



## Governing Board Meeting Minutes September 26, 2023

Zoom Meeting: <https://bertnash-org.zoom.us/j/88270693065?pwd=dHhMEQvbUVNQzhwaEdrRHNLm2NmZz09>

**Members Present:**

Patrick Schmitz, CEO  
Matthew Herbert, Chair  
Tina Rosenthal  
Gene Dorsey, Treasurer  
Lucia Orth  
Kristina Edwards

Christina Haswood  
Clay Britton  
Kirsten Kuhn  
Josh Davis  
Bruce Liese  
Kat Couvillion

**Members Absent:**

Jay Armbrister  
Gene Bauer  
Barbara Ballard

**Staff Present:**

Carrie Combs, Senior Executive Assistant  
Amalia Mendez, HR Director

Emily Farley, Community Engagement Director  
Mike Meigs, Finance & Administration Director

**Others Present:**

Representatives from BT & Co.

**I. Call to Order**

Matthew Herbert called the meeting to order at 7:30 am.

**II. Online Meeting Guideline Review**

**III. Consent Agenda**

Matthew Herbert requested a motion to approve the consent agenda (August meeting minutes, September CEO Report); so moved by Gene Dorsey; seconded by Matthew Herbert, approved by eight members.

Christina Haswood abstained from the vote. This is Christina's first meeting.

**IV. Reports**

a. BT & Co: 2022 Audit Report

Representatives from BT & Co. reviewed the results of the 2022 Audit Report.

- The Center's financial statements were received well by BT & Co. and reached the highest possible standard of review.
- BT & Co is pleased to report management of the Center was extremely corporative and transparent, and the Center has great procedures & polices in place.
- All and all, the Center received a good audit result.

Matthew Herbert requested a motion to formally accept the 2022 Audit, so moved by Josh Davis, and seconded by Tina Rosenthal, approved by all.

b. Matthew Herbert, Chair

Nothing to report.

c. Patrick Schmitz, CEO

- Patrick welcomed Christina Haswood to her first Board of Directors meeting.

- 911 Ohio has been officially listed for sale, and there has been a fair amount of interest but no official offers worth noting.
- d. Emily Farley, Community Engagement Director  
Building Bert Nash Report:
- Emily summarized upcoming events, volunteer opportunities and cultivation updates. Highlights: The Annual Fundraising Breakfast will be October 25 at 8:30 am.
  - Emily highlighted our new partnership with FreeWill, and so far, 8 gifts have been identified to the Center.
  - Emily & Patrick are working to develop a campaign to fund the Children’s Crisis Center renovations. The Center does have a verbal gift of \$1.5 million towards that project.
  - Community Feedback Fair takes place at two different times on October 3 at Lawrence Public Library.
- e. Mike Meigs, Director of Finance and Administration  
Mike reviewed the August Financials.
- Highlights: CCBHC Visits were up 16 visits per day and Service Hours up 43 hours per day over July's levels. Total Service Hours exceeded budget by 381 hours in July. Total CCBHC Visits trailed budget by 558 visits for the same period. Units of measure are still being estimated based on the total services that were recorded by the new electronic health record (EHR) SmartCare.
  - Fee Revenue exceeded the prior month by \$358K as there were 3 more working days in the month and services provided per day ran higher as well. Fee Revenue did trail the budget by \$230K in August.
  - Operating Revenue came in \$128K above July's level. Other Revenue included \$230K of insurance proceeds related to the 911 Ohio fire.
  - Expenditures were down slightly from July coming in below budget as well. Salaries and Benefits made up most of this variance.
  - The month of August ended with a surplus of \$190K. We are currently sitting with a YTD surplus of \$377K. The budget calls for a \$848K surplus putting the YTD variance in an unfavorable position of (\$470K).
  - Cash coverage for operating expenses was setting at -.17 month's coverage at the end of August. There were three payrolls that hit within the reporting period. The negative balance in cash here represents outstanding checks. There could also be deposits in transit not reported as we are still waiting on GL exports from our new electronic health record (EHR) system.
  - We had hoped starting to pay the Endowment back in July, but we intend to start paying the interest back as soon as possible and begin on the principal in 2024. This is our only outstanding loan, other than the line of credit.
  - Mike is going to revamp the financials starting next month to include service counts, and the PPS rate which we monitor monthly.
  - The Center will be pulling down against the line of credit today for payroll and the purchase of the 6th & Rockledge lots and the Center is anticipating paying it back next week.

*Gene Dorsey requests a motion to approve the August Financials, seconded by Matthew Herbert, and approved by all.*

## **V. Action Items**

- a. Vote for Approval of Land Acquisition Purchase – 6<sup>th</sup> & Rockledge

- This piece of property is intended for 24-units permanent supportive housing, and office space for community-based teams.
- We are scheduled to close on this acquisition tomorrow, September 27, 2023.

*Matthew Herbert requested a motion to vote to approve the 6<sup>th</sup> & Rockledge land acquisition purchase, so moved by Gene Dorsey, seconded by Kristina Edwards, approved by all.*

b. Vote for Approval of Building Acquisition Purchase – 3500 Clinton Place

- This will be the future site of the children’s focused center, where we will move our existing children services and add a children’s crisis outpatient program.
- The Center is in the process of building a campaign for funding the renovations of this building, alongside of the verbal commitment from a donor of \$1.5 million.
- Due diligence is nearly completed for this building, with two minor remaining items that should be solved this week. We are scheduled to potentially close at the end of this week.

*Matthew Herbert requested a motion to vote to approve the building acquisition purchase of 3500 Clinton Place, so moved Gene Dorsey, seconded by Kirsten Kuhn, approved by all.*

c. Vote to Authorize CEO to Sign Commercial Loan Agreement with Central Bank

- Bert Nash Center will be using a commercial loan from Central Bank to purchase 3500 Clinton Place.
- The resolution authorizes Mike & Stephanie to act on behalf of the organization.

*Matthew Herbert requested a motion to approve the CEO to sign Commercial Loan Agreement and all that is necessary in regard to opening accounts with Central Bank, seconded by Kat Couvillion, approved by all.*

**VI. Public Comment**

No members of the public were present to comment.

**VII. Announcement**

- On October 27, we are hosting a CCBHC Celebration to recognize our official certification. We anticipate receiving the certification at the end of the month.
- The Celebration will take place at Maceli’s from 8:30 – 10 am.

**VIII. Adjourn**

*Matthew Herbert requested a motion to adjourn; so moved Gene Dorsey, seconded by Kristina Edwards; approved by all. Meeting adjourned at 8:48 am.*

The next Bert Nash Governing Board meeting will take place on Tuesday, October 31 from 7:30-9:00 am via Zoom/in person.