

**NAMI Keystone Pennsylvania
Virtual Board of Directors Meeting
December 8, 2021
6:02 p.m. - 7:24 p.m.**

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

NOT PRESENT: Kim Mathos, Neen Davis, Jerri Bourjolly

STAFF: Christine Michaels, Debbie Ference, Maria Kakay

GUESTS: Spenser McGrath, Maher Duessel; Jocelyn Miller, Maher Duessel; Jon Krepinevich, Donnelly-Boland and Associates; Nicholas Chavara, Donnelly-Boland and Associates

I. Call to Order and Welcome

Charma D. Dudley, President, called the meeting to order at 6:02 p.m.

II. Approval of Draft Audit Reports for FY 2020-2021 as Recommended by the Finance Committee

Discussion: Spenser McGrath from accounting firm Maher Duessel provided an overview of the audit reports. Mr. McGrath reviewed the Communication Letter stating that there were no deficiencies, no difficulties in retrieving information, and no disagreements with management. Mr. McGrath also reviewed the financial statements, highlighting \$1,080,552 in total assets. He noted that NKPA uses 73% of funding on programming which is ahead of the benchmark of 70%. In review of the Contract Financial Statements, Mr. McGrath stated that there were no non-compliance issues and no deficiencies. He noted that at the time of the audit there had not been any data security processes in place, but NKPA has since added them and the staff is undergoing training.

MOTION: Cherie Brummans made the motion to approve the Draft Audit Reports for FY 2020-2021 as recommended by the Finance Committee; Kathy Testoni seconded; the motion passed.

III. Approval of Board Minutes of October 13, 2021, Meeting

MOTION: Michelle Hottenstein made the motion to approve the October 13 2021, Board Meeting Minutes; Jack Cahalane seconded; the motion passed.

IV. Approval of Financial Statements for the Period Ending October 31, 2021

Discussion: Treasurer Michelle Hottenstein reviewed the balance sheet highlighting \$1,165,662.97 in total assets. In review of the Income Statement, Ms. Hottenstein noted that NKPA has \$583,632.28 in total income and \$517,295.01 in total expenses.

MOTION: Michelle Gerwick made the motion to approve the Financial Statements for the Period Ending October 31, 2021; Cherie Brummans seconded; the motion passed.

V. Approval of 401(k) Formal Record of Action

Discussion: COO Debbie Ference explained that board approval was needed to move the 401(k) plan from Mass Mutual to John Hancock. Board approval was also needed to retain CEO Christine Michaels and COO Debbie Ference as Trustees of the Plan.

MOTION: Jack Cahalane made the motion to approve the 401(k) Formal Record of Action; Kathy Testoni seconded; the motion passed.

VI. Chief Executive Officer's Report

CEO Christine Michaels provided updates on OMHSAS Funding and Reaffiliation. NKPA submitted a work statement and budget in order to receive \$125,000 in funding from OMHSAS. The budget stated that the funds would be used for education programs and a state conference. They are expected to be deposited in January and NKPA would have a year to spend the money. NKPA has been operating with no state funding since July. NKPA will still need to apply for normal fiscal-year funding. Ms. Michaels would like to schedule a special board meeting in January to discuss reaffiliation because the process is affecting NKPA in a negative way. She would like to prepare a report for the board that would focus on the impact that reaffiliation is having on the organization and staff. She would like the board meeting to be followed by a meeting with NAMI National. Ms. Michaels stated that because of the backlog with reaffiliating affiliates, there is no capacity to create new affiliates.

VII. Staff Reports

COO Debbie Ference reviewed the Administrative Report and the Education and Support Services Report. In the EDU report, she highlighted the comments from Michelle Decker, Young Adult Outreach and Education Specialist on the recent school presentations. Maria Kakay reviewed the Communications and Marketing Report. On Giving Tuesday, \$2011.88 was raised, all of which will go toward NAMIWalks Keystone PA. That brings the total amount raised for the Walk to \$140,347, or 83% of goal. CEO Christine Michaels reviewed the Advocacy Report, highlighting that 988 remains a top priority.

VIII. Approval to Adjourn the Meeting

MOTION: Kathy Testoni made the motion to adjourn the meeting; Michelle Gerwick seconded; the motion passed and the meeting adjourned at 7:24 p.m.