

# DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD

## MINUTES OF MEETING

August 16, 2010

Approved

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

Board Members -Excused Absence:

Board Members - Absent:

Other Persons Present:

Office Staff Present: Mark Parrish, Kathy Ostidick

### 1. CALL TO ORDER

The meeting was called to order by the President, Ms. Luxton, at 6:31 p.m.

### 2. AGENDA

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

### 3. INTRODUCTIONS

Board member introductions were made.

### 4. MINUTES

*Mr. Lothson moved to approve the minutes of the July Board meeting; seconded by Ms. Dubin. The motion passed unanimously on a voice vote.*

A presentation by Open Cube Media for a website development was given at this time by Amanda Carrier. Ms. Carrier described her proposal for an interactive website for our board.

### 5. COMMUNITY INPUT

A presentation by the Consumer Advocacy Council of DeKalb County was given. Robert Putz, Treasurer, gave a brief overview of the CACDC and how it got started. John Jack, Secretary, talked about his personal mental health issues and how he came to serve as an officer for the CACDC. Ginger Lange, President, talked about the good things that the CACDC does for consumers, including giving small grants for food, medication, rent, etc.

### 6. CORRESPONDENCE AND ANNOUNCEMENTS

There was nothing to report at this time.

### 7. FINANCE REPORTS

*Rev. Ritchie moved to approve the August 2010 agency claims in the amount of \$169,816.25; seconded by Ms. Dubin. The motion passed unanimously on a roll call vote.*

*Rev. Ritchie moved to approve the August 2010 office claims in the amount of \$1,808.10; seconded by Ms. Dargatz. The motion passed unanimously on a roll call vote.*

## **8. BOARD MEMBER ISSUES**

Changes to the Strategic Plan mission and vision statements were discussed.

Ms. Luxton brought attention to a chart of the strategic plan goals. Something similar to this chart was suggested by Mike Mastroianni at the retreat. This chart will assist the board in keeping track of the progress of each goal at a glance. Ms. Luxton asked the board members to individually determine the progress of each goal and send their chart to Ms. Ostdick who will then tally them and report back at the next board meeting. Once the progress of each goal is determined by the full board, a timeline and plan can be made for moving the goals forward.

*Rev. Ritchie moved to approve the revisions to the Strategic Plan; seconded by Ms. Schoenfeld. The motion passed unanimously on a voice vote.*

## **9. DIRECTOR'S REPORT**

- Police Chief's meeting: Mark Parrish attended the DeKalb County Police Chief's meeting and was well received. Refrigerator magnets and brochures were distributed. The attendees asked for more of each.
- TV interview: a local cable TV station has agreed to give the CMHB a 30 minute spot. Mr. Parrish asked the board members if anyone would like to attend with him, and discuss our board. Ms. Schoenfeld pointed out that the board should develop talking points before an interview. Ms. Luxton said that Mr. Parrish has a PowerPoint for the purpose of talking points that still needs work and suggested that he work on the PowerPoint. Ms. Dubin suggested that a committee could be formed to go out into the community to give presentations using the PowerPoint.
- Our office received a grant for \$1,000 from Walmart which will be given to us on August 23, 2010. This money will be used for gift cards and given out on an as needed basis to agencies like the CACDC, Hope Haven, and Safe Passage for their clients. Ms. Dubin asked how it will be decided who gets these gift cards. Mr. Parrish stated that it will be on an as needed basis.

## **10. COMMITTEE REPORTS**

### Executive Committee:

Ms. Luxton gave a report on the Executive Committee meeting. The Ministerial Alliance was discussed and it was suggested the board needs to be specific as to how we can get information to congregations. Mr. Parrish said he has reached out to Nathan Scott of Love, Inc., and will follow-up with him as to it there are any other ministerial groups in the county. I

Information from the retreat was reviewed. Also, the newly formed outcomes committee was discussed along with future meeting schedules for 2011 to coincide with claims being submitted to the county.

### Finance Committee:

Mr. Rogalin gave a recap of the Finance Committee meeting. The committee discussed the FY11 county budget for our office along with the office equipment replacement policy.

The county's Facilities Management office supervisor has agreed to do a walk-through inspection of the Gordon Center building. This building is owned by the county and the CMHB acts as the landlord. This inspection will be for the purpose of ascertaining the condition of the building and when, if any, repairs will need to be addressed.

Mr. Rogalin also said the committee briefly discussed that a next step for the strategic plan might be to discuss the financial aspects of each goal.

## **11. OLD BUSINESS**

### A. Board retreat - follow-up:

Ms. Luxton followed up with Mike Mastroianni to attend a board meeting to provide training on board member responsibilities. The board discussed several dates for this training and decided that the best option was to have the October board meeting changed from Monday 10/18/10 to Tuesday 10/12/10.

### B. Safe Passage report:

Safe Passage made a partial loan payment of \$8,000. They also sent in their bi-monthly report which will be submitted to the Finance Committee in September for review.

### C. Agency requests for additional funding procedure:

This procedure has been discussed previously and will stand as is. Financial requests received in the office will be submitted to the Finance Committee who will determine whether to pass the request on to the full board or deny the request at that point.

## **12. NEW BUSINESS**

### A. Website presentation:

Amanda Carrier of Open Cube Media did a presentation at the beginning of the meeting. Ms. Luxton asked the board where they would like to go from here with this topic. Open Cube Media was asked to tailor a website to our needs using ideas from the McHenry County Network of Care site. Ms. Luxton asked what our purpose for a website would be and how large that site should be. She also asked if all of the agencies that we fund have websites. Ms. Ostdick will research agency websites and send that information along with the web address for the McHenry site to the board members. Ms. Schoenfeld was concerned about a message or blog section and the hours that would be needed to maintain that section. Ms. Luxton was concerned about privacy issues in regards to a password protected section for patients to enter personal information. It was also discussed that feedback from the agencies would be helpful. Mr. Parrish will discuss this at the next agency director's meeting and then bring information to the Executive Committee.

### B. Outcomes committee:

The outcomes committee will be composed of Dr. Kirts, Ms. Schoenfeld, and Ms. Dargatz. Dr. Kirts volunteered to be the chair of the committee and will schedule their first meeting in the near future. Mr. Parrish is reviewing the outcomes that were stated in the grant applications by the agencies and will work with the committee.

### C. County budget for 2011 approval:

The Mental Health Board portion of the county budget for 2011 was discussed.

***Mr. Lothson moved to accept the FY11 county budget for the mental health board as presented; seconded by Ms. Dubin. The motion passed unanimously on a roll call vote.***

### **13. CLOSED SESSION**

*Mr. Rogalin moved to go into Closed session at 8:45 p.m.; seconded by Mr. Lothson. The motion passed unanimously on a voice vote.*

*Mr. Rogalin moved to return to Open session at 9:05 p.m.; seconded by Rev. Ritchie. The motion passed unanimously on a voice vote.*

*Mr. Lothson moved to approve paying Kathy Ostdick a stipend of \$200 per month for the 6 month period of January 1, 2010 through June 30, 2010, totaling \$1,200, for additional duties; seconded by Rev. Ritchie. The motion passed unanimously on a roll call vote.*

### **14. NEXT BOARD MEETING:**

The next Board meeting will be 9/20/10.

### **15. ADJOURNMENT**

The meeting was adjourned at 9:06 p.m.

Respectfully submitted,

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Cynthia Luxton, President

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Kathy Ostdick, Recording Secretary