

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD

MINUTES OF MEETING

August 22, 2011

Approved

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

Board Members -Excused Absence: Eileen Dubin, Jeff Whelan

Board Members - Absent:

Other Persons Present:

Office Staff Present: Kathy Osttick

1. CALL TO ORDER

The meeting was called to order by the President, Cynthia Luxton, at 7:05 p.m.

2. AGENDA

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

3. INTRODUCTIONS

Introductions were not needed.

4. MINUTES

Ms. Dargatz moved to approve the amended minutes of the July 2011 Board meeting; seconded by Dr. Kirts. The motion passed unanimously on a voice vote.

5. COMMUNITY INPUT

There was no community input.

6. CORRESPONDENCE AND ANNOUNCEMENTS

The board reviewed two letters, one from DeKalb County Youth Service Bureau thanking the CMHB for funding and the second regarding Hope Haven funding.

7. FINANCE REPORTS

Rev. Ritchie moved to approve the August 2011 agency claims in the amount of \$153,174.64; seconded by Dr. Kirts. The motion passed unanimously on a roll call vote.

Rev. Ritchie moved to approve the August 2011 office claims in the amount of \$187.22; seconded by Mr. Lothson. The motion passed unanimously on a roll call vote.

8. BOARD MEMBER ISSUES

A. Strategic plan - chart summary - tabled

9. OFFICE REPORT

Ms. Ostdick discussed the written office report. The third tax distribution has been received. All GY12 contracts have been signed. The office received several complaints from the community about a funded agency. The board discussed the complaints in great detail, came to the conclusion that the lack of response from the agency regarding one particular issue was not acceptable, and requested that Ms. Luxton follow-up with the agency executive director.

10. COMMITTEE REPORTS

Executive Committee:

Ms. Luxton reported that the committee discussed an up-date on Bob Keller. Ms. Dubin had no new information to report on the taskforce but felt that the previously indicated state funding was no longer available. During the month, Ms. Luxton attended the County Health and Human Services Committee meeting, the County Finance Committee meeting, and the County Board meeting. At these meetings Ms. Luxton talked to several members regarding our 2012 levy request and asked if they would be willing to meet with our board. They agreed and Ms. Luxton is in the process of setting up a time for the meeting. Also discussed was the status of several letters from the Ben Gordon Center. The CMHB request for missing information from the Ben Gordon Center presentation in May was received today. The report has been electronically sent to all board members and hard copies will be distributed to the Finance Committee members for their review at the next meeting.

The board office also received a request from Dr. Gutierrez, retired NIU Latino Resource Center director, who wished to meet to discuss applying for funds. He is mainly working with the Latino population wishing to get their GED. He also works with families of young Latino people who are incarcerated. Ms. Luxton shared with him that when he prepares a program and has a specific financial request, to contact our office again.

Finance Committee:

Dr. Kirts reported that the committee discussed and approved purchase of a laptop for the board office. Dr. Kirts also reported that the latest Braden Counseling request was discussed in length and denied. As in the Executive Committee report, Bob Keller's work with Adventure Works and Youth Service Bureau was discussed. Dr. Kirts also reported that the committee discussed in great length the levy request increase of 5% and have recommended moving forward with this amount.

Outcomes Committee:

The Outcomes committee did not meet. The next meeting will be October 27th.

11. OLD BUSINESS

A. Bob Keller consultant services – follow-up:

Mr. Keller presented the board office with his final consultation report on several board office issues. Mr. Keller reported two recommendations. One includes changes to the grant application procedure and the other includes changes to how agencies report information to the board office. The Finance Committee is suggesting not moving forward on this until September or October.

Ms. Luxton suggested that if the CMHB moves forward with Mr. Keller's recommendations, we may want to purchase time from him for assistance to our funded agencies on implementation of reporting processes and accompanying spreadsheet.

Ms. Luxton reported that Mr. Keller has completed his consultation projects with DeKalb County Youth Service Bureau and Adventure Works. The office has received a final report from Mr. Keller on his projects with these two agencies. Ms. Luxton said that several other agencies have expressed interest in consulting with Mr. Keller and this can be discussed at a later date.

B. Retreat review:

Ms. Luxton asked if any board members had any feedback on our retreat. Ms. Dargatz said that Mr. Keller gave an informative presentation and new ideas for board members to contemplate.

C. Grant application - update:

The start of GY12 has gone smoothly. The Braden Counseling request has been denied. Ms. Luxton called Jayne Braden to report that the board did not approve her request and discussed what may be possible in the future.

12. NEW BUSINESS

A. 2012 DeKalb County budget review and submission:

The board reviewed the 2012 CMHB budget and discussed several line items. The budget will be submitted to the county on Tuesday August 23, 2011.

Ms. Luxton wrote and presented a draft letter requesting a levy dollar amount which includes an increase over last year. This will be presented to County Board members when they meet with the CMHB to discuss the request. A survey was taken from our funded agencies requesting data and reasoning for increased funding. All agencies responded and replies were tallied. A summary was written and this will also be presented to County Board members during the upcoming meeting.

Rev. Ritchie moved to approve and submit the proposed Community Mental Health Board budget and levy request to the DeKalb County Board; seconded by Mr. Rogalin. The motion passed unanimously on a roll call vote.

B. GY12 agency presentations:

Five agency presentations need to be accomplished each grant year. Ms. Luxton and Ms. Ostdick suggest Opportunity House and Voluntary Action Center present in fall and/or winter of 2011 and Elder Care Services, Family Service Agency, and Safe Passage present in the spring of 2012. The board agreed and the office will move forward with this schedule.

13. CLOSED SESSION

Dr. Kirts moved to go into Closed session at 8:50 p.m.; seconded by Mr. Rogalin. The motion passed unanimously on a voice vote.

Ms. Schoenfeld moved to return to Open session at 9:12 p.m.; seconded by Dr. Kirts. The motion passed unanimously on a voice vote.

Dr. Kirts moved to continue the stipend payment of \$200 per month to the Administrative Assistant through December 31, 2011; seconded by Mr. Rogalin. The motion passed unanimously on a roll call vote.

14. ADJOURNMENT - Next Board meeting date: 9/19/11

The meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Cynthia Luxton, President

Kathy Ostdick, Recording Secretary