

**DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD**

**FINANCE COMMITTEE**

**MINUTES OF MEETING**

**June 6, 2016**

Approved

**Committee Members Present:** Dick Schluter, Jerry Helland, 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. Schluter moved to approve the agenda; seconded by Mr. Helland. The motion passed unanimously on a voice vote.*

**3. Minutes**

*Mr. Schluter moved to approve the minutes of the 5/2/16 meeting; seconded by Mr. Helland. The motion passed unanimously on a voice vote.*

**4. Office Report**

Ms. Cada reported that the DeKalb Police Department did have their Crisis Training and 50 DeKalb Officers attended.

Ms. Cada and Ms. Ostdick met with Pete Stefan, DeKalb County Finance Director, to discuss how the budget works. Ms. Cada explained to Mr. Stefan how the CMHB allocates dollars. Mr. Stefan was pleased with knowing how the CMHB utilizes dollars and will reflect the reserved dollars in the Budget Book. Mr. Stefan said that the CMHB 2015 levy was 11.2% of the total. Mr. Stefan and Mr. Hanson will be meeting with department heads to discuss 2017 budgets.

**5. GY17 Contracts Review/Fee for Service Determination**

Ms. Cada reported that she had made changes to the fee-for-service contracts to reflect the determination that the full Board had voted on. Mr. Helland suggested one changes that was implemented.

Ms. Cada discussed the Fee-for-Service Determination that was voted on at the last Board meeting and the questions that came out of the discussion with the agencies affected. The Committee came to the consensus that the office could make decisions on questions as they arise and could involve the Board if needed.

## **6. Adventure Works Request**

The Adventure Works request for reallocation of unused funds was discussed.

*Mr. Schluter moved to deny the Adventure Works request for reallocation of GY16 funding; seconded by Mr. Helland. The motion passed unanimously on a roll call vote.*

## **7. County Internal Borrowing Opportunity**

The Committee discussed the County opportunity for a loan for the jail expansion with interest.

*Mr. Helland made a motion to move the County Internal Borrowing issue to the full Board; seconded by Mr. Schluter. The motion passed unanimously on a roll call vote.*

## **8. FY17 Budget/Tax Levy County Request**

Ms. Cada informed the Committee that 2017 Budget forms should be received in the next few weeks.

Ms. Cada discussed the 2017 levy request letter from CMHB and recommended to ask for the same dollar amount as 2016.

## **9. Executive Director Financial Policy**

The Committee discussed situations where the Executive Director should make decisions, such as moving funds from program to program.

## **10. Safety Discussion**

Ms. Cada and Ms. Ostdick met with Gary Hanson, County Administrator, about building safety. At this time, calling 911 is the best option.

## **11. One Year Plan Goals**

Ms. Cada reported that the Fee-for-Service Determination is one of the goals being addressed.

## **12. DATE OF NEXT MEETING: 7/11/16**

## **13. ADJOURNMENT**

The meeting was adjourned at 4:22 p.m.

Respectfully submitted,

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Richard Schluter, Chairman

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Kathy Ostdick, Recording Secretary