

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD

MINUTES OF MEETING

July 19, 2010

Approved

Board Members Present: Cynthia Luxton, John Rogalin, Eileen Dubin,
Ken Ritchie, Gary Lothson

Board Members -Excused Absence: Dr. Kirts, Donna Schoenfeld,

Board Members - Absent: Jane Dargatz

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 7:04 p.m.

2. AGENDA

Ms. Luxton moved to approve the amended agenda; seconded by Mr. Rogalin. The motion passed unanimously on a voice vote.

3. NEW SLATE OF OFFICERS

A new slate of officers was presented as follows: Ms. Luxton for President, Mr. Rogalin for Vice President, and Rev. Ritchie for Secretary.

Mr. Lothson moved to approve the new slate of officers; seconded by Ms. Dubin. The motion passed unanimously on a voice vote.

4. INTRODUCTIONS

There were no introductions.

5. MINUTES

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

6. COMMUNITY INPUT

There was no community input.

7. CORRESPONDENCE AND ANNOUNCEMENTS

3 letters from agencies were presented.

8. FINANCE REPORTS

Rev. Ritchie moved to approve the June 2010 agency claims in the amount of \$154,121.00; seconded by Mr. Rogalin. The motion passed unanimously on a roll call vote.

Rev. Ritchie moved to approve the June 2010 office claims in the amount of \$2,012.89; seconded by Mr. Dubin. The motion passed unanimously on a roll call vote.

Rev. Ritchie moved to approve the July 2010 agency claims in the amount of \$153,094.39; seconded by Ms. Dubin. The motion passed unanimously on a roll call vote.

Rev. Ritchie moved to approve the July 2010 office claims in the amount of \$1,429.37; seconded by Ms. Dubin. The motion passed unanimously on a roll call vote.

9. BOARD MEMBER ISSUES

The Strategic Plan will be discussed at the retreat.

10. DIRECTOR'S REPORT

- Website: a quote by Open Cube Media to design and implement a website for the board was presented. The cost is \$10,000 but there will be no monthly maintenance fee. Ms. Ostdick and Mr. Parrish will be given instruction to update and revise the site. Mr. Parrish is applying for a grant to help pay the cost of the development of the site. Mr. Lothson and Ms. Dubin brought up concerns. Ms. Ostdick will check with the County to make sure we can link with the county website. Ms. Luxton recommended that Open Cube Media come to the next board meeting and give a presentation before moving forward with this issue.
- Logo contest: the contest will be to design a logo for the office. This will be started in September when school is back in session.
- Ministerial Alliance: there are 5 ministers who are excited about being involved in presenting information about mental health issues to their congregation. Meetings with ministers will be scheduled in the future to discuss ways to help people with MH difficulties
- Big Box Stores: Mr. Parrish is in the process of writing a grant with Walmart for approximately \$1,000 which he is hoping will be in the form of small gift cards for food, clothing, medicine, etc.
- Community Outreach: Mr. Parrish is attending various meetings in the county to re-establish our name; specifically he will be attending the Police Chief's Meeting and is in the process of joining the Kiwanis Club
- Power Point Presentation: Mr. Parrish has developed a power point presentation to aid in talking points when he is presenting information about our board to other organizations and groups. Both Mr. Rogalin and Ms. Schoenfeld had good suggestions for changes
- Mission and Vision Statements: mission and vision statements were discussed. This topic will be discussed further at the retreat
- Media contacts: Mr. Parrish has sent letters to the local radio and TV stations, requesting a meeting to reintroduce ourselves to the community. He has a radio spot set-up with WLBK (1360) to do a 10 min talk on mental health issues on Wednesday 7/28/10.
- Leadership Academy: Mr. Parrish has joined this organization, which meets at Rockford College once a month, to network with local organizations

11. COMMITTEE REPORTS

Executive Committee:

Mr. Rogalin gave a brief summary of the Executive Committee. A new slate of officers was discussed. Ms. Ostdick discussed the facility for the retreat.

Finance Committee:

Mr. Rogalin gave a recap of the Finance Committee. The committee had decided to recommend to the board to move forward with a website motion. It was decided to discuss this issue later in New Business.

Mr. Lothson moved to add the website to the agenda under New Business; seconded by Ms. Dubin. The motion passed unanimously on a voice vote.

The Finance Committee also discussed a financial request from the Ben Gordon Center. They decided not to move this request forward to the full board and asked Mr. Parrish to write a letter to BGC denying the request.

The committee also discussed a request from the Ben Gordon Center for parking lot repairs. According to the Lease, parking lot repairs are the responsibility of the Gordon Center. Mr. Rogalin asked Ms. Ostdick to contact John Farrell, the State's Attorney, to review the lease regarding this issue. Ms. Ostdick heard back from Mr. Farrell, and the Gordon Center is solely responsible for parking lot repairs according to the lease.

Mr. Rogalin also suggested that the County be contacted to see if they have anyone that could do an inspection of the Gordon Center, maybe annually. Ms. Ostdick contacted County Facilities Management, and they said they would be happy to do that and will put it in their schedule. They will contact our office with a date, so we can coordinate with the Gordon Center.

12. OLD BUSINESS

A. Retreat:

Ms. Luxton gave a brief bio on the facilitator, Mike Mastroianni. Mr. Mastroianni was the facilitator from last year. Ms. Luxton also distributed an agenda that she and Mr. Mastroianni developed.

B. Safe Passage Loan:

Mr. Parrish reported that Safe Passage accepted the offer from the CMHB to extend their loan and will provide a status report every other month and if their situation changes, they will inform the board immediately.

13. NEW BUSINESS

A. Agency Requests for Additional Funding:

Mr. Rogalin said that the CMHB needs procedures to deal with financial requests during the year and that our doors are always open to requests. Mr. Rogalin suggested that Mr. Parrish write a letter to all funded agencies explaining that a procedure is needed but that all requests will be reviewed. Mr. Parrish added that emergency requests should not be just one letter asking for dollars, but should have more conditions to fulfill. Ms. Luxton said that we need a consistent format to address requests other than the grant year procedure. The procedure that has been used in the past is that when a request comes to the office, it is presented to the Finance Committee for review. The Finance Committee would then decide if the request should be brought forward to the full board or denied at that time. This issue will be discussed at the retreat.

B. Appeal Process for Grant Applications:

Mr. Parrish suggested that the Board look at our grant appeal process. This will be discussed at the retreat.

C. Website:

Mr. Rogalin moved to authorize the purchase of website development from Open Cube Media for \$10,000; seconded by Rev. Ritchie.

The motion was discussed and several members asked for more information.

Mr. Rogalin moved to table the motion to next month; seconded by Ms. Dubin. The motion passed unanimously on a voice vote.

14. NEXT BOARD MEETING:

The next Board meeting will be 8/16/10.

15. ADJOURNMENT

The meeting was adjourned at 8:29 p.m.

Respectfully submitted,

Cynthia Luxton, President

Kathy Ostdick, Recording Secretary