

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

**October 1, 2018**

**Approved**

**Committee Members Present:** Jerry Helland, Jane Smith

**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 8/6/18 meeting; seconded by Mr. Helland. The motion passed unanimously on a voice vote.*

**4. Office Report**

Ms. Cada reported that Denise Mock, Executive Director of Parents with Promise, informed the Board that she will be closing her agency. Ms. Mock asked Ms. Cada if the Mental Health Board could host a training to see if other agencies could take over pieces of her organization.

Ms. Cada reported that she went to Portland, Maine with the DeKalb Police Department. They met with the Portland Police Department for 8 hours. Portland has an imbedded social worker in their program, who is not a police officer but is a mental health professional and has been with the program for 12 years.

Ms. Cada has a call set up for tomorrow with Foundant, a company that has a program for on-line grant applications. Ms. Cada will set up a demonstration for the Board.

The office has set up an Agency Directors meeting on 10/24/18 at 9:00 am, where Dr. Schatteman will rollout Quality Indicators form.

Another Mental Health 1<sup>st</sup> Aid training took place on 9/28/18. Ms. Kramer, our intern, attended and commentated on how helpful and informative it was. The DeKalb Fire Department is talking about training all their departments in Mental Health 1<sup>st</sup> Aid. We have a training set up in October for Sandwich.

Ms. Cada shared with the Committee that the Holidays are coming up quickly and asked the Committee what they would like to do for a Board celebration. They would like to continue the ugly sweater contest and keep the location at Fatty's. Ms. Cada said we can discuss this at the next Board meeting.

Elder Care Services sent a thank you letter for the money the Board granted to them.

Court Services has written a grant for Opioid Dependency and will know the outcome in several weeks.

#### **5. DCCAD Discussion**

Ms. Cada told the Committee that at the end of December she will no longer be the Director of Community Action. She has already told Gary Hanson, County Administrator, that 12/31/18 will be her last day.

#### **6. Administrative Assistant & Executive Director Performance Reviews**

Ms. Cada reported that it is review time for the office. Ms. Cada will be reviewing Ms. Ostdick. The Board will be filling out the Executive Director's evaluation form and returning them to Ms. Ostdick to tabulate into one form for the full Board review. Ms. Cada shared that this review process should be handled at the November Board meeting.

#### **7. 2019 Meeting Dates**

Ms. Cada distributed the 2019 meeting calendar.

#### **8. One Year Annual Plan**

Ms. Cada is working on the Annual Plan.

#### **9. Date of Next Executive Committee Meeting: 11/5/18**

#### **10. Adjournment**

The meeting was adjourned at 5:28 p.m.

Respectfully submitted,

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Jerald Helland, Board President

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Kathy Ostdick, Recording Secretary