

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD

MINUTES OF MEETING

July 18, 2011

Approved

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

Board Members -Excused Absence: John Rogalin

Board Members - Absent:

Other Persons Present: Ben Gordon Center

Office Staff Present: Kathy Ostdick

1. CALL TO ORDER

The meeting was called to order by the President, Cynthia Luxton, at 6:31 p.m.

2. AGENDA

Mr. Whelan moved to approve the agenda; seconded by Rev. Ritchie. The motion passed unanimously on a voice vote.

3. INTRODUCTIONS

Introductions were made between the board members and the guests.

4. MINUTES

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

5. COMMUNITY INPUT

The board went into closed session at this time to discuss a Ben Gordon Center issue. Dr. Kirts questioned the reason for a closed session. After discussion, the board decided that due to the fact that the discussion will be about a Ben Gordon Center client and confidentiality issues, it was acceptable to go into closed session.

Dr. Kirts moved to go into closed session at 6:40 pm; seconded by Mr. Whelan. The motion passed unanimously on a voice vote.

Mr. Lothson moved to return to open session at 7:42 pm; seconded by Rev. Ritchie. The motion passed unanimously on a voice vote.

6. CORRESPONDENCE AND ANNOUNCEMENTS

The board reviewed 2 letters, one from Hope Haven and one from Adventure Works, thanking the board for the grant funding.

7. FINANCE REPORTS

Ms. Dubin moved to approve the June 2011 agency claims in the amount of \$120,809.47; seconded by Rev. Ritchie. The motion passed unanimously on a roll call vote.

Ms. Dubin moved to approve the June 2011 office claims in the amount of \$501.26; seconded by Dr. Kirts. The motion passed unanimously on a roll call vote.

Ms. Dubin moved to approve the July 2011 agency claims in the amount of \$138,663.49; seconded by Mr. Lothson. The motion passed unanimously on a roll call vote.

Ms. Dubin moved to approve the July 2011 office claims in the amount of \$48,279.38; 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

The printed office report was reviewed. Ms. Luxton noted that included with the report was a timeline from the county for the 2012 budget process. Also discussed was a conference in September in McHenry that several board members indicated interest in attending.

10. COMMITTEE REPORTS

Executive Committee:

Ms. Luxton reported on the last Executive Committee. Ms. Luxton asked Ms. Dubin to give a brief update regarding her work on the taskforce. Ms. Dubin reported that she spoke to Sen. Durbin who said he believed there was an upcoming proposal/grant that would be university oriented that may be able to help with this issue.

Ms. Luxton reported that Ms. Ostdick had attended an ACMHAI quarterly meeting and that they are going to look at the topic of dues in the future. The Gurler Street apartment issue was discussed at the Executive Committee meeting. At the Agency Directors meeting, the group identified several topics that they would like to address, specifically youth and the elderly. Ms. Luxton also attended the Health & Human Services committee meeting for our yearly review where we present our annual report. Ms. Luxton was questioned about our budget, specifically reduction in funding for agencies. She was asked to explain board decisions regarding the reserve funding, and indicated how it was used.

Ms. Luxton provided an update on the two letters from the Gordon Center plus the CMHB replies. The first letter was requesting a meeting with several board members to discuss the May presentation and the second letter was an official funding appeal.

Ms. Luxton discussed the events that lead up to the Gordon Center closed session this evening. The board expressed appreciation for the Gurler Street apartment client follow-up by the Gordon Center.

Ms. Luxton also reported that she and Ms. Ostdick met with Adventure Works to clarify forms and dollar expenditures. Ms. Luxton and Ms. Ostdick also met with Youth Service Bureau and Family Service Agency directors to discuss their interest in collaborations to address board priorities. They reported on a meeting with Braden Counseling.

Finance Committee:

Dr. Kirts reported that Jayne Braden presented an alternative grant request. The committee discussed the profit/non-profit issue.

Outcomes Committee:

The Outcomes committee did not meet.

11. OLD BUSINESS

A. Ben Gordon Center HVAC:

Ms. Ostlick reported that the units have been installed and are working well and the final payment will be sent out 7/21/11.

B. Bob Keller consultant services:

Ms. Luxton reported that Bob Keller met in June with her and Ms. Ostlick. He presented a good proposal for how we might restructure our reporting and grant application in regards to including financial information. Funding for-profit agencies was also discussed with Mr. Keller and he said we could do that by changing our financial policy. The county audit, for the second year in a row, has suggested compliance audits for the agencies we fund. Mr. Keller said that this is a standard procedure. Ms. Luxton suggested that the compliance audit could coincide with the agency 3-year presentation. Mr. Keller will be discussing these issues at our retreat.

C. Retreat and meeting schedule:

The retreat is June 29 and Bob Keller will be the main speaker. Ms. Luxton said that we will open with coffee and a review of our strategic plan then Mr. Keller will speak until lunchtime. After lunch there will be a brief wrap-up.

D. Grant application update:

Ms. Luxton said that this item is on the agenda to discuss the Braden Counseling grant application. The CMHB received a letter with an updated request from Jayne Braden this morning. This request is for specific DUI client fees. Mr. Lothson described the entire DUI procedure along with the cost.

12. NEW BUSINESS

A. Hope Haven request:

Lesly Wicks from Hope Haven submitted a letter asking for a donation to their new construction project. The project cost is \$1,000,000. To date, they have raised \$800,000 and are trying to raise the last \$200,000.

Rev. Ritchie moved to grant \$20,000 to the Hope Haven construction project payable at the next claims cycle out of reserves; seconded by Dr. Kirts. The motion passed unanimously on a roll call vote.

B. Drug Court request for additional funding:

The Drug Court has requested to have Foroutan and Associates psychiatric evaluation and medication monitoring fees from January through May paid for out of a different grant. The board has reviewed the charges.

Mr. Whelan moved to pay Foroutan and Associates the Drug Court charges incurred out of the Psychiatric Evaluation and Medication Monitoring Grant; seconded by Rev. Ritchie. The motion passed unanimously on a roll call vote.

C. Board committee membership:

Due to a new board vice president and secretary, Ms. Luxton suggested that the committee membership be reviewed. The finance committee and outcomes committee members volunteered to remain on the committees.

13. CLOSED SESSION

Ms. Dargatz moved to go into Closed session at 8:48 p.m.; seconded by Mr. Lothson. The motion passed unanimously on a voice vote.

Dr. Kirts moved to return to Open session at 9:01 p.m.; seconded by Rev. Ritchie. The motion passed unanimously on a voice vote.

Mr. Lothson moved that for the closed session Board meeting minutes for 9/20/10, 10/12/10, 10/25/10, 2/21/11 (2), 3/14/11, 4/18/11, 5/16/11, 6/2/11 all are approved; seconded by Mr. Whelan. The motion passed unanimously on a voice vote.

Mr. Lothson moved that for the closed session Board meeting minutes for 9/20/10, 10/12/10, 10/25/10, 2/21/11 (2), 3/14/11, 4/18/11, 5/16/11, 6/2/11 all will be posted; seconded by Dr. Kirts. The motion passed unanimously on a voice vote.

Mr. Lothson moved that for the closed session Board meeting minutes for 9/20/10, 10/12/10, 10/25/10, 2/21/11 (2), 3/14/11, 4/18/11, 5/16/11, 6/2/11 all will not be destroyed; seconded by Mr. Whelan. The motion passed unanimously on a voice vote.

Mr. Lothson moved that for the Executive Committee closed session minutes for 10/5/10, 12/7/10, 2/8/11, 3/1/11, 5/3/11, 6/16/11, all are approved, all will be posted and the tapes will not be destroyed at this time; seconded by Ms. Dargatz. The motion passed unanimously on a voice vote.

Mr. Lothson moved that for the Finance Committee closed session minutes for 10/5/10, all are approved, all will be posted and the tapes will be destroyed at the appropriate time; seconded by Dr. Kirts. The motion passed unanimously on a voice vote.

Rev. Ritchie moved to accept and authorize the board president to sign the agreement from the DeKalb County Government to enter into an administrative structure through sharing of a management staff member with the county as proposed and provided for in this agreement; seconded by Ms. Dubin. The motion passed unanimously on a roll call vote.

14. ADJOURNMENT - Next Board meeting date: 8/15/11

Before adjournment, the board discussed the August board meeting date. The board members came to a consensus to change the meeting date to 8/22/11.

The meeting was adjourned at 9:07 p.m.

Respectfully submitted,

Cynthia Luxton, President

Kathy Ostidick, Recording Secretary