

NKHS Board of Directors Meeting

MINUTES

August 26, 2024

Board present: Denise Niemira, Chair; Kari White, Vice-Chair; Jane Kitchel, Secretary; Patrick Shattuck, Linda Rhodes, Tracey Paul, Stacy Thrall, Diana Gibbs

Staff present: Kelsey Stavseth, Ex. Dir.; Denis Houle, CFO; Sharon Ryan, Chief of DS; Brooke Bury, Dir. of HR; Tim Gould, Chief of IT; Erica Perkins, Dir. of Communications; Carol Hemenway, Ex. Office Administrator; Keri Riley-Pickford, Dir. of Operations; Kate Olney, Director of Development

Guest: Susan Franzblau

Called to order at 10:07am by Chair Niemira.

Motion to approve the regular agenda with the addition of Board member nomination/resignation, and the removal of the Board Education presentation was made by Jane. This was seconded by Kari and carried by unanimous vote of the Board present.

Motion to approve the consent agenda as presented with the following change to the July minutes: “Stacy would be interested in information on the demonstration project” was made by Linda. This was seconded by Patrick and carried by unanimous vote of the Board present. Change: Kari/Patrick

Compliance Update (Keri Riley-Pickford):

Kari updated the Board on grievances/compliance for the quarter (April thru June):

Grievance stats for April-June by program:

2-CRT

3-IDDS

1-AO

67% Dissatisfaction with staff

16% med errors (led to great trainings)

17% External Guidelines

Critical Incidents for July 2024

2-AO

2-ES

28-IDDS

These consisted of: 10-criminal activity, 13 medical incidents, 1 missing person, 6 potential media involvement, 1-abuse/neglect, and 1 other.

The Compliance Committee continues its work to update the committee; it has recently created a new charter and committee manual. There is legal representation coming to weekly “med meeting” for an in-service for guardians to answer questions around providing medications.

The Board's role in compliance was discussed and the committee is requesting a Board member serve on the compliance committee. Keri currently sends compliance data to all directors and would like to include a board member in that sharing of information. Kelsey noted that this info is embedded in the monthly program/manager’s reports. The committee has received approval from our legal consultants and the committee aligns with CCBHC guidelines. There was some discussion regarding the Board's responsibilities regarding compliance issues at NKHS.

Keri noted that any policies being created or updated will come to the Board for approval.

The Board thanked Keri for her presentation.

Finance Committee update (Denis):

July is the first month of the current fiscal year

Revenues for July are below budget by \$70k for the month/year. No payback is expected as we hit service level targets

Kelsey noted that the provider agreement with the State has not been approved and the extension letter is pending lawyer approval

July expenses under by \$280k and salary & wages are under by \$226k while fringe benefits are over budget by \$24k

Program overview:

Children's saw a gain of \$8k for July

HCBS gain of \$9600 for July and expenses under by \$11k

Schools broke even for July

Adult gain for July of \$39k and salary and wages were over for the month by \$13k

CRT loss for July of \$57k

Emergency Services had a loss of \$142k (there will be a correction made to finances in August that will correct Front Porch revenues). Fringe was over budget by \$15k.

Mental Health programs for July showing a loss for July of \$152k and revenue is \$120k below budget, with expenses \$106k below budget

IDDS gain for July of \$288k – revenues ahead by \$63k. Expenses under by \$162k (salary and wages were under by \$54k)

SUD loss \$24k for July with revenues under budget by \$14k

Admin cost under budget by \$83k for July (14.1%)

Balance Sheet:

Cash in bank at \$13M

Accounts Receivable (AR) down by \$211k

\$548k invested in Capital Expenditures – Elm Street and Lakemont

85 days cash on hand

Days in AR at 24.13

Kelsey noted that program financials and their respective grants are getting a deep dive to assure that we are drawing down all funds accordingly.

Motion to approve the financials as presented was made by Jane. This was seconded by Patrick and carried by unanimous vote of the Board present.

Board Member Nomination/Resignation:

Amy Morley has resigned from the Board of NKHS, and she was serving as the Treasurer. Susan Franzblau is an incoming Board member who will fill the director position only for the remainder of the term.

Motion to approve the nomination of Susan to the Board of Directors was made by Kari. This was seconded by Linda and carried by unanimous vote of the Board present.

The Board welcomed Susan to the Board of Directors.

The need for a temporary Treasurer to serve until the Annual Meeting was discussed with the Board present. Patrick offered to fill that role on a temporary basis.

Motion to approve the assignment of Temporary Treasurer to Patrick was made by Jane. This was seconded by Kari and carried by unanimous vote of the Board present.

The Board thanked Patrick for his willingness to fill this role until the Annual Meeting.

Motion to accept the resignation, with deep regret, of Amy Morley was made by Jane. This was seconded by Linda and carried by unanimous vote of the Board present.

Executive Director Update (Kelsey):

Upcoming DS payment reform and conflict of interest is pending in the next fiscal year. Concern is for rick corridors with bundled payments. Documentation is a challenge, and we are phasing in the risk corridor, and we have requested a 10% error rate - advocating for leniency with documentation.

CCBHC PH II in 2026. The services provided and how we get paid is all going to change, this includes analytics and IT structure.

Employee Retention tax credits are being processed at the IRS level – payment pending of \$5.2M.

Other business: None

Motion to resolve into Executive Session to discuss matters of personnel was made by Patrick. This was seconded by Linda and carried by unanimous vote of the Board present.

Resolved into Executive Session at 11:11am.

Motion to resolve out of Executive Session was made by Patrick. This was seconded by Linda and carried by unanimous vote of the Board present.

Resolved out of Executive Session at 11:55am.

A motion to adjourn the meeting was made by Diana. This was seconded by Linda and carried by unanimous vote of the Board present.

Meeting adjourned at 11:58am.

Signed by:


Jane Kitchel

9/5/2024

Secretary