

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD

FINANCE COMMITTEE

MINUTES OF MEETING

December 5, 2016

Approved

Committee Members Present: Dick Schluter, Jerry Helland

Ex-Officio Present: Chuck Rose

Other Persons Present: Dianne Leifheit

Office staff: Deanna Cada, Kathy Ostdick

1. Call to Order

Mr. Schluter called the meeting to order at 3:30 p.m.

2. Agenda Approval

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

3. Minutes

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

4. Office Report

Ms. Cada reported that the final 2016 levy dollars have been received. The CMHB has received a total of \$2,404,639. The allocated levy dollars for 2016 were \$2,425,000. This leaves a shortfall of about \$20,361.

Ms. Cada contacted Christine Johnson, DeKalb County Treasurer, to ask if she would give a presentation to our Finance Committee on the Treasurer's Department financial policies. Ms. Johnson will attend the 1/9/17 Finance Committee meeting.

5. 12 Health Services Dr., DeKalb Lease

Ms. Cada received the revised lease from BGC/KishHealth/Northwestern. They would like a 1 year lease. Mr. Rose looked over the lease and he approved it. Deanna will send the lease back to Ms. Volk, BGC, saying the changes were approved.

6. Safe Passage, Hope Haven – Mini-Grant Review

The Hope Haven mini-grant was discussed first. Mr. Schluter looked over the financials submitted and questioned the \$59,000 depreciation entry. Ms. Cada explained that the dollars requested would go for programs and other funding that Hope Haven receives would go for reserves. Mr. Schluter requested changes to be brought back to the Finance Committee in January. Mr. Schluter will discuss the issues he has directly with Hope Haven.

The Safe Passage mini-grant was discussed second. Ms. Cada discussed the mini-grant application with Mary Ellen Schaid, Executive Director of Safe Passage. The Committee discussed the mini-grant.

Mr. Helland moved to forward the mini-grant application from Safe Passage dated November 23, 2016 to the full Board for review and approval; seconded by Mr. Schluter. The motion passed unanimously on a voice vote.

7. Line Item/Reserves Restructuring

The Committee discussed the Capital line items 7722 and 7743. Line item 7722 has capital dollars for improvements only for properties owned by the CMHB. Line item 7743 has capital dollars for the Ben Gordon Center building only which is owned by the CMHB. Ms. Cada asked to move the 7722 money into line item 8201 which is Contribution to Agencies so all agencies could have the dollars available for capital emergency requests. The dollars would be set-aside in 8201 for that purpose.

Mr. Helland moved to forward the Line Item changes to the full Board in January for discussion and approval; seconded by Mr. Schluter. The motion passed unanimously on a voice vote.

8. One Year Plan Goals

Tabled.

7. Date of Next Meeting: 1/9/17

8. Adjournment

The meeting was adjourned at 4:25 p.m.

Respectfully submitted,

Richard Schluter, Chairman

Kathy Osttick, Recording Secretary