

**NAMI Keystone Pennsylvania
Board of Directors Meeting
Saturday, April 14, 2018
9:02 a.m. - 10:28 a.m.**

PRESENT: Charma D. Dudley, Kathy Testoni, Mim Schwartz, Jack Cahalane, Michelle Gerwick, Michelle Hottenstein

STAFF: Christine Michaels, Debbie Ference, Maria Kakay

I. Call to Order and Welcome

Charma D. Dudley, President, called the meeting to order at 9:02 a.m. and welcomed all present. Dr. Dudley informed the board of Neen Davis' resignation as board member.

II. Approval of December 9, 2017, Meeting Minutes

MOTION: Mim Schwartz made the motion to approve the minutes for the December 9, 2017 board meeting; Michelle Gerwick seconded; Charma D. Dudley abstained; motion passed.

III. Approval of Financial Statements of period ending February 28, 2018

Discussion: Michelle Hottenstein reviewed the February 28, 2017 financial statements. When the budget was prepared in April, 2017, staff anticipated the same amount of funding from the OMHSAS contract as the prior fiscal year. When we received the allocation letter in October, however, there was a 25% cut in funding. Therefore, revenue and expenses to date are under the original budget. Michelle also explained that staff positions at NAMI have not been filled as budgeted.

MOTION: Kathy Testoni made the motion to approve the financial statements of the period ending February 28, 2018; Jack Cahalane seconded; motion passed.

IV. Approval to disband the NAMI Alle Kiski affiliate and transfer memberships to NAMI Keystone Pennsylvania

Discussion: Debbie Ference led the discussion regarding NAMI Alle Kiski's request to disband and transfer memberships to NAMI Keystone Pennsylvania. The affiliate leader is retiring and there are no other individuals willing to take on the responsibilities.

MOTION: Mim Schwartz made a motion to approve the disbanding of the NAMI Alle Kiski affiliate and the transfer of memberships to NAMI Keystone Pennsylvania; Michelle Gerwick seconded; motion passed

V. Approval to disband the NAMI Pocono affiliate and transfer memberships to NAMI Keystone Pennsylvania

Discussion: Debbie Ference led the discussion regarding NAMI Pocono's request to disband and transfer memberships to NAMI Keystone Pennsylvania. This request was also based on a lack of people willing to lead affiliate.

MOTION: Kathy Testoni made a motion to approve the disbanding of the NAMI Pocono affiliate and the transfer of memberships to NAMI Keystone Pennsylvania; Michelle Hottenstein seconded; motion passed.

VI. Approval to disband NAMI Susquehanna Valley affiliate and transfer memberships to NAMI North Central

Discussion: Debbie Ference led the discussion regarding NAMI Susquehanna Valley's request to disband and transfer memberships to NAMI North Central. Ms. Ference explained that the NAMI Central Susquehanna Valley had voted previously to disband the affiliate after NAMI revoked the state charter. Since there was no state office, they sent the paperwork directly to NAMI, but no action was taken.

MOTION: Michelle Hottenstein made a motion to approve the disbanding of NAMI Susquehanna Valley and the transfer of membership to NAMI North Central; Jack Cahalane seconded; motion passed.

VII. Approval of 2018 Employee Handbook

Discussion: Debbie Ference reviewed the outline of the changes that were made to the Employee Handbook. Ms. Ference explained that an employment law handbook was referenced during the revision process to ensure there were no violations of state or federal law. Board members Michelle Gerwick and Kathy Testoni served as consultants to the revision. The employee handbook last received an official legal review from lawyers in 2012. In addition, PANO also reviews the employee handbook.

MOTION: Mim Schwartz made a motion to approve the 2018 Employee Handbook; Kathy Testoni seconded; motion passed.

VIII. Approval of 2018-2020 Strategic Plan

Discussion: Chris Michaels explained that the 2018-2020 strategic plan was presented to affiliate leaders during the business meeting the evening prior to the state conference in Harrisburg. All affiliate leaders were in favor of the plan. Ms. Michaels discussed that a retreat is planned to explain the strategic plan to staff and to brainstorm ways to achieve goals.

MOTION: Michelle Gerwick made a motion to approve the 2018-2020 Strategic Plan; Kathy Testoni seconded; motion passed.

IX. Approval of CEOs Against Stigma Project

Discussion: Chris Michaels led discussion regarding the CEOs Against Stigma project that NAMI Keystone Pennsylvania is requesting board approval to pursue. NAMI Massachusetts successfully initiated the campaign that included a luncheon in which 90 CEOs attended and signed a pledge to promote stigma-free policies in the workplace. NAMI Keystone Pennsylvania is pursuing a grant from The Staunton Farm Foundation, which has expressed interest in the project. Because of the expected size of the grant, board approval is required before moving forward.

MOTION: Michelle Gerwick made a motion to approve the CEOs Against Stigma project; Michelle Hottenstein seconded; motion passed.

X. Discussion - Board recruitment

Discussion: Chris Michaels explained the need for board recruitment, with a focus on candidates who possess varying skills and represent geographically diverse regions of the state.

XI. Chief Executive Officer's Report

Discussion: Chris Michaels informed the board that she and COO Debbie Ference will be meeting with Lynn Kovich, Deputy Secretary of the Office of Mental Health & Substance Abuse Services (OMHSAS) on Monday, April 16, 2018, to discuss the cut in funding from the state.

XII. Staff Reports

Discussion: Debbie Ference reviewed the Administrative Board Report highlighting the new accounting and finance manager, Kimberly Battle-Yonek who was hired following the retirement of Susan Rabenold.

Debbie Ference also reviewed the Education Report highlighting the number of school districts that have been requesting presentations. Charma D. Dudley discussed the need to increase relationship-building with schools in urban areas.

Maria Kakay reviewed the Communication and Marketing report, highlighting the new relationship with PRSA Western PA to promote the CEOs Against Stigma project. She also highlighted the upcoming events: the 12th annual NAMI Walks taking place on Sunday, Oct. 14, 2018, at The Waterfront and the Green Light Gala for Mental Health Awareness taking place on Thursday, Dec. 6, 2018, at Nova Place. The presenting sponsor will be

UPMC Health Plan / Community Care Behavioral Health

XIII. Adjournment

MOTION: Mim Schwartz made a motion to adjourn; Michelle Hottenstein seconded; motion passed; meeting adjourned at 10:28 a.m.