

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD

MINUTES OF MEETING

November 15, 2010

Approved

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

Board Members -Excused Absence: Jane Dargatz

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 7:05 p.m.

2. AGENDA

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

3. INTRODUCTIONS

No introductions were needed.

4. MINUTES

Mr. Lothson moved to approve the minutes of the October 12, 2010 Board meeting; seconded by Rev. Ritchie. The motion passed unanimously on a voice vote.

Mr. Lothson moved to approve the minutes of the October 25, 2010 Board meeting; seconded by Ms. Schoenfeld. The motion passed unanimously on a voice vote.

5. COMMUNITY INPUT

There was no community input this month.

6. CORRESPONDENCE AND ANNOUNCEMENTS

A letter from Hinckley-Big Rock High School thanking the board for supporting their Parent's University was presented. Also a letter from the Epilepsy Foundation was presented which further explained statistics on mental illness and developmental disability in regards to epilepsy. Ms. Luxton reminded the board that it was one of their goals to send a feedback letter to the agencies that have presented. The Finance Committee is reviewing the Epilepsy Foundation presentation.

7. FINANCE REPORTS

Rev. Ritchie moved to approve the November 2010 agency claims in the amount of \$164,549.07; seconded by Dr. Kirts. The motion passed unanimously on a roll call vote.

Rev. Ritchie moved to approve the November 2010 office claims in the amount of \$2,084.54; seconded by Dr. Kirts. The motion passed unanimously on a roll call vote.

8. BOARD MEMBER ISSUES

A. Strategic plan - chart summary: Ms. Luxton stated that the board had asked Mr. Parrish to work on the strategic plan and to look at the Community Assessment to see how it could be integrated into the strategic plan. This was something that the board had talked about at the 2009 retreat. Ms. Luxton said that Mr. Parrish is currently working on the plan.

B. Procedural comment: Mr. Rogalin wanted to point out that sometimes the Director's reports include items that are also included as separate agenda items and that it would be helpful to decide to have items on one or the other. Ms. Luxton said it would be appropriate for Mr. Parrish to update the board on what he had been working on for the month and sometimes something he is working on is also an agenda item. Also, if an item is reported in both places, that Mr. Parrish talk about that item under the agenda number.

9. DIRECTOR'S REPORT

A. Ben Gordon Center - This was deferred to the agenda item under Old Business.

B. Quarterly Director meeting - Mr. Parrish said he met with the agency directors and it was an outcomes focused meeting. He did discuss with the Outcomes Committee how we can keep them focused on getting to outcomes only. There was redundancy in the initial process and we did discuss that and now we will focus on the sheet once it has been modified, and that is attached. Mr. Parrish discussed his form and letter and said he had presented that to the Outcomes Committee and will also ask for input from Sharon Mills.

Mr. Parrish said that the agency directors also were very interested in reporting how we are doing with them, how effective we are. They want to provide feedback and Mr. Parrish said for them to send him an email and he will develop a survey tool where they can critique our process as well.

C. Bob Keller - Mr. Keller sent in a revised agenda which is attached. Mr. Keller said that February 3rd would be a good date for the workshop. That way the agency directors can have the training before the grant applications are due.

D. Daily Chronicle - Dana Herra has agreed to a meeting here in our office after the 12/7/10 Executive Committee meeting to talk about the positive aspects of mental health.

E. Mr. Parrish also found a "Say It Out Loud" campaign, which is a statewide campaign that promotes mental health. This would go hand-in-hand with what we are trying to do, which is to eliminate the stigma and keep people from seeking services.

F. Chamber of Commerce - We did have the open house last Tuesday and was well attended. We just had an open door and described what we did.

G. Statewide participation - Mr. Parrish will be in Springfield tomorrow for a legislative review on the Mental Health Act. They will be discussing ways of spending and what has been cut.

H. Partnership with Kishwaukee Hospital and NIU - We are now in a partnership with the hospital and the Cares Clinic. The Cares Clinic does not provide mental health services but they can pass out our brochures to those that are in need of mental health services. With Kish Hospital, Mr. Parrish worked with the social services department so they can have information other than just the Ben Gordon Center.

I. Dave Miller - He provided Lynette Spencer of Adventure Works free office space.

J. Documents for 90 day evaluation - Mr. Parrish said he provided the board with the Outcomes form and letter and also presented a document that combined the strategic plan and the community assessment findings. This document is Mr. Parrish's recommendations and what he is currently doing. Mr. Parrish also had another document to pass out that had the same information but in a different format. Both the Executive Committee and the Finance Committee have already seen the first document.

Ms. Luxton explained that the Executive Committee asked Mr. Parrish to look at the Community Needs Assessment and make recommendations to incorporate that into our strategic plan. Ms. Luxton went on to say that Mr. Parrish has provided comments on things that he is doing or recommending things that could be done. Ms. Luxton said that what she was looking for was what is in the community assessment that needs to be addressed. Ms. Luxton also said that it would be good for Mr. Parrish to get feed back from other board members on this document. Ms. Luxton further explained that what she believed that the board wanted was for Mr. Parrish to go back and look at the Needs Assessment data and look at what is really there and then to give his recommendations.

Mr. Lothson and Ms. Luxton discussed that the function of the board is funding and looking at the bigger picture. Ms. Luxton went on further to say that she thought we should be transferring the Needs Assessment into what we gave as priorities in our strategic plan, and then transferred into the grant process for our agencies to be able to come up with solutions to the problems, utilizing our direction.

Mr. Lothson said that it is the agencies we fund that should be alarmed when a negative mental health issue is in the newspaper, that our board is policy and the agencies are practice. Dr. Kirts said that we should try to get every agency ready with responses and answers when the occasion arises.

Ms. Luxton said that the board is looking for recommendations as to what they should be working on and how that should be operationalized. Mr. Parrish is reporting on a lot of hands-on items and Ms. Luxton believes he should be working on strategically how we could address these needs and priorities through our funding process.

10. COMMITTEE REPORTS

Executive Committee:

Ms. Luxton reported that the Executive Committee reviewed the levy issue, Mr. Parrish attending ACMHAI events in Springfield, the up-coming trainings, GY12 grant applications, the personnel policy, and 2011 meeting dates.

Finance Committee:

Mr. Rogalin reported that the Finance Committee discussed the Gordon Center miscellaneous items and the Gordon Center walk-through. The committee also discussed GY10 psych evaluation/medication monitoring invoices for the Gordon Center and decided not to recommend payment.

Also discussed was a financial request from the Family Service Agency for a special circumstance therapy funding.

Mr. Rogalin moved to approve up to \$2,000 for a specific mental health service in a special circumstance situation; seconded by Mr. Lothson. The motion passed unanimously on a roll call vote.

Outcomes Committee:

Dr. Kirts reported that the committee reviewed the outcomes forms and discussed the up-coming training. Mr. Rogalin had also passed along a Family Service Agency outcomes question for discussion. The committee discussed this in detail and after reviewing the topic, Dr. Kirts believed that it was not an Outcomes Committee issue.

Dr. Kirts also reported that he would like to have some outcomes established for our board.

11. OLD BUSINESS

A. Website - to be updated after 10/21/10

Mr. Parrish reported that he spoke with the agency directors about a website and they thought it would be a good thing to have links from our site to theirs. He also spoke to two web designers and will be giving them more information soon. Ms. Dubin suggested that Mr. Parrish also contact Open Cube Media for a new quote.

B. Outcomes training for agencies

The outcomes training is set for 11/18/10 with Sharon Mills.

C. Board member terms

Ms. Luxton's term is up at the end of December and she has agreed to stay on the board for another term. The seat for the County Board representative, now held by Ms. Dubin, expires at the end of December also. Ms. Dubin was not re-appointed to the County board consequently will not be the representative after December 1, 2010. Ms. Dubin has agreed to stay on our board as a private citizen, filling the open position that we now have.

Mr. Rogalin moved to approve Eileen Dubin for the open seat on our board; seconded by Mr. Lothson. The motion passed unanimously on a voice vote.

D. BGC walk-through follow-up

Mr. Parrish discussed the Ben Gordon Center HVAC and will be following up on that report.

E. Board responsibility statement

Ms. Ostdick presented the board responsibility document with the changes that were agreed upon at the training by Mike Mastroianni. The board suggested several more changes which will be added and the final document presented at the December board meeting.

F. Levy issue

Ms. Luxton reviewed the levy issue with the board and presented the document that she read to the County Board Finance Committee. A discussion followed. Ms. Luxton explained that the levy is set by the County Board and that they have control of that amount. Once the levy is set, then the Mental Health Board has control of the mental health levy dollars. The County Finance Committee will be proposing that the Mental Health Board not receive a 4% increase and will not receive a 2.4% decrease. Our budget will remain the same as 2010. Mr. Rose has suggested to Ms. Luxton that the board ask Gary Hanson to attend one of our board meetings in the spring to explain exactly how the levy works so our board can be proactive next year. Dr. Kirts suggested that a thank you letter be sent to the agency directors that spoke at that meeting.

G. Agency presentation schedule

The agency presentations through April were discussed.

12. NEW BUSINESS

A. Board and committee meeting dates

Ms. Ostdick prepared two 2011 calendars for review; one with the board meeting being the 3rd week of the month and the other with the board meeting being the first day of the month. The board members were asked to take these calendars home, review them, and then finalize at the December board meeting.

B. Funding guideline approval

The county auditors have asked if our board had made any changes to our funding guidelines and asked for confirmation that those were the ones that we are following.

Rev. Ritchie moved to approve the amended funding guidelines; seconded by Ms. Schoenfeld. The motion passed unanimously on a voice vote.

C. December meeting agenda and Christmas dinner

The December board meeting and Christmas dinner was discussed. Ms. Ostdick will reserve the back room of Johnny's Charhouse. Our board meeting will be 6:00 pm at the restaurant and then a dinner starting about 6:30 pm with spouses invited.

13. NEXT BOARD MEETING:

The next Board meeting will be 12/13/10 at 6:00 pm at Johnny's Charhouse for a short meeting and Christmas dinner.

15. ADJOURNMENT

The meeting was adjourned at 8:52 p.m.

Respectfully submitted,

Cynthia Luxton, President

Kathy Ostdick, Recording Secretary