

**DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD**  
**EXECUTIVE COMMITTEE**  
**MINUTES OF MEETING**

**February 7, 2018**

**Approved**

**Committee Members Present:** Jerry Helland, Jane Olson, Marilyn Stromborg

**Staff Present:** Deanna Cada, Kathy Ostdick

**Other Persons Present:**

**1. Call to Order**

Mr. Helland called the meeting to order at 5:00 p.m.

**2. Agenda**

*Dr. Stromborg moved to approve the agenda; seconded by Ms. Olson. The motion passed unanimously on a voice vote.*

**3. Approval of Minutes**

*Dr. Stromborg moved to approve the minutes of the 1/8/18 meeting; seconded by Ms. Olson. The motion passed unanimously on a voice vote.*

**4. Office Report**

Ms. Cada reported that she has been working as a resource for the Illinois Children's Health Foundation. The Ben Gordon Center has submitted a System of Care Grant surrounding mental health services for children.

Ms. Cada gave an update on the Community Health Assessment. The County Health Department (IPLAN every 3 years) and the NW/Kishwaukee Hospital (Hospital Plan every 5 years) are doing their mandated assessments. The Mental Health Board will be able to use their assessment due to Behavioral Healthcare being included in both plans. Ms. Cada sent out an email with a survey for the plans and asked committee members to pass along the survey as far as they could.

Ms. Cada gave a 211 update. The 4<sup>th</sup> quarter report has an average of 140 calls per quarter with the majority being in regards to rental assistance and housing. The DeKalb Leadership Academy has taken on the task of 211 advertising.

Ms. Cada and a group of other department heads met with Gary Hanson to discuss gaps and needs in DeKalb County.

**5. Partnership with Senior Tax Levy/Health & Human Services Committee**

Ms. Cada listed the agencies that receive Mental Health dollars and Senior Tax Levy dollars and asked if those agencies could combine the funding hearings. After discussion, the Committee decided not to combine the hearings.

## **6. Annual Plan Discussion**

### **A. Audit Process**

The agency audit process was discussed. At the February Board meeting, Ms. Cada would like to discuss ideas on the process and then Ms. Cada will produce a logic model.

## **7. Executive Director Computer**

Payment for Ms. Cada's new computer was voted on at the last Executive Committee meeting but the dollar amount ended up to be a little bit higher.

*Ms. Olson moved to amend the motion from 1/8/18 to increase the dollar amount of the new computer for the Executive Director to \$1,151.89; seconded by Dr. Stromborg. The motion passed unanimously on a voice vote.*

## **8. Policy and Procedure Review**

The Policy and Procedure review that takes place every two years was discussed. The staff will review the policies and procedures and bring any changes back to the Executive Committee.

## **9. Conflict of Interest Forms**

The Executive Committee reviewed the Conflict of Interest forms and all are accepted.

## **10. One Year Plan**

The One Year Plan was discussed under agenda item #6.

## **11. Date of Next Executive Committee Meeting: 3/12/18**

## **12. Adjournment**

The meeting was adjourned at 5:38 p.m.

Respectfully submitted,

---

Jerald Helland, Board President

---

Kathy Ostdick, Recording Secretary