

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD

MINUTES OF MEETING

November 19, 2018

Approved

Board Members Present: Jerry Helland, Jane Smith, Jennie Geltz, Meghan Cook,
Dick Schluter, Robert Cook, Sue Plote

Board Members - Absent: Marilyn Stromborg, Laurie Emmer
Other Persons Present: Katelyn Kramer
Office Staff Present: Deanna Cada, Kathy Ostdick

1. Call to Order

The meeting was called to order by the President, Jerald Helland, at 6:02 PM.

2. Agenda

Ms. Smith moved to approve the agenda; seconded by Ms. Cook. The motion passed unanimously on a voice vote.

3. Minutes

Ms. Smith moved to approve the minutes of the 10/15/18 Board meeting; seconded by Ms. Cook. The motion passed unanimously on a voice vote.

4. 3 Year Presentation – Penguin Players

Joe and Barb King gave the Penguin Players 3-Year presentation.

5. Announcements

Community Garden's schedule of their Mobile Pop-ups was in the Board binder.

6. Director's Report

Ms. Cada reported that the Board has received the last of the 2018 Levy dollar installments. The total received is about \$15,000 short.

The CACDC now has a new Board of Director's. Several providers that utilize the CACDC funds provided a person to serve on the CACDC Board of Director's to provide direction and accountability to the 501c3.

Ms. Cada reported that the Board office had an Agency Director's meeting. Dr. Stromborg and Mr. Helland attended. At that meeting, Ms. Cada described any changes that will be coming to the next grant cycle application such as the Quality Indicators Checklist. This was well received by the Directors.

Ms. Cada participated in a poverty simulation. She found this to be very eye opening. The group was split into several "families" and these families were given scenarios of poverty, such as losing jobs, having everything stolen, etc.

Ms. Cada reported that the Mental Health 1st Aid Training that was scheduled in Sandwich on 11/30/18 was cancelled due to not enough people registered. At the last minute, more people showed up without registering but by that time the training had already been cancelled.

AID has asked Ms. Cada to give an “answer correction” to the Mental Health Board. Mr. Cook had asked them about the drop in numbers of clients served. They had said at the time that it was due to the loss of an Aetna Contract. After checking further, they believe it was due to a change in their crisis intervention program. Mercy in Aurora had recently hired their own Crisis Intervention staff and prior to that AID had been providing the service.

Ms. Cada discussed a committee that she has participated in called Kindergarten Readiness. That committee is now in the hands of teachers, etc. Ms. Cada read a list of what is needed for “DeKalb Basics” for the 0-3 year olds to get them ready for Kindergarten.

Ms. Cada reported that the DeKalb County Youth Service Bureau has written a grant to do an ASIST Training (Suicide Intervention Training) and our Board Members are invited. The training is on December 12 & 13 here in our building.

Ms. Cada told the Board that the Health Department IPLAN is finished. Mental Health is listed as a major part of the new Plan.

7. Community Input

There was no community input.

8. Finance Reports

Ms. Plote moved to approve the November 2018 agency claims in the amount of \$245,223.52; seconded by Ms. Smith. The motion passed unanimously on a roll call vote.

Ms. Smith moved to approve the November 2018 office claims in the amount of \$1,181.83; seconded by Ms. Cook. The motion passed unanimously on a roll call vote.

9. Executive Committee

A. Administrative Assistant & Executive Director Performance Review – Closed Session

Mr. Helland moved to go into Closed Session at 6:43 PM; seconded by Ms. Smith. The motion passed unanimously on a voice vote.

Mr. Helland had moved in closed session to go back into Open Session at 6:51 PM.

Mr. Helland moved to give Ms. Cada a 2% salary increase effective at her anniversary date of January 5th; seconded by Mr. Schluter. The motion passed unanimously on a roll call vote.

Mr. Helland moved to give Ms. Ostdick a 2% hourly salary increase effective at her anniversary date of December 12th; seconded by Mr. Schluter. The motion passed unanimously on a roll call vote.

B. On-line Grant Making

The Board had a presentation this afternoon from Foundant regarding On-Line Grant Making programs. Ms. Cada asked the Board members for their opinion of the system. Ms. Cada and Ms. Ostdick are impressed with the system. Ms. Cada would like to reach out to McHenry County who has been using the system for some time for their opinion of the system.

C. Contract Review Procedure Approval

Ms. Cada discussed the Contract Review form and asked the Board for final approval.

Ms. Plote moved to approve the Contract Review Procedure Form; seconded by Ms. Cook. The motion passed unanimously on a voice vote.

D. GY2020 Application & Process Review

Ms. Cada shared with the Board that the Grant Application for the GY20 Grant Year does not need any adjustments or changes. The Quality Indicators Checklist will be added when the Application is sent out and will be a permanent part of the application.

10. Finance Committee

A. Voluntary Action Center Funding Advance Request

Ms. Cada shared with the Board that the Voluntary Action Center has requested to receive the balance of their GY19 grant in December. The balance is \$40,835.

Mr. Helland moved to advance the balance of the GY19 Grant to the Voluntary Action Center in December 2018; seconded by Ms. Plote. The motion passed unanimously on a voice vote.

11. Outcomes Committee

The Outcomes Committee did not meet in November.

12. Old Business

A. Board Retreat discussion

Ms. Cada explained to the Board that they needed to narrow down the suggestions for disbursing unallocated funds. Ms. Cada put all topics previously discussed on display paper and gave each Board member 3 sticky dots. They were to put their dots next to the topic or topics that were the most important to them. The 3 topics that get the most dots will be reviewed.

B. Communication Plan Development

Ms. Kramer reviewed the Board responses for communication preferences. Most Board Members like the Newsletter and would also prefer Facebook. They would like to sponsor On the Table again, continue with the Mental Health 1st Aid trainings, and add productions like This is My Brave. Ms. Kramer will complete another Newsletter with the time she has remaining as an intern and will also start a Facebook page.

13. New Business

There was no new business.

13. Adjournment

The next Board meeting will be on December 10, 2018 at 6:00 pm at Fatty's Bar & Grille, DeKalb, IL

The meeting was adjourned at 7:50 p.m.

Respectfully submitted,

Jerald Helland, President

Kathy Ostidick, Recording Secretary