

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD

MINUTES OF MEETING

February 21, 2011

Approved

Board Members Present: Cynthia Luxton, John Rogalin, Ken Ritchie, Donna Schoenfeld,
Gary Lothson, Eileen Dubin, Jeff Whelan

Board Members -Excused Absence: Dr. Kirts, 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, Cynthia Luxton, at 6:15 p.m. Ms. Luxton recognized Mr. Whelan as our new board member and county board representative.

2. AGENDA

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

3. INTRODUCTIONS

Dr. Marilyn Stromborg, Coordinator of the Drug Court, was introduced.

4. MINUTES

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

5. COMMUNITY INPUT

Marilyn Stromborg of the DeKalb County Drug Court presented. The presentation notes are attached.

6. CLOSED SESSION

Mr. Rogalin moved to go into closed session at 7:34 p.m.; seconded by Rev. Ritchie. The motion passed unanimously on a voice vote.

Mr. Rogalin moved to return to open session at 8:30 p.m.; seconded by Ms. Schoenfeld. The motion passed unanimously on a voice vote.

7. CORRESPONDENCE AND ANNOUNCEMENTS

Several announcements were included in the packet. Mr. Rogalin said that there had been an announcement in the paper about an office opening in collaboration with Kishwaukee Hospital and Alexian Brothers. Ms. Luxton gave some insight into this collaboration and said that Alexian Brothers had opened a counseling office about a year ago and were now expanding with Kishwaukee Hospital. Mr. Rogalin asked how these new services will differ from the Gordon Center's services. Ms. Luxton stated that Alexian Brothers is private, not-for-profit.

8. FINANCE REPORTS

Rev. Ritchie moved to approve the January 2011 agency claims in the amount of \$173,739.54; seconded by Ms. Dubin. The motion passed unanimously on a roll call vote.

Rev. Ritchie moved to approve the January 2011 office claims in the amount of \$3,937.55; seconded by Ms. Schoenfeld. The motion passed unanimously on a roll call vote.

Rev. Ritchie moved to approve the February 2011 agency claims in the amount of \$155,036.72; seconded by Mr. Whelan. The motion passed unanimously on a roll call vote.

Rev. Ritchie moved to approve the February 2011 office claims in the amount of \$1,599.01; seconded by Mr. Lothson. The motion passed unanimously on a roll call vote.

9. BOARD MEMBER ISSUES

There were no board member issues at this time. The strategic plan will be addressed at a future meeting.

Mr. Jeff Whelan, as our new board member, was welcomed. Ms. Luxton stated that she and Mr. Parrish had met with Mr. Whelan for an orientation.

10. DIRECTOR'S REPORT

- Mr. Parrish reported on the updated HVAC report and summary chart.
- Mr. Parrish also reported that the Budget Training with Bob Keller was well received. Several of the agencies have shown an interest in meeting with Mr. Keller on an individual basis.
- Mr. Parrish also reported on a Gurler Street issue. The Gurler Street apartments are owned by the DeKalb Housing Authority and run by the Gordon Center. There have been three deaths in three years, all unrelated. Mr. Parrish said he will be getting specific information from Mr. Flora, CEO of the Ben Gordon Center. Mr. Rogalin asked for the coroner's report on the last death. Mr. Parrish and Ms. Luxton will be meeting on 2/22/11 with Lesly Wicks from Hope Haven. Mr. Rogalin showed a concern with the fact that Ben Gordon Center does not have staff in the house, there is no on-going supervision, just residential, but that people have to be a client of Ben Gordon. Ms. Luxton explained that a condition of living there, as per the Housing Authority, is that the clients have to be receiving treatment, not just at one agency.
- Mr. Parrish also reported collaboration between the Family Service Agency and the DeKalb County Youth Service Bureau, which is setting up a training program for non-profits. Kishwaukee Hospital and Delnor Hospital have both already established the techniques taught in this program and reported good results.
- Mr. Parrish also discussed an email from Mr. Flora of the Ben Gordon Center expressing his concerns with the anticipated state budget cuts. Mr. Flora has expressed that he is expecting a \$27,000 per month budget shortfall.

11. COMMITTEE REPORTS

Executive Committee:

Ms. Luxton reported on the Executive Committee meeting. Discussions took place about our new board member, a review of our financial policy, the FSA and YSB training collaboration, the Gurler Street apartment issue, and the board meeting agenda. They also had a closed session and will be discussing those issues in closed sessions this evening.

Finance Committee:

Mr. Rogalin reported on the Finance Committee meeting. Discussions took place on several items already discussed in this meeting; the Ben Gordon HVAC report, Safe Passage, and the training with Bob Keller. Also discussed was a request from the Consumer Advocacy Council of DeKalb County for additional funding for GY11. This will be voted on later under New Business.

Outcomes Committee:

The Outcomes committee did not meet.

12. OLD BUSINESS

A. Follow-up report on tax levy by Chuck Rose:

Chuck Rose gave a summary of the resolved tax levy issue from November 2010. He presented a summary letter with recommendations to the board members.

B. Chuck Rose to present Behavioral Healthcare Taskforce final report:

Chuck Rose presented the Behavioral Healthcare Taskforce final report to the board. Ms. Luxton reminded the board that a focused discussion will occur at a future board meeting. Ms. Luxton said that the next step would be to meet with the Taskforce participants for a question and answer period.

C. Final payment of interest from Safe Passage:

Mr. Parrish reported that Safe Passage submitted their interest payment from the loan, so that loan is now closed. Ms. Luxton reported that she and Mr. Parrish had met with Safe Passage this morning to discuss their grant application.

D. Epilepsy Foundation presentation recommendations:

Mr. Parrish presented a draft of a letter to Epilepsy Foundation regarding their presentation in September 2010. The draft letter was discussed and more review was recommended.

E. Grant application review timeline:

Mr. Parrish presented the timeline for the grant application review.

Mr. Lothson moved to accept the grant application process timeline; seconded by Rev. Ritchie. The motion passed unanimously on a voice vote.

13. NEW BUSINESS

A. Financial Policy and the Executive Committee pre-approval of claims:

A discussion took place regarding the Executive Committee pre-approving the claims to be submitted to the county each month. The full Board will still have final approval at their meeting.

Rev. Ritchie moved to approve the Claims Approval Policy that gives the Executive Committee the power to pre-approve claims at the committee level; seconded by Mr. Whelan. The motion passed unanimously on a voice vote.

B. CACDC additional GY11 fund:

The Consumer Advocacy Council of DeKalb County has requested additional funding for GY11. A discussion took place during Mr. Rogalin's Finance Committee report.

Mr. Rogalin moved to grant an additional \$5,000 to the Consumer Advocacy Council of DeKalb County for GY11; seconded my Rev. Ritchie. The motion passed unanimously on a roll call vote.

14. CLOSED SESSION

Mr. Rogalin moved to go into closed session at 8:46 p.m.; seconded by Ms. Dubin. The motion passed unanimously on a voice vote.

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

Mr. Rogalin moved that the Executive Committee modify the interim review of Mark Parrish dated February 21, 2011 to review the individual goals and assign the unsatisfactory rating for the employee and failure to meet performance goals for the individual performance goals as relevant and for the overall goal review for that evaluation; seconded by Rev. Ritchie. The motion passed unanimously on a voice vote.

Rev. Ritchie moved to increase the salary of the Administrative Assistant by a total of 2%, .1% COLA and 1.9% merit, retroactive to her anniversary date, and in addition, to approve the payment of \$1,000 additional compensation; seconded by Mr. Rogalin. The motion passed unanimously on a roll call vote.

15. ADJOURNMENT - Next Board meeting date: 3/14/11

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

Respectfully submitted,

Cynthia Luxton, President

Kathy Osttick, Recording Secretary