

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD
EXECUTIVE COMMITTEE
MINUTES OF MEETING

November 5, 2018

Approved

Committee Members Present: Jerry Helland, Jane Smith, Marilyn Stromborg

Staff Present: Deanna Cada, Kathy Ostdick

Other Persons Present: Katelyn Kramer

1. Call to Order

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

2. Agenda

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

3. Approval of Minutes

Ms. Smith moved to approve the minutes of the 10/1/18 meeting; seconded by Mr. Helland. The motion passed unanimously on a voice vote.

4. Office Report

Ms. Cada gave the committee an update on the CACDC Board of Directors. The new Board of Directors has met with Bob Putz and Bob Brocket and will be working on 501c3 compliance.

Ms. Cada reported that the CMHB had an Agency Director's meeting. The Directors were introduced to some of the changes that will be on the next grant application including the quality indicators form. They were also told about the new contract review procedure.

Ms. Cada reported that she attended a Poverty Simulation Event which was very interesting and she recommended that anyone should go if able.

Ms. Cada reported that the Community Outreach Building had a Campus Intruder Drill which she participated in. A scenario was played out to teach participants how to react in different threatening situations.

The Mental Health 1st Aid training that was scheduled in Sandwich was cancelled due to lack of participants.

Ms. Cada is participating with the Regional Office of Education and the Community Foundation on a program called "What are the Basics". This program is for young children and will show that children need some basic things to thrive and be healthy such as love, sing, talk, learn to count, etc. The Mental Health component is the social and emotional development of the 0-7 year olds.

AID asked Ms. Cada to give the Executive Committee a message that they had a correction on something they said at their 3-Year Presentation. They had reported that they had a drop in clients from FY17 to FY18. Dawn has said it was due to the loss of the Aetna program and it actually was due to changing their crisis intervention program in Aurora.

Ms. Kramer, our intern, gave a quick update on our communication survey. It showed that the E-newsletter was a good idea, facebook was a good idea, and monthly communication was a good idea.

5. Administrative Assistant & Executive Director Performance Reviews

The Committee went into closed session.

Mr. Helland moved to go into closed session at 5:15 pm; seconded by Ms. Smith. The motion passed unanimously on a voice vote.

Mr. Helland moved to go into open session at 5:32 pm; seconded by Ms. Smith. The motion passed unanimously on a voice vote.

Mr. Helland made a motion to move the performance review for the Administrative Assistant and the Executive Director to the full Board; seconded by Ms. Smith. The motion passed unanimously on a voice vote.

6. On-line Grant Making – Foundant Demonstration

Ms. Cada told the Committee that Foundant has a demonstration scheduled for November 19th starting at 4:30 pm, which is before the next Board meeting.

7. Contract Review Procedure

Ms. Cada discussed the Contract Review procedure that was discussed previously and asked for approval. She will then put this topic on the next Board meeting agenda. Ms. Cada had discussed this with the agency director's at their meeting and they thought it was a good idea.

8. GY20 Grant Application and Process discussion

The GY20 grant application was discussed. Everything can remain the same as for GY19 except for adding the contract review procedure.

9. One Year Annual Plan

Ms. Cada shared that the One Year Plan will be discussed in the Finance Committee meeting. They will be discussing how to spend unallocated dollars.

10. Date of Next Executive Committee Meeting: 12/3/18

11. Adjournment

The meeting was adjourned at 5:43 p.m.

Respectfully submitted,

Jerald Helland, Board President

Kathy Ostdick, Recording Secretary