

INC MENTAL HEALTH ALLIANCE, NFP BOARD OF DIRECTORS MEETING

Monday, May 22, 2023

MINUTES

Members Present: Denise Claessens, Denise Elsbree, Evelyn Hull, Marilyn Jacobsen, Ken Rojek, Alicia Schatteman, Kenneth Schultz, Eva Serrano, Joanne Tosch, TJ Vaughan, John Whildin, Tina Willson, Michael Yagen, Russ Wolf

Members Absent: Caryn Spitzzeri

Staff Present: Dalila Alegria, Colleen Balija, Ann Montgomery

Guest Present: Joel Gramirez, Cheryl O'Brien, Bridget Ruf

The annual meeting of the Board of Directors of INC Mental Health Alliance, NFP, for May 22, 2023, was called to order at 7:00 PM in person at the INC Mental Health Alliance office and via conference call by President TJ Vaughan. Roll call was completed verbally by the board members.

Vaughan asked for a motion for the approval of the agenda. Kenneth Schultz made the motion with a second by Evelyn Hull, and it was unanimously approved.

Under Action Items, Vaughan asked for approval of the Consent Agenda. Schultz made the motion to approve with a second by Eva Serrano and it was unanimously approved.

Ken Rojek recommended on behalf of the Nominating Committee that Marilyn Jacobsen and Ken Rojek have their three-year terms renewed. Alicia Schatteman and Russ Wolf will not seek new terms leaving two At-Large vacancies. A motion was made by Rojek with a second by Schultz and it passed unanimously.

Rojek asked for a motion to accept the slate of officers as proposed: President TJ Vaughan, Vice President Eva Serrano, Secretary Marilyn Jacobsen, Treasurer Ken Rojek, and Directors Denise Elsbree and Michael Yagen. No other nominations were brought to the floor. The motion was made by Rojek and with a second by Schultz it passed unanimously.

Operations Manager Colleen Balija presented the proposed INC Board of Directors meeting schedule for 2023-2024. Schultz made a motion to approve with a second by Marilyn Jacobsen and it was unanimously approved.

Balija presented the Committee Descriptions for FY24. Balija will email the board to contact her directly with each member's committee selections.

Executive Director Dalila Alegria informed the board that all Conflict of Interest disclosures have been signed and returned for FY24 and no disclosures are present for next year.

Alegria presented the Banking Resolution for FY24. Michael Yagen moved to accept the 2023-2024 Banking Resolutions as written and with a second by Schultz, it was passed unanimously.

The preliminary budget for 2023-2024 was reviewed by Alegria. She noted a few items that vary from previous years due to the sale of the properties and new programs. Rojek made the motion to approve the proposed preliminary 2023-2024 Budget and, with a second by Yagen, it was unanimously approved.

Hull presented the proposed 2023-2024 Allocations and the minutes from the Program Committee Meeting. Hull made a motion to approve and, with a second by Schultz, it was unanimously approved.

Alegria reviewed the Recommendations of the 2023 Tax Levies. Tina Willson motioned that the recommendations for 2023 Tax Levies be approved. Yagen seconded the motion, and it was passed unanimously. This recommendation will be passed on to the seven 708 Community Mental Health Boards for their approval.

Alegria presented updated Job Descriptions for the Executive Director, Operations Manager, and Administrative Assistant positions. Denise Claessens made a motion to approve the new job descriptions with one edit recommended by Alicia Schatteman for the ED job description, and, with a second by Serrano, it was unanimously approved.

Under Information Items, Alegria went through the Executive Director report and highlighted items within the report including a legislative update.

Administrative Assistant Ann Montgomery presented the unaudited Service Statistical report through April 2023. There were 34,284 residents that received 227,606 units of service.

Balija presented the INC Funded Programs Outcome report for the third quarter of FY23 and highlighted a few items.

Alegria presented the 2023 Tax Extension report, noting that the requests and extensions were comparable within \$7,368.

Balija presented the Fiscal Year 2023 Agency Audit Report noting the findings and that traditionally three agencies are audited every year.

Alegria presented the minutes from the Scholarship Ad-hoc Committee. The Committee recommends pausing the current scholarship program to research viable options in further detail to present to the full board at a later date.

There being no further business before this Board, Yagen motioned for an adjournment. There was a second by Schultz and it was unanimously passed to adjourn the meeting at 8:02 PM.

Respectfully submitted,

Marilyn Jacobsen, Secretary