

**NAMI Keystone Pennsylvania
Board of Directors Meeting
Saturday, June 16, 2018
9:05 a.m. - 10:57 a.m.**

PRESENT: Kathy Testoni, Michelle Hottenstein, Mim Schwartz, Kim Mathos

BY PHONE: Neen Davis, Michelle Gerwick, Jack Cahalane

ABSENT: Charma Dudley

STAFF: Christine Michaels, Debbie Ference, Maria Kakay

I. Call to Order and Welcome

Kathy Testoni, Vice President, called the meeting to order at 9:05 a.m.

II. Approval of Minutes for April 14, 2018 Board Meeting

MOTION: Michelle Hottenstein made the motion to approve the minutes for the April 30, 2018, board meeting; Mim Schwartz seconded; Neen Davis abstained; motion passed.

III. Approval of Financial Statements of period ending April 30, 2018

Discussion: Michelle Hottenstein summarized the financial statements by reviewing the balance sheet and income statement highlighting that total agency revenues and total agency expenses are both under budget with an agency net income of \$68,694.

MOTION: Michelle Gerwick made the motion to approve the financial statements of period ending April 30, 2018; Kathy Testoni seconded; motion passed.

IV. Approval of FY 2018-2019 Budget

Discussion: Michelle Hottenstein led discussion on the budget highlighting that there is currently a \$12,000 increase to the Allegheny County contract and a \$26,000 deficit in the state contract. NAMI Keystone Pennsylvania is submitting a proposal to increase the contract in order to eliminate or reduce the deficit. Special events income increased due to the Gala and there are also increased expenses attributed to the 2019 state conference which is expected to have higher costs due to additional attendees because of a partnership with the Pennsylvania Mental Health Consumers Association (PMHCA).

MOTION: Kim Mathos made a motion to approve the FY 2018-19 budget; Michelle Gerwick seconded; motion passed,

V. Approval of FY 2018-2019 Allegheny County Personnel Action Plan

Discussion: COO Debbie Ference reviewed the FY 2018-2019 Allegheny County Personnel Action Plan and how NAMI Keystone Pennsylvania's Organizational Chart aligns with Allegheny County's Department of Human Services OBH/OMR-DD/D&A Personnel Action Plan and Salary Scale Chart. As Ms. Ference reviewed item #4, the policy for granting bonuses, the decision was made to make a motion on the Personnel Action Plan, then call for a motion to approve staff bonuses.

MOTION: Michelle Hottenstein made a motion to approve the FY 2018-2019 Allegheny County Personnel Action Plan; Mim Schwartz seconded; motion passed.

VI. Added motion to approve Staff Bonuses between 5%-6%

MOTION: Michelle Hottenstein made a motion to approve staff bonuses; Kim Mathos seconded; motion passed.

VII. Approval of Affiliate name changes of NAMI Luzerne-Wyoming County PA, NAMI Butler County, PA, and NAMI Schuylkill County

Discussion: CEO Chris Michaels and COO Debbie Ference explained the reason for the name changes. NAMI Keystone Pennsylvania was recently named in a will. During that process, the existence of multiple affiliates all with "NAMI PA" in their title caused confusion. This development coincided with newly-released NAMI guidelines which indicate that "NAMI" must directly precede the county. A lawyer for NAMI Keystone Pennsylvania created a template for affiliates to use in the event they are ready to change their name. For interested affiliates, NAMI Keystone PA will cover the lawyer's time, while affiliates are responsible for the name change filing fees. There could be further discussion regarding NAMI Keystone PA requiring that all Pennsylvania affiliates include "PA" after their county for clarification.

MOTION: Mim Schwartz made a motion to approve the Affiliate name changes of NAMI Luzerne-Wyoming County PA, NAMI Butler County, PA, and NAMI Schuylkill County; Michelle Hottenstein seconded; motion passed.

VIII. Discussion of Candidates for NAMI Board of Directors

Discussion: CEO Chris Michaels reviewed the candidates for NAMI Board of Directors. The NAMI Keystone Board collectively settled on their choices to fill the 5 vacancies. Those candidates are: Judge Joyce A. Campbell, Steve Pitman, Dave Stafford, Rima Reddy, and Captain Stacey L. Owens. Credentialed representatives will vote to fill the 5 positions during the NAMI National Convention which will take place June 27-30 in New Orleans.

IX. Approval of Advocacy Policy Agenda

Discussion: CEO Chris Michaels explained that the Public Policy Platform and Advocacy Agenda is meant to serve as a guide when we discuss certain issues. While it aligns with NAMI National, it is Pennsylvania specific.

MOTION: Neen Davis made a motion to approve the Advocacy Policy Agenda; Kim Mathos seconded; motion passed.

X. Chief Executive Officer's Report

Discussion: With time running short, CEO Chris Michaels briefly reviewed the Chief Executive Officer's Report.

XI. Staff Reports

Discussion: With time running short, the board was asked if members had any questions regarding the staff reports. None had questions.

XII. Approval to Adjourn

MOTION: Kim Mathos made a motion to adjourn; Michelle Hottenstein seconded; meeting adjourned at 10:57 a.m.