

# DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD

## MINUTES OF MEETING

October 17, 2011

Approved

Board Members Present: Cynthia Luxton, Ken Ritchie, Thomas Kirts, Donna Schoenfeld  
Gary Lothson, Eileen Dubin, Jane Dargatz

Board Members -Excused Absence: Jeff Whalen, John Rogalin

Board Members - Absent:

Other Persons Present: Jason Nicol

Office Staff Present: Donna Moulton, Kathy Ostidick

### 1. CALL TO ORDER

The meeting was called to order by the President, Cynthia Luxton, at 6:34 p.m.

### 2. AGENDA

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

### 3. INTRODUCTIONS

Introductions were not needed.

### 4. MINUTES

*Rev. Ritchie moved to approve the minutes of the September 2011 Board meeting; seconded by Mr. Lothson. The motion passed unanimously on a voice vote.*

### 5. COMMUNITY INPUT

Jason Nicol, Executive Director of the DeKalb County Youth Service Bureau, gave a presentation on his recent training with Bob Keller, specifically the spreadsheet. Mr. Nicol tailored the spreadsheet to meet the needs of his agency with the help of Bob Keller. Mr. Nicol discussed the ease of obtaining information since the spreadsheet has been put into place and described several large advantages to utilizing it, including instant information, applicable information and format for grant writing, accurate budget information, etc. Board members noted that the end product of this work provides for the transparency essential to effectively working with grant funded agencies.

### 6. CORRESPONDENCE AND ANNOUNCEMENTS

Ms. Moulton pointed out several pieces of information in the binder including a fund-raiser for a Hope Haven employee and the ACMHAI newsletter.

### 7. FINANCE REPORTS

*Ms. Dubin moved to approve the October 2011 agency claims in the amount of \$143,097.89; seconded by Mr. Lothson. The motion passed unanimously on a roll call vote.*

*Ms. Dubin moved to approve the October 2011 office claims in the amount of \$20,403.63; 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 5<sup>th</sup> tax distribution. Ms. Moulton discussed an agency complaint received by the office and gave an update on Bob Keller procedures. Ms. Moulton also said that the office has only received one inquiry regarding the open board seat. Ms. Luxton suggested that the press release should be put in the paper again. Ms. Moulton has been researching procedures for agency audits/site visits and will share more information when she receives it

## **10. COMMITTEE REPORTS**

### Executive Committee:

Ms. Luxton gave the Executive Committee report. She announced that the committee is continuing to review the funding guidelines. She also discussed the county board meeting and the tax levy appeal.

### Finance Committee:

Rev. Ritchie gave the Finance Committee report. He said that the topics discussed are on this evening's agenda. They also reviewed an agency request for additional funding. This request was reviewed on the basis of a letter previously submitted to the Board asking permission to submit the request based on identification of the need for services of a high risk population.

### Outcomes Committee:

The Outcomes Committee did not meet. The next Outcomes Committee meeting is 10/27/11.

## **11. OLD BUSINESS**

A. County budget and levy appeal update:

Ms. Luxton stated that the board had approved going forward with an appeal to the levy dollar amount recommended by the County Board. Ms. Moulton prepared the appeal and it was approved by Ms. Luxton. The appeal was presented to the Health and Human Services committee of the County Board at the appropriate time. Rev. Ritchie, Ms. Moulton, and Ms. Ostdick attended the Health and Human Services committee meeting on October 3<sup>rd</sup> in which they were discussing the appeals and would either deny or move the appeal to the next stage. Rev. Ritchie spoke on behalf of the CMHB and made valid points and used appropriate reasoning as to why an increase in the levy rate was requested. After discussion, the Health and Human Services committee voted 4-1 to deny the CMHB appeal.

Ms. Luxton said that last year there was no appeal process so several CMHB board members along with several agency directors went to the public meeting before the November County Finance committee meeting to speak to the needs in the community regarding mental health issues. Ms. Luxton asked if the board wanted to accept the county recommendation or investigate any further actions. Ms. Dargatz asked if there was any realistic expectation of gaining more levy dollars. Ms. Luxton said that was a good question. Mr. Lothson suggested the board move on and concentrate on other issues. Rev. Ritchie said it was very obvious that the Health and Human Services committee had already made up their minds.

B. Agency review and recommendations – Ben Gordon Center:

A very preliminary draft containing several recommendations for the Ben Gordon Center was included in the binder. Rev. Ritchie said that this draft was started at the Finance committee meeting and needs suggestions for revisions. He also added that the committee had a very lengthy discussion as to recommendations. Rev. Ritchie reviewed his draft recommendations with the board.

After discussion of the draft, there was consensus of members present that before the board can move forward with a recommendation letter, more information needs to be requested from the Ben Gordon Center. The board requested that Ms. Luxton, Rev. Ritchie, and Ms. Moulton work on this letter and bring it to the Executive Committee.

## **12. NEW BUSINESS**

### **A. 2012 Annual calendar - draft:**

Board and committee meeting dates for 2012 were presented. Ms. Luxton suggested that all board members review the dates and let the office know of conflicts. The 2012 calendar will be voted on at the December board meeting.

### **B. Approve Director's goals:**

The Director's goals will be discussed in closed session.

## **13. CLOSED SESSION**

*Dr. Kirts moved to go into Closed Session at 8:49 p.m.; seconded by Mr. Lothson. The motion passed unanimously on a voice vote.*

*Mr. Lothson moved to return to Open Session at 9:36 p.m.; seconded by Rev. Ritchie. The motion passed unanimously on a voice vote.*

*Rev. Ritchie moved to approve the Executive Director's goals; seconded by Dr. Kirts. The motion passed unanimously on a voice vote.*

## **14. ADJOURNMENT - Next Board meeting date: 11/21/11**

The meeting was adjourned at 9:37 p.m.

Respectfully submitted,

---

Cynthia Luxton, President

---

Kathy Ostdick, Recording Secretary