

Minutes of the January 16, 2003, Board Meeting

Attendance:

Leon E. Ashford, Ph.D.

Mary Calzaretta

Flint W. Fowler, Ph.D.

Ruby Jones

William L. Kincaid, M.D.

Derek C. Mays

Don Cuvo, Executive Director

The meeting was chaired by Dr. William Kincaid, President.

1. **Community Comments** - Don Shipp, with Community Alternatives, reviewed for the trustees the progress being made with their MHB Grant. He introduced a client of their services who spoke about the services he received and how his life has improved.
2. **Minutes** - The minutes of the October meeting were approve as mailed.
3. **Financial Report** - Don Cuvo, Executive Director, reviewed the December financial report. He pointed out that the taxing districts begin receiving tax revenues in December. To date, MHB has received about 30% of its tax revenues so far. Also, grant payments are 50% spent, which is customary for this time of year.
4. **Monthly Grants Report** - Randy Breese distributed the monthly grants reports for December 2003. Randy noted that all items were usual and customary with the exception of the MST Services contract on the federal Juvenile Justice Initiative project. This item is over the original budget because it was originally budgeted at 50% with the other 50% coming from our local JJI. Since the local MST service has been discontinued, the entire cost is now coming from the federal grant. Don Cuvo updated trustees on the status of the SafeSchools project. Lisa Chrisco reported that she had received verbal confirmation that rollover funds had been approved for both of our federal grants but that so far only one had officially notified us.

5. **Resolution Related to Continuation Funding for Aid For Victims of Crime and Mental Health Association (for the Empowerment Center)** - Carter Whitson, Grants Manager, reviewed the progress made by two agencies whose funding for this year contained contingencies. Staff were to report on progress made on their Plans for Corrective Action. AVC's plan involved increasing utilization of the funded services to come closer to that which was proposed in the original application. Carter reviewed the efforts made to market the service, both, through face to face presentations and the distribution of marketing materials. The Plan for Corrective Action for the Empowerment Center involved operational insight, program implementation and reporting accuracy. Carter reported that site visits revealed significant progress in meeting their plan's objectives. The trustees approved Resolutions concurring that both agencies met the conditions of their Corrective Plans.

6. **Motion to Approve Revised Budget** - John Bagwell, Acting Comptroller, reviewed a revised budget. The budget revision is needed at this time because federal grant income was not known at the time the budget was prepared. MHB received permission to carry over unexpended funds from last fiscal year. Don commented that the federal fiscal year differs from MHB's fiscal year, which leave some unknowns at the time of budget preparation. Trustees approved the revised budget.

7. **Audit Presentation** - John Bagwell reviewed the year end financial report, then introduced Auditor Jeffrey Randle, CPA who reviewed the audit report. This was the first year that MHB also underwent a Compliancy (A-133) Review, which is required of organizations which receive federal funds over a certain threshold. Mr Randle issued an unqualified opinion of MHB's financial statements and all policies and practices were found to be in full compliance with federal requirements. The trustees approved a motion to accept the Audit.

8. **Update on Employees Retirement Plan** - Board Counsel Bill Kuehling reported that MHB employees began participation in the City Employees Retirement Plan as of January 1, 2003. Still unresolved is the issue of employees being credited for past service as of their date of employment. He reviewed a Board of Alderman ordinance which would authorize the past service credit.