NAMI California Annual Board Meeting Minutes  
Saturday, October 30, 2010  
Marriott Courtyard Hotel, Sacramento Midtown  
4422 Y Street, Sacramento, CA 95817

BOARD MEMBERS PRESENT: Dorothy Hendrickson, President; Brenda Scott, 1st Vice President; Mark Gale 2nd Vice President; Frances Tibbits, Secretary; May Farr, Interim Treasurer; Randy Beckx; Sherman Blackwell; Roberta English; Gail Evanguelidi, Oscar Guzman, Coleen Peters

BOARD MEMBERS ABSENT: Shannon Jaccard (on leave)

STAFF PRESENT: Jessica Cruz, John Aguirre, Lynn Cathy, Kathleen Derby, Becks Hawkins

CALL TO ORDER

The meeting was called to order at 9:15 a.m. by President Dorothy Hendrickson

INTRODUCTIONS

Board members introduced themselves. New Board members Randy Beckx and Oscar Guzman were welcomed to their first Board meeting.

Guests Joe Rose from North Alameda County and Liz Smith from NAMI Central introduced themselves.

ADOPT AGENDA

The amended agenda was adopted.

APPROVE MEETING MINUTES

Corrections to Minutes of August 29, 2010

Grammar: semi-colon after President’s name and title.

Motions appointing Dorothy Hendrickson and Frances Tibbits were passed in a closed session on August 28th. The minutes of motions from that meeting are not available yet.

Due to the delay in beginning the meeting, further discussion and approval of the minutes of August 28th and 29th were tabled.

The meeting was opened for comment from the public.

PUBLIC COMMENT

Guest Joe Rose introduced himself. Joe is on the Board of the NAMI North Alameda County affiliate, and is a Family to Family trainer.

Joe congratulated the Board on a successful Conference. He suggested that if Continuing Education Units (CEU’s) were offered,
more people would attend.

Joe presented his resume and offered to serve on the Governance Workgroup and the Finance Committee Work Group. Committees are for Board members only, Workgroups may include non-Board member volunteers.

Many thanks to Joe Rose for attending the Board meeting and presenting the DVD and presentation he has produced, Lives Affected By Mental Illness, to let people know they are not alone.

AUDITOR REPORT

Auditor Paul Butikofer reported on the NAMI California annual Audit and associated documents. The report was favorable. Printing of the Audit is delayed due to the late submission by one vendor. It will be ready shortly and will be reviewed for signature by the Board Treasurer.

Paul urged the Board to examine the audit. Paul is comfortable with the figures and requests but recommended the text be carefully reviewed. Client and Management letters are included.

1. Opinion Letter: Paul has written NAMI California an Unqualified Opinion Letter, the best possible. We can take it to the bank.

2. Financial Statement. Corporate assets, what it owns, receivables, and payables. The corporation’s net worth is extremely good, approximately $2.3 million, with a favorable working capital ratio.

The IRS Revised 990 form has been filed re cash, investments, and assets.

Revenues: NAMI CA has had an exception windfall in the $950,000 bequest, very rare these days. Donors like to see such strong donations. Paul urges planning for the Corporation’s future.

Cash Flows: Reconciliation of the two types of accounting systems the corporation must maintain: accrual and cash accounting.

3. Notes to Financial Statement: Explains the organization mission; types of programs; status as a 501 c 3, corporation, so donations are tax deductible.

4. Supplemental Notes not required by law, but requested by NAMI California.

Re Revised 990 for IRS: An IRS study found fraud and self serving use of funds in too many 501 C3 charitable corporations, so tightened its
reporting requirements.

Acknowledgement of donations of $250 and over is required by law, but sending one to every donor is advised and is good donor relations.

Office Lease: Auditor recommends negotiating our office lease to reduced level in this renter’s market, as it was for a few months.

Grants: Grants show as 26 percent of revenue because the bequest is counted as part of total revenue for last fiscal year.

Paul commented with appreciation on how critical county programs are in saving lives and the importance of NAMI California’s role.

Mark began a discussion about the $950,000 bequest, funds NAMI California received unexpectedly a few months ago.

A full Board discussion on how the Board decided that staff should be asked to take cuts in work hours, in light of the fact of the bequest and the fact that customarily the California Dept. of Mental Health always reimbursed NAMI CA for back payments after the state budget was approved, will initiate an investigation of whether cut backs were necessary.

The Board shared their appreciation with the staff for the sacrifices made and thanked them for being valued employees who hung in there. We appreciate your competence and dedication. Thank you for creating a fine conference.

Decision making: Last summer, the Department of Mental Health warned that money spent on DMH contracts during the State budget delay might not be repaid. Even after the budget was signed, 100 days late, no reimbursement was guaranteed. Based on cash projections, provided to us by the Executive Director, we were concerned about going broke if we used the bequest for salaries and programs. During the budget delay, the Board considered several budget scenarios and adopted one requiring cuts. The choices were difficult; decisions were hard to make, but were based on financial statement provided by staff to the Board.

The Board decided to use the bequest to plan a sustainable future for NAMI CA, not to use the bequest as operating capital. The bequest can generate future income, to even out income over the year so annual State budget delays are not so devastating. We are developing a needed investment policies. NAMI CA may purchase an office building, to save money and create stability.

Staff is urged to bring any concerns to the President. We are all in this
together to serve people whose lives are affected by mental illness.

Jessica Cruz, Assistant Director: It’s still not clear that we’ll be repaid. NAMI CA has outstanding DMH invoices. DMH says it is waiting for the money to be transferred from the state so it can pay.

The new contract with DMH is signed. I track deliverables monthly on a spreadsheet: actual personnel hours and expenses. Each program director turns in all receipts.

Kathleen Derby: I was unaware until last week that I was back on full time pay. I worked full time while I was cut to half time because it would have been impossible to catch up.

Joe Aguirre: WWT contract through DMH is different, so my hours weren’t cut. WWT expenses are charged once per month, the annual amount divided by 12.

11:05 Break
11:50 Resume meeting

NAMI CENTRAL, DIRECTOR OF STANDARDS OF EXCELLENCE, LIZ SMITH

Dorothy introduced Liz Smith, NAMI Central Director of Standards of Excellence. Liz is the former Executive Director of NAMI Connecticut. Liz: NAMI Central is preparing the Standards to Excellence so every state and affiliate will meet the same standards, use the same logo. Liz informed the board that when the Standards to Excellence materials are completed, she will be available to assist NAMI California in any capacity we need help.

STAFF REPORTS

John Aguirre reported on Working Well Together (WWT). His written report shows his efforts providing technical assistant to integrate consumer and family members into the work force. John has worked for WWT for six months and is assigned to central California. He has exceeded all goals for the year. He plans more marketing, representing WWT and NAMI California at the same time. John reports at various sites and conferences, and John stated that NAMI is well received and loved. John is preparing a display board of meeting schedules. New WWT goals are being negotiated beginning Friday. Partner agencies share and exchange goals.

Becks Hawkins reported on Peer to Peer programs. It’s going well and expanding. As the only state-funded client program, it has money to support groups and do trainings. Peer to Peer groups have become more diverse due to local work with MHSA. Out of about 40 affiliates, 25-30 have successful programs. The focus is on helping affiliates build programs, bring in new ones and help those having trouble. In

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future, some trainings may require fees.

Becks hasn’t been part of the In Our Own Voice (IOOV) program, but hopes she will be in the future. An IOOV issue is travel which affiliates must pay. Trainings include as many as possible (16) at a time to cut costs. Peer to Peer is working on teaching working and volunteer participants. The age limit is over 18 officially. There is talk of Peer to Peer for TAY, transitional age youth, 16-24. Trainees are working to reduce attrition rate of facilitators and participants by better screening. Some are not ready and need to be referred to other groups. The Spanish speaking version, Persona a Persona, is being implemented.

Kathleen Derby on the Mental Health Services Act (MHSA): Kathleen has worked at NAMI CA for one year. Kathleen presented an outline and will email changes re the Oversight and Accountability Commission (OAC) and Joint Powers of Authority (JPA) oversight authorities. Dorothy Hendrickson: There will be a special conference call to present the MHSA annual report. A lot is going on, which will require more attention by the MHSA Advisory Pool and the board. The Advisory Pool includes over 200 people and should be divided by regions to increase effectiveness. Grant writing led to more funding for some groups than participation at planning hearings did. Next state-wide program will include training for grant writing. Of the MHSA funds received by DMH to date, NAMI affiliates across the state have most likely received less than 1 percent to implement needed programs.

Brenda Scott expressed praise and acknowledgment for Kathleen. She participates fervently and is known as an expert.

Lynn Cathy reported on the Family to Family training programs. The number of trainings is reduced, but the number of teachers trained is up. Trainings can be done efficiently in 23 hours, 2 ½ days, which makes it easier for volunteers to attend. A support group training can be done in 2 days, but only if done in very local settings, so little travel is required. Lynn expressed what a pleasure it is to have work that is also her passion.

Liz Smith presented the rationale for NAMI National Standards for NAMI and its affiliates. Standards give NAMI National, NAMI state organizations, and its affiliate’s credibility, accountability, and clarify roles and expectations. NAMI’s nationwide will now be easily recognizable with standards.
Liz also presented some stories to clarify things that can and have gone wrong when boards don’t adhere to standards and may put board members and affiliates at risk of financial loss. In some cases, affiliates inappropriately exclude people.

Closing of Meeting

Several board members of the Executive Committee found it necessary to leave the meeting early in order to tend to official business.

Adjourned 3:30 p.m.

The remaining board members continued to enjoy Liz’s informative presentation.

The Board meeting officially adjourned at approx. 3:30pm