



## Governing Board Meeting Minutes July 20, 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 Mease

Gene Bauer  
Kirsten Kuhn  
Barbara Ballard  
Josh Davis  
Bruce Liese

### **Members Absent:**

Clay Britton  
Jay Armbrister

### **Staff Present:**

Carrie Combs, Senior Executive Assistant  
Stephen O'Neill, COO  
Amalia Mendez, HR Director

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

### **Others Present:**

Brad Finkeldei, Legal  
Kirsten Flory

## **I. Call to Order**

Matthew Herbert called the meeting to order at 7:32 am.

## **II. Online Meeting Guideline Review**

## **III. Consent Agenda**

*Matthew Herbert requested a motion to approve the consent agenda (June meeting minutes, July CEO Report & Risk Management Summary for 2022); so moved by Gene Dorsey; seconded by Kirsten Kuhn; approved by all.)*

## **IV. Reports**

### **a. Matthew Herbert, Chair**

- Matthew reviewed the results of the CEO Evaluation with Patrick, and the results will be sent to the Compensation Committee.

### **b. Patrick Schmitz, CEO**

- In connection to the children's crisis program, BNC has been having conversations with the O'Connell Children's Center and partnering with them in terms of services for the program.
- BNC & O'Connell would like to come together on how they can provide children's services for a continuum of care. O'Connell prepared a Letter of Intent for BNC to sign. BNC plans to sign this letter of intent, which doesn't bind us to anything. However, BNC feels it would be beneficial to collaborate with O'Connell in partnership in some form or fashion.
- O'Connell currently uses BNC for psychiatry.

### **c. Mike Meigs, Director of Finance and Administration**

#### **June Financial Report:**

- Mike summarized data presented in the June Financial Report that was sent to the Board prior to the meeting.

- Highlights: We converted to our new electronic health record (EHR), SmartCare, mid-May. As a result, we are still operating with estimated service encounters for June fee revenue. Service counts were down 700 from May's levels.
- Using the estimated units of measure above, Net Fees for Services decreased by \$150K over May's number coming in \$415K below budget.
- Operating Revenue was down \$234K and included a correction for donated building space for the TRC. Rent is paid to Douglas County monthly in the amount of \$70K and is offset by TRC funding sources. State Funding increased by \$155K because of State CIC grant dollars being pulled down to cover TRC expenses.
- Expenditures remained steady between the two months. We saw a few more legal fees paid in June and some additional computer equipment was purchased. Rent was back down to normal levels after a catch up in May.
- The month of June ended with a loss of (\$453K). June's consolidated budget called for a surplus of \$138K. We are currently setting with an unfavorable variance to budget of (\$296K) YTD.
- Cash coverage for operating expenses was setting at 1 month's coverage at the end of June.
- Acclimating to the new electronic health records has had a large impact on productivity. Tim & Brad are busy with the conversion, but they are evaluating the data from the last month and a half.
- Clinical Directors are following up with their teams on unsigned notes and outstanding claims.
- We anticipate the tweaks and challenges from the new electronic health records will be resolved by August.

d. Emily Farley, Community Engagement Director

Building Bert Nash Report:

- Emily summarized upcoming events, volunteer opportunities and cultivation updates.
- Highlights: Emily's team is gearing up for their Annual Fundraiser on October 25 – if you would like to be a Table Captain reach out to Robyn Wagner.
- Within Emily's report, there are several links to opportunities to volunteer at events.
- BNC is working with a resource called FreeWill, it's a no cost estate planning tool. Ideally, someone can name BNC within their will as a planned gift.

**V. Action Item**

a. Vote to Appoint Kat Couvillion to Board of Directors

- Kat was referred by one of our team members and is a parent of a child who receives services at the Center.

*Matthew Herbert requested a motion to appoint Kat Couvillion as a Parent Representative to the Governing Board of Directors, so moved by Tina Rosenthal, seconded by Barbara Ballard, approved by all.*

**VI. Public Comment**

No members of the public were present to comment.

**VII. Executive Session to Discuss Matters with Attorney in Order to Protect Attorney Client Privilege. The subject matter is real estate.**

*Attendance: Gene Dorsey, Tina Rosenthal, Carrie Combs, Patrick Schmitz, Lucia Orth, Gene Bauer, Brad Finkeldei, Emily Farley, Matthew Herbert, Mike Meigs, Josh Davis, Bruce Liese, Kristina Mease, Kirsten Flory, Barbara Ballard, Kirsten Kuhn*

*Matthew Herbert requested a motion to move into Executive Session for 45 minutes to discuss a real estate matter with board members and legal counsel present, motion by Bruce Liese, and seconded by Kristina Mease approved by all. Moved into Executive Session at 8:01 am.*

*Matthew Herbert requested a motion to move out of Executive Session; so moved by Bruce Liese, seconded by Barbara Ballard; approved by all. Moved out of Executive Session at 841: am.*

**VIII. Adjourn**

*Matthew Herbert requested a motion to adjourn; so moved by Barbara Ballard; seconded by Bruce Liese ; approved by all. Meeting adjourned at 842 am.*

The next Bert Nash Governing Board meeting will take place on Tuesday, August 29 from 7:30-9:00 am via Zoom/in person.