

**NAMI Keystone Pennsylvania  
Virtual Board of Directors Meeting  
August 10, 2022  
6:04 p.m. - 7:16 p.m.**

**PRESENT:** Charma D. Dudley, Kathy Testoni, Michelle Hottenstein, Neen Davis, Mim Schwartz, Kim Mathos; Jack Cahalane, Michelle Gerwick

**NOT PRESENT:** Cherie Brummans, Jerri Bourjolly

**STAFF:** Christine Michaels, Debbie Ference, Maria Kakay

**I. Call to Order and Welcome**

Kathy Testoni called the meeting to order at 6:04 p.m.

**II. Approval of Minutes of June 8, 2022, Board Meeting**

**MOTION:** Neen Davis made the motion to approve the minutes of the June 8, 2022, Board meeting; Michelle Hottenstein seconded; the motion passed.

**III. Approval of Minutes of July 21, 2022 Annual Meeting of the Board**

**MOTION:** Kim Mathos made the motion to approve the minutes of July 21, 2022 Annual Meeting of the Board; Michelle Hottenstein seconded; the motion passed.

**IV. Election and Approval of Board Officers 2022**

**MOTION:** Jack Cahalane made the motion to approve the election and approval of Board officers 2022: President – Kathy Testoni, Vice President – Charma Dudley, Treasurer – Michelle Hottenstein, Secretary – Cheri Brummans; Kim Mathos seconded; the motion passed.

**V. Approval of Financial Statements for the Period Ending June 30, 2022**

Discussion: Treasurer Michelle Hottenstein reviewed the notes to the financial statements highlighting that there is \$1,116,075 in total checking/savings. Because of rising interest rates, there are discussions regarding moving some funds into savings accounts to take advantage of rates. Ms. Hottenstein also noted that the profit and loss statement indicates a total income of \$1,914,506.59 and a net income of \$117,287.98.

**MOTION:** Mim Schwartz made the motion to approve the Financial Statements for the Period Ending June 30, 2022; Charma Dudley seconded; the motion passed.

**VI. Approval of 2022-2023 Personnel Action Plan**

Discussion: COO Debbie Ference reviewed the Personnel and Salary Implementation Plan, citing no changes in the policy from the previous year. Ms. Ference also reviewed the workforce profile page, the min/max salary scale chart, and the fringe benefit worksheet.

**MOTION:** Charma Dudley made the motion to approve 2022-2023 Personnel Action Plan; Jack Cahalane seconded; the motion passed.

**VII. Discussion of Board Governance**

CEO Christine Michaels explained that she would like NKPA to move from a membership organization, where the corporate members are the affiliates, to a Board-governed organization. In order for this to happen, the Board must make a declaration. An affiliate council would be put into the bylaws so Affiliates still have input into the state organization. Ms. Michaels stated that she would like to have this accomplished by the end of the year. Charma D. Dudley and Jack Cahalane agreed to serve on the Governance Committee with Kathy Testoni and Neen Davis.

**VIII. Chief Executive Officer's Report**

CEO Christine Michaels discussed state funding indicating that there is still no process in place to request state funding from OMHSAS. NKPA's current funding runs through October. Ms. Michaels also discussed strategic planning, stating that NKPA is behind in the process because of

the previous delay in state funding. The CIT Conference that is taking place in Pittsburgh at the end of August is sold out. The session on Sunday is free.

**IX. Staff Reports**

COO Debbie Ference reviewed the Administrative and Education Reports, highlighting the virtual education meeting that will take place on Thursday, Aug. 18. Ms. Ference also stated that classes are scheduled through the end of the year. Maria Kakay reviewed the Communications and Marketing report. Ms. Kakay will send NKPA info sheets to Board members. CEO Christine Michaels reviewed the advocacy report.

**X. Approval to Adjourn the Meeting**

**MOTION:** Michelle Hottenstein made the motion to adjourn the meeting; Michelle Gerwick seconded; the motion passed. The meeting adjourned at 7:16 p.m.