

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD

FINANCE COMMITTEE

MINUTES OF MEETING

October 2, 2017

Approved

Committee Members Present: Dick Schluter, Marilyn Stromborg, Meghan Cook

Ex-Officio Present: Jerry Helland

Other Persons Present: Dianne Leifheit

Office staff: Deanna Cada, Kathy Ostdick

1. Call to Order

Mr. Schluter called the meeting to order at 5:35 p.m.

2. Agenda Approval

Dr. Stromborg moved to approve the agenda; seconded by Mr. Schluter. The motion passed unanimously on a voice vote.

3. Minutes

Dr. Stromborg moved to approve the minutes of the 7/18/17 meeting; seconded by Mr. Schluter. The motion passed unanimously on a voice vote.

4. Office Report

Ms. Cada reported that the County has repaid the \$500,000 loan with interest.

Also, after receiving the 5th installment of the 2017 Mental Health Board levy, we are still approximately \$94,000 short of the original amount. There will still be one more installment later in November after the County Tax sale.

5. Adventure Works Contract Clarification

During the GY18 funding cycle hearings, Lynette Spencer, Executive Director of Adventure Works, discussed with the Board that they would need an additional \$10 per hour because they work with their clients out of the home. That was interpreted as \$10 per session. When the contract was written, it was a little unclear as to the additional dollar amount frequency. The office listened to the recording of the hearing where Ms. Spencer discussed the additional \$10 and she did request per hour. The Finance Committee then discussed changing the contract to the Adventure Works interpretation.

Dr. Stromborg moved to change the GY18 Adventure Works contract in the section that starts with On Location Services to reflect \$10/hr add-on; seconded by Mr. Schluter. The motion passed unanimously on a roll call vote

6. 50th Anniversary Event 10/10/17 Expenses

The 50th Anniversary event was discussed. The event will take place from 7 – 9 PM on Tuesday 10/10/17. Ms. Cada discussed the design firm of Trittenhaus and their cost.

Dr. Stromborg moved to pay the Trittenhaus invoice of \$2,000; seconded by Ms. Cook. The motion passed unanimously on a roll call vote.

There was an additional cost of \$250 for the buttons. There will be an open concession stand that will be billed to us. There will be a printing cost for the programs and there is a \$250 charge for renting the Egyptian Theatre.

7. Funding Guidelines Review/Board Retreat Funding Framework

The Finance Committee reviewed the Funding Guidelines. Mr. Schluter and Ms. Cada had several suggestions. The changes will be given to the full Board at the next meeting.

8. 12 Health Services Drive, DeKalb - Lease

The lease for the Ben Gordon Center building will expire on March 6, 2018. In the contract under section thirteen, it is stated that the lessee has the right to renew the lease under the same terms for an additional 5 year period by serving the lessor with a written request at least 6 months prior to termination of the lease agreement. Ms. Cada has discussed this with Kim Volk, Executive Director of the Ben Gordon Center.

9. One Year Plan Goals

The One Year plan is in process.

10. Date of Next Meeting: 11/06/17

11. Adjournment

The meeting was adjourned at 6:15 p.m.

Respectfully submitted,

Richard Schluter, Committee Chair

Kathy Ostdick, Recording Secretary