

**NAMI Keystone Pennsylvania
Virtual Board of Directors Meeting
October 13, 2021
6:08 p.m. - 7:33 p.m.**

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

NOT PRESENT: Cherie Brummans, Kim Mathos

STAFF: Christine Michaels, Debbie Ference, Maria Kakay

I. Call to Order and Welcome

Charma D. Dudley, President, called the meeting to order at 6:08 p.m.

II. Approval of Board Minutes of June 9, 2021, Meeting

MOTION: Michelle Hottenstein made the motion to approve the June 9, 2021, Board Meeting Minutes; Kathy Testoni seconded; Jack Cahalane abstained; the motion passed.

III. Approval of Financial Statements for the Period Ending August 31, 2021

Discussion: Treasurer Michelle Hottenstein explained that the accounting position is no longer a staff position at NAMI Keystone PA. The accounting function is now being outsourced to the firm Donnelly-Boland. Ms. Hottenstein reviewed the notes to the financial statements highlighting \$855,643 in total checking/savings. She also highlighted the profit and loss statement notes which showed that revenues were over budget and expenses were under budget, leaving NKPA with a net income of \$48,639.

MOTION: Michelle Gerwick made the motion to approve the Financial Statements for the Period Ending August 31, 2021; Mim Schwartz seconded; the motion passed.

IV. Discussion of Fiscal Year 2020-2021

Ms. Hottenstein reviewed the notes to the fiscal year-end financial statements from 6/30/2021, highlighting \$783,226 in total checking/savings, \$351,618 in the operating account, and \$265,903 in total accounts receivable. Ms. Hottenstein also reviewed the profit and loss statement notes, highlighting that total agency revenues and expenses were under budget, leaving NKPA with a net loss of \$33,990.

V. Ratification of Executive Committee's Approval of 2021-2022 PAP Plan

Discussion: COO Debbie Ference explained that every year the Personnel and Salary Implementation Plan needs to be approved by Allegheny County. The plan has already been approved by the Executive Committee but needs Board ratification. This year's plan is similar to last year's plan in regard to staffing and salaries.

MOTION: Kathy Testoni made the motion to ratify the Executive Committee's approval of the 2021-2022 PAP Plan; Jack Cahalane seconded; the motion passed.

VI. Chief Executive Officer's Report

CEO Christine Michaels provided updates on a number of hot topics. OMHSAS Funding – NKPA submitted an RFA through general services in June of 2021. There was no decision made by then. In September the RFP process was canceled. No email was sent informing applicants about the decision unless they inquired about the status. Christine Michaels received an email from

OMHSAS asking for organization information. Ms. Michaels was informed that the process is out of general services and back within OMHSAS, but they are still making funding decisions. Applicants who receive funding will have one year to spend funds. Not everyone who submitted an RFP received a request for information. These funds were supposed to be reserved for consumer and family organizations. NKPA is currently operating without any state funding, the same as last year when NKPA was cut \$90,000.

PANO – PANO certification was scheduled to be submitted in December, which was a later deadline from the original deadline of June. Ms. Michaels indicated that it was hard to dedicate time to the PANO process due to several reasons including the departure of Susan Caban, conference planning, the audit, and NAMI training. Tish at PANO said to reach out in December to discuss a plan for completion.

Strategic Planning – NKPA received a \$25,000 grant from the Staunton Farm Foundation for strategic planning. A meeting was supposed to be scheduled with consultant Leslie Bonner in August, but that was postponed. Christine Michaels did meet with Leslie Bonner who recommended we begin strategic planning in new the year after we organize priorities, such as finalizing the audit. There may not be any more additional state trainings until we get funding from the state, unless affiliates are willing to pay for them.

Reaffiliation – Consultant Leslie Bonner recommends that we schedule a meeting with NAMI national to discuss the reaffiliation process which is complicated, expensive, and time consuming and does not seem to be a priority of NAMI's anymore.

Chris Michaels highlighted West Chester University from her board report, which wants to create a Center for Excellence and wants NKPA to be involved. They want to use the Center of Excellence in Ohio as a guide and they are partnering with NAMI Ohio. The West Chester University Foundation has submitted a Letter of Intent to the Scattergood Foundation in Philadelphia. West Chester University would like NKPA to submit a Letter of Intent to the Staunton Farm Foundation for the same project.

VII. Staff Reports

COO Debbie Ference reviewed the Administrative Report highlighting the SAFE Suicide Awareness Conference. An email about the conference that was sent to the board is being resent. Ms. Ference also reviewed the Education and Support Services report, which was put together by the new Director, Aleta Barnett. Aleta was NKPA's Adult Advocate and is currently between positions until her replacement is named. The Education Department is also planning two trainings, one for NAMI Family-to-Family Program Leaders and the other for IOOV presenters. Neen Davis suggested inviting Aleta to a Board meeting so she can meet the Board members. Charma Dudley suggested that staff rotate in and out of board meetings to explain special projects to the board. Maria Kakay reviewed the Marketing and Communications Report providing an update on NAMI Walks. NKPA has reached 80% of its fundraising goal. CEO Christine Michaels reviewed the Advocacy Report highlighting the free 988 special session that is being held on Friday, Oct. 15 as part of the GPNP Summit.

VIII. Other/New Business

Neen Davis provided an update on the NAMI Leaders Lens project. Filming took place in the Eastern part of the state. Volunteers and staff from NAMI Montgomery County PA, NAMI Main Line, and NAMI Philadelphia were interviewed and photographed. The content will be used for NAMI promotional purposes. Ms. Davis also told the Board about NAMI Montgomery County PA's 10th annual Benefit for the Brain awards event that is taking place Nov. 10.

IX. Approval to Adjourn the Meeting

MOTION: Neen Davis made the motion to adjourn the meeting; Kathy Testoni seconded; the motion passed and the meeting adjourned at 7:33 p.m.