

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD
EXECUTIVE COMMITTEE
MINUTES OF MEETING

November 7, 2016

Approved

Committee Members Present: Charles Rose, Jerry Helland, Marilyn Stromborg

Staff Present: Deanna Cada, Kathy Ostdick

Other Persons Present: Dick Schluter, Dianne Leifheit

1. Call to Order

Mr. Rose called the meeting to order at 4:56 p.m.

2. Agenda

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

3. Approval of Minutes

Mr. Helland moved to approve the minutes of the 10/3/16 meeting; seconded by Dr. Stromborg. The motion passed unanimously on a voice vote.

4. Office Report

Ms. Cada shared that the Board received a thank you letter from Opportunity House.

Ms. Cada met with Chief Lowry from DeKalb Police Department to discuss mental health and law enforcement. He spoke very highly of Hope Haven and the great job they are doing for people with mental illnesses.

5. Board Member Vacancy

Ms. Andree has left the Board as of October 31, 2016. Mr. Rose will not be asking to be reappointed when his term expires on 12/31/16. A notice has been put in the Daily Chronicle, a notice has gone out through the Chamber of Commerce, and a notice has been put in the DeKalb County Nonprofit Partnership.

6. Slate of Officers

Mr. Helland has volunteered to step up from Vice President to President. Ms. Olson has volunteered to act as Vice President. Both office seats will be discussed with the full Board.

7. Administrative Assistant and Executive Director Performance Reviews

Mr. Rose moved to go into closed session at 5:03 pm; seconded by Mr. Helland. The motion passed unanimously on a voice vote.

The Committee discussed the performance review of the Executive Director and the Administrative Assistant.

Mr. Helland moved to go back into Open Session at 5:10 pm; seconded by Mr. Rose. The motion passed unanimously on a voice vote.

Mr. Rose moved to recommend to the full Board to give the Administrative Assistant a 3% increase; seconded by Dr. Stromborg. The motion passed unanimously on a voice vote.

Dr. Stromborg moved to recommend to the full Board to give the Executive Director a 2% increase; seconded by Mr. Helland.

8. 2017 Meeting Calendar

The Committee reviewed the 2017 meeting calendar.

9. One Year Plan goals

The One Year Annual Plan was emailed ahead of time to the Executive Committee. Dr. Stromborg commented that the Plan was well done.

Dr. Stromborg moved to present the One Year Annual Plan to the full Board; seconded by Mr. Helland. The motion passed unanimously on a voice vote.

10. Date of Next Executive Committee Meeting: 12/5/16

11. Adjournment

The meeting was adjourned at 5:14 p.m.

Respectfully submitted,

Charles G. Rose, Board President

Kathy Ostdick, Recording Secretary