

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD

MINUTES OF MEETING

April 19, 2010

Approved

Board Members Present: Cynthia Luxton, John Rogalin, Eileen Dubin, Dr. Kirts
Donna Schoenfeld, Ken Ritchie, Jane Dargatz, Gary Lothson

Board Members -Excused Absence: None

Board Members - Absent: None

Other Persons Present:

Office Staff Present: Kathy Ostdick

1. CALL TO ORDER

The meeting was called to order by the Vice President, Mr. Rogalin, at 7:04 p.m.

2. AGENDA

Ms. Schoenfeld moved to approve the agenda; seconded by Dr. Kirts. The motion passed unanimously on a voice vote.

3. INTRODUCTIONS

There were no introductions.

4. MINUTES

Dr. Kirts moved to approve the minutes of the March Board meeting; seconded by Rev. Ritchie. The motion passed unanimously on a voice vote.

5. COMMUNITY INPUT

There was no community input.

6. CORRESPONDENCE AND ANNOUNCEMENTS

There were no correspondence or announcements at this time.

7. FINANCE REPORTS

Ms. Schoenfeld moved to approve the April 2010 agency claims in the amount of \$152,545.67; seconded by Dr. Kirts. The motion passed unanimously on a roll call vote.

Ms. Schoenfeld moved to approve the April 2010 office claims in the amount of \$893.53; seconded by Dr. Kirts. The motion passed unanimously on a roll call vote.

8. BOARD MEMBER ISSUES

Ms. Luxton reviewed the strategic plan. Ms. Dubin stated that now we need to implement the plan. The board discussed the strategic plan and how it should be utilized in the next grant cycle. The plan will be discussed at length at our retreat.

9. PRESIDENT'S REPORT/OFFICE REPORT

Ms. Ostdick reported that the hearing room has been changed from Conference Room West to the 5 Seasons Room. Also, Ms. Ostdick presented spec sheets on 2 copiers for replacement of the copier in the main area.

Ms. Dargatz moved to purchase the Canon imageRunner 3235i for \$6,570.00 minus a 2% discount; seconded by Ms. Dubin. The motion passed unanimously on a roll call vote.

10. COMMITTEE REPORTS

Executive Committee:

Ms. Luxton gave a brief recap of the Executive Meeting. The committee discussed the Executive Director position, a new copier, a date for an open house for the new director, the office personnel policy, the retreat, and the strategic plan.

Finance Committee:

Mr. Rogalin gave a recap of the Finance Committee. The Committee had an expanded meeting lasting 4+ hours that was devoted to reviewing the GY11 grant applications. During the review, additional information will be requested from some agencies and the office will send letters stating the missing information.

All board members will be getting copies of information from the grant applications to review before the hearings.

Also discussed was the February request from the Ben Gordon Center for additional GY10 funding.

11. OLD BUSINESS

A. GY11 Applications:

See the Finance Committee report above.

B. Open Board Seat:

Ms. Dargatz and Ms. Dubin possibly know candidates and will contact them to see if there is any interest in submitting their credentials.

C. Behavioral Healthcare Taskforce update:

Nothing to report at this time.

D. Executive Director position update:

Mr. Rogalin stated that this will be discussed in closed session.

E. Board member policy/ethics draft review:

Ms. Luxton said that this will be discussed further at the retreat.

F. Board Retreat:

The board decided that July 30th would be a good date for the retreat. Ms. Ostdick will research sites and report back.

12. NEW BUSINESS

A. Board Personnel Policy:

The Executive Committee is reviewing the personnel policy. Ms. Luxton will discuss the policy with our new Executive Director and Ms. Ostdick.

13. NEXT BOARD MEETING:

The next Board meeting will be 5/17/10.

14. CLOSED SESSION

Ms Schoenfeld moved to go into Closed session at 8:10 p.m.; seconded by Dr. Kirts. The motion passed unanimously on a voice vote.

Ms. Schoenfeld moved to return to Open session at 8:30 p.m.; seconded by Dr. Kirts. The motion passed unanimously on a voice vote.

Mr. Rogalin moved to approve the administrative employment contract between the DeKalb County Community Mental Health Board and Mark Parrish, to start on 4/20/10; seconded by Ms. Schoenfeld. The motion passed unanimously on a roll call vote.

15. ADJOURNMENT

The meeting was adjourned at 8:33 p.m.

Respectfully submitted,

Cynthia Luxton, President

Kathy Ostdick, Recording Secretary