

**NAMI Keystone Pennsylvania
Board of Directors Meeting
September 11, 2019
6:13 p.m. - 7:50 p.m.**

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

On the Phone: Cherie Brummans, Michelle Gerwick

Not Present: Neen Davis

STAFF: Christine Michaels, Debbie Ference, Maria Kakay

I. Call to Order and Welcome

Charma D. Dudley, President, called the meeting to order at 6:13 p.m.

Those in attendance introduced themselves to new board member Cherie Brummans.

II. Approval of Minutes of June 12, 2019, Board Meeting

MOTION: Kathy Testoni made the motion to approve the minutes for the June 12, 2019, Board Meeting; Kim Mathos seconded; the motion passed.

III. Approval of Financial Statements Ending June 30, 2019

Discussion: Michelle Gerwick reviewed the balance sheet highlighting that NAMI Keystone PA has assets totaling \$1,154,323.69. She indicated that the Notes to Financial Statements showed that all accounts receivable were collected and that the net agency income at year-end is \$181,995, \$18,250 over budget.

MOTION: Michelle Hottenstein made the motion to approve the Financial Statements ending June 30, 2019; Kathy Testoni seconded; the motion passed.

IV. Approval of Personnel Action Plan

Discussion: NAMI Keystone PA COO Debbie Ference reviewed the Allegheny County Personnel and Salary Implementation Plan that was effective July 1, 2019, highlighting the Workforce Profile that lists the racial and gender makeup of employees. Ms. Ference explained that the Salary Scale Chart includes recommended pay scales for employees. The NAMI Keystone PA board must approve the plan before it is sent to Allegheny County.

MOTION: Mim Schwartz made the motion to approve the 2019-2020 Personnel Action Plan; Michelle Gerwick seconded; the motion passed.

V. Approval of name change from NAMI PA – Pittsburgh North to NAMI North Pittsburgh PA

Discussion: NAMI Keystone PA COO Debbie Ference explained that NAMI North Pittsburgh PA is taking the steps to become a Model B Affiliate.

MOTION: Kathy Testoni made the motion to approve the name of NAMI PA – Pittsburgh PA to NAMI North Pittsburgh PA; Michelle Hottenstein seconded; the motion

passed.

VI. Approval of Model B Policies and Procedures Handbook

Discussion: NAMI Keystone PA COO Debbie Ference explained that the Model B Policies and Procedures Handbook was created as a guide for affiliates to better understand the structure and responsibilities of a Model B after re-affiliation. They will run their support group and other programs while NKPA will handle the administrative work. In regard to finances, NKPA is opening separate bank accounts for each Model B Affiliate. Each Model B Affiliate must submit a budget for the fiscal year. All funds come through NKPA. The Model B Affiliate has access to their account. NKPA expects 8 Model B Affiliates. Some existing affiliates will just become support groups which means they will no longer accept membership.

MOTION: Kim Mathos made the motion to approve the Model B Policies and Procedures Handbook; Kathy Testoni seconded; the motion passed.

VII. Chief Executive Officer's Report

Discussion: CEO Christine Michaels reviewed the Chief Executive Officer's report highlighting that the Strategic Plan is coming to an end. Ms. Michaels would like to extend this plan to guide the state organization through the re-affiliation process with affiliates because the future goals of NKPA will be based on how many Model A and Model B affiliates exist. Ms. Michaels also discussed Gov. Tom Wolf's Suicide Prevention Task Force explaining that NKPA, PMHCA, and MHAPA are responsible for facilitating all of the listening sessions across the state. Ms. Michaels is also providing testimony for the Pennsylvania Senate Judiciary Committee Hearing on Behavioral Health and Gun Violence.

VIII. Staff Reports

Discussion: COO Debbie Ference reviewed the Administrative Report, highlighting that interviews are ongoing to fill the vacant position of Young Adult Outreach and Education Specialist. She also reviewed the Education Report. Maria Kakay reviewed the Communications and Marketing Board Report adding to it that the Green Light Gala has been scheduled for Saturday, Nov. 14, 2020, at the newly-renovated PPG Wintergarden in downtown Pittsburgh. CEO Christine Michaels reviewed the Advocacy report that was put together by the new NKPA Advocacy Team of Advocacy Director Nikki Dawson and Adult Mental Health Advocate Aleta Barnett.

IX. Approval to Adjourn

MOTION: Kim Mathos made the motion to adjourn; Kathy Testoni seconded; the meeting adjourned at 7:50 p.m.