

# DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD

## MINUTES OF MEETING

December 13, 2010

Approved

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

Board Members -Excused Absence: John Rogalin

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 Secretary, Rev. Ken Ritchie, at 6:06 p.m.

### 2. AGENDA

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

### 3. INTRODUCTIONS

Ken Dargatz and Barb Ritchie were introduced.

### 4. MINUTES

*Rev. Ritchie moved to approve the amended minutes of the November 2010 Board meeting; seconded by Mr. Lothson. The motion passed unanimously on a voice vote.*

### 5. COMMUNITY INPUT

There was no community input this month.

### 6. CORRESPONDENCE AND ANNOUNCEMENTS

Nothing to report at this time.

### 7. FINANCE REPORTS

*Rev. Ritchie moved to approve the December 2010 agency claims in the amount of \$164,583.79; seconded by Dr. Kirts. The motion passed unanimously on a roll call vote.*

*Rev. Ritchie moved to approve the December 2010 office claims in the amount of \$3,842.22; seconded by Ms. Dubin. The motion passed unanimously on a roll call vote.*

### 8. BOARD MEMBER ISSUES

Tabled.

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

Mr. Parrish reported that he has followed up with the engineering firm that did the Gordon Center HVAC study in 2007 and will be finalizing an update soon. Mr. Parrish is waiting to receive Bob Keller's final contract for the budget training that will be held on 2/3/11. Mr. Parrish also reported that he has received one website proposal to date and will report to the committees at a later date.

## **10. COMMITTEE REPORTS**

### Executive Committee:

Ms. Luxton reported on the Executive Committee meeting from 12/7/10. Discussed were feed-back from the Outcomes Training, a review of Mr. Parrish's document combining the strategic plan and the community assessment priorities, and also meeting dates for 2011.

### Finance Committee:

Mr. Lothson reported on the Finance Committee meeting from 12/7/10. The committee discussed that Safe Passage paid the balance of their loan but not the interest as yet. Mr. Lothson said that he did propose that the interest be waived but then did not bring it forward. As Mr. Parrish discussed, the committee reviewed the Gordon Center HVAC engineering report. They also discussed a budget and levy update. The committee reviewed the GY12 Grant Application, specifically that the line item of "miscellaneous" needs to be fully explained. Ms. Luxton added that one major issue that was finalized was the GY12 Grant Application forms.

### Outcomes Committee:

Dr. Kirts reported on the Outcomes Committee meeting from 11/30/10. The committee reviewed the quarterly agency directors meeting form and letter and had suggestions for improvement. Also reviewed was the evaluation of the Outcomes Training. Dr. Kirts said that he felt there were some legitimate complaints and those will be discussed at future meetings. Ms. Luxton said that in the Executive Committee meeting Rev. Ritchie had some very healthy feed-back of the outcomes training evaluations. Rev. Ritchie's comment that we should be looking closely at the topics that the training participants said they would like to see should be considered. Ms. Luxton also said that she felt that we should be looking at our outcomes as well and that Dr. Kirts had brought that up for the Outcomes Committee to look at.

## **11. OLD BUSINESS**

### A. Meeting dates

Ms. Luxton reported that the Executive Committee is recommending that the board stay with the meeting schedule of board meetings on the third week of the month and committee meetings on the first week of the month. They are also recommending that the Executive Committee be given authority to pre-approve the claims which will then be approved at the full board meetings.

***Dr. Kirts moved to adopt the recommended meeting dates; seconded by Rev. Ritchie. The motion passed unanimously on a voice vote.***

## **12. NEW BUSINESS**

### A. FY11 Revised budget

Ms. Luxton presented the budget that is being recommended by the Finance Committee. A budget including an \$88,000 increase had been approved in August, but due to the levy decrease, a new budget has been developed. The members discussed several changes.

***Rev. Ritchie moved to approve the proposed revised 2011 budget; seconded by Dr. Kirts. The motion passed unanimously on a roll call vote.***

B. GY12 grant application approval

The GY12 grant application has been revised by the Executive and Finance Committee and is being presented to the full board for review. Discussion of the packet took place and several minor changes were made.

1. Agency quarterly reporting form

The agency quarterly reporting form and cover letter have been revised at the committee level and is now being presented for full board review.

*Ms. Dargatz moved to approve the GY12 Grant Application as amended and approve the Agency quarterly reporting form and letter as amended; seconded by Dr. Kirts. The motion passed unanimously on a voice vote.*

**13. NEXT BOARD MEETING:** 1/24/11

**15. ADJOURNMENT**

The meeting was adjourned at 6:45 p.m.

Respectfully submitted,

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Cynthia Luxton, President

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Kathy Ostdick, Recording Secretary