the grant total would not change but rather shift some of the service system categories due to additional funding sources that have been obtained since the original grant proposal. M.Mora/E.Wesson moved to approve the request as written; motion carried.

**Accountability & Compliance:** R.Harris reported.

**Niles early distribution request:** R.Harris explained the request and expressed support for the proposal. J. Moore shared personal experience and knowledge of the Niles program. She stressed the importance of the agency, along with some challenges. She then encouraged Niles to work with Levy staff and R.Harris. A.Kitchen suggested that J.Moore contribute her experience as well. D.Moore mentioned that she had worked at Niles for some time in the past and expressed support for the agency's unique and important role. R.Harris/J.Payne moved to approve the request as written; motion carried.

**TMC-BH billing update and request:** S.Jones reported and introduced Sharon Freese, the new COO at TMC-BH. TMC reported that many staff members who had entered the data were no longer at TMC. The billing system was set up incorrectly. M.Fortin then asked if there might have been work performed on clients that had not been billed to the Levy to which J.Waterman responded yes, they are already finding such issues. Finally, S.Jones added that this same problem had occurred in the 3<sup>rd</sup> and 4<sup>th</sup> quarter billing, causing errors with the payment waterfall in the system, but that the most recent audit looked much better. Jennifer Waterman then reported that the 3<sup>rd</sup> and 4<sup>th</sup> quarter documentation for 2015 was now in order, however problems had been noted upon review of the 1<sup>st</sup> and 2<sup>nd</sup> quarter billing. In order to make their annual report as accurate as possible and to ensure correct billing to the Levy it was necessary to re-open these records

B.Eddy stated that the first two billing quarters of 2015 are closed. While the amount in question was paid in advance, deduction of the significant unspent funds is within estimated 2016 operating cash flow. The current action and precedent are potentially problematic. After discussion, a motion was developed, stipulating: 1) that TMC-BH must complete the review of 1<sup>st</sup> and 2<sup>nd</sup> quarter 2015 billing by April 15; 2) that S.Jones will audit the revised billing report; and 3) that Levy staff will consult with our CPA to assure proper tracking and reporting of the matter. Any accounting or audit concerns requiring Board information or action to be discussed during the Finance & Internal Committee meeting in July. R.Harris/M.Mora moved to approve the request taking into account the aforementioned details; motion carried.

**JVS Innovations letter:** S.Jones reported that no response has been received from JVS despite repeated requests to resolve the 2014 Innovations report and therefore their April distribution for Consumer Services would be postponed. M.Fortin will inform JVS in writing that their distribution is being withheld pending receipt of the completed report.

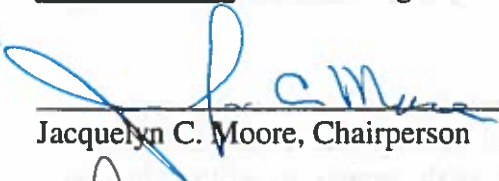
**New Business:** None

**Public Comments:** None

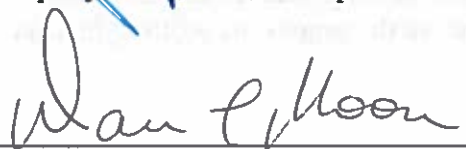
**Announcements:** Innovations LOIs are due April 8<sup>th</sup> and there will be a review of them on April 18<sup>th</sup> at the Levy Board office. There will be no Regular Board meeting in April.

B.Eddy will be conducting site visits of CAPA and Steppingstone on April 1<sup>st</sup> – staff and members of the Board are welcome and invited to attend.

**Adjournment:** The meeting was adjourned at 6:18 PM.

  
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Jacquelyn C. Moore, Chairperson

5/26/16  
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Date Approved:

  
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Secretary or Treasurer

  
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Minutes Prepared By: