

**NAMI Keystone Pennsylvania
Virtual Board of Directors Meeting
February 10, 2021
6:10 p.m. - 7:41 p.m.**

PRESENT: Charma D. Dudley, Kathy Testoni, Jack Cahalane, Michelle Hottenstein, Neen Davis

ON THE PHONE: Michelle Gerwick, Mim Schwartz

NOT PRESENT: Kim Mathos, Cherie Brummans

STAFF: Christine Michaels, Debbie Ference, Maria Kakay

GUESTS: Betsy Krisher and Spenser McGrath from Maher Duessel

I. Call to Order and Welcome

Charma D. Dudley, President, called the meeting to order at 6:10 p.m.

II. Approval of the Board Minutes of November 11, 2020, Meeting

MOTION: Neen Davis made the motion to approve the November 11, 2020, Board Meeting Minutes; Kathy Testoni seconded; the motion passed.

III. Approval of the Draft Audit for the period ending June 30, 2020, Form 990 and BCO-10

Discussion: Betsy Krisher and Spenser McGrath from Maher Duessel reviewed the draft audit. Ms. Krisher provided an overview of the Communications Letter stating that Maher Duessel has audited the financial statements of NAMI Keystone Pennsylvania for the year ending June 30, 2020 based on current U.S. standards. Ms. Krisher highlighted the addition of the disclosure related to COVID-19. She noted that they received excellent cooperation and no disagreements arose during the course of the audit.

Spenser McGrath reviewed the financial statements noting that the financial position was similar to previous years and there is a clean opinion. He also reviewed the Statement of Functional Expenses, Statements of Cash Flows, and the Notes to Financial Statements. Mr. McGrath also reviewed the Allegheny County Contract Statements noting a clean opinion and no compliance issues.

Ms. Krisher reviewed the 990 citing no major changes from the previous year.

MOTION: Mim Schwartz made the motion to approve the Draft Audit for the period ending June 30, 2020, Form 990 and BCO-10; Neen Davis seconded; the motion passed.

IV. Approval of Financial Statements for the Period Ending December 31, 2020

Discussion: Michelle Hottenstein reviewed the balance sheet highlighting that the total checking/savings as of Dec. 31 2020 was \$842,504 and the total accounts receivable was \$52,681. Ms. Hottenstein also reviewed the Profit and Loss Comparison noting a significant decline in travel and meeting expenses due to the pandemic.

MOTION: Kathy Testoni made the motion to approve the Financial Statements for the

Period Ending December 31, 2020; Michelle Gerwick seconded; the motion passed.

V. Approval of Board PANO Renewal Resolution: WHEREAS NAMI Keystone PA will seek to renew its Standards of Excellence application for a 5-year accreditation due to expire December 31, 2021

Discussion: CEO Christine Michaels explained that NKPA's PANO accreditation will expire December 2021, and a Board resolution is needed in order to renew. Ms. Michaels stated that all policies will need to be approved by the Board and it is a desire to bring back the Governance Committee.

MOTION: Michelle Hottenstein made the motion to approve the Board PANO Renewal Resolution: WHEREAS NAMI Keystone PA will seek to renew its Standards of Excellence application for a 5-year accreditation due to expire December 31, 2021; Jack Cahalane seconded; the motion passed.

VI. Approval of Joretha Bourjolly to the Board of Directors

Discussion: CEO Christine Michaels announced the Board application of Joretha Bourjolly, a faculty member and Associate Dean for Inclusion at the University of Pennsylvania, School of Social Policy and Practice. Additional discussion included the desire to further diversify the NKPA Board of Directors.

MOTION: Jack Cahalane made the motion to approve Joretha Bourjolly to the Board of Directors; Neen Davis seconded; the motion passed.

VII. Chief Executive Officer's Report

CEO Christine Michaels reviewed the Chief Executive Officer's report, noting that NKPA was cut by the Office Mental Health and Substance Abuse Services (OMHSAS) by \$90,000. Ms. Michaels explained that the reduction has resulted in the need to re-examine the budget. The funds that were distributed are being used to pay for state trainings. Ms. Michaels noted that the contracts with Allegheny County and Community Care Behavioral Health remained the same.

VIII. Staff Reports

COO Debbie FERENCE reviewed the Administrative Report highlighting time spent on the audit and she reviewed the Education Report highlighting the sustained focus on virtual education trainings statewide. Maria Kakay reviewed the Communications and Marketing Report and CEO Christine Michaels reviewed the Advocacy Report.

IX. Approval to Adjourn the Meeting

MOTION: Neen Davis made the motion to adjourn the meeting; Jack Cahalane seconded; the meeting adjourned at 7:41 p.m.