

# DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD

## MINUTES OF MEETING

August 6, 2012

Approved

Board Members Present: Cindy Luxton, Eileen Dubin, Gary Lothson, Jeff Whelan,  
Donna Schoenfeld, Cheryl Brauer

Board Members -Excused Absence: Ken Ritchie, Thomas Kirts, Jane Dargatz

Board Members - Absent:

Other Persons Present:

Office Staff Present: Donna Moulton, Kathy Ostdick

### 1. CALL TO ORDER

The meeting was called to order by the President, Cynthia Luxton, at 7:02 p.m.

### 2. AGENDA

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

### 3. INTRODUCTIONS

Introductions were not needed.

### 4. MINUTES

*Ms. Schoenfeld moved to approve the amended minutes of the June 2012 Board meeting; seconded by Ms. Dubin. The motion passed unanimously on a voice vote.*

*Ms. Schoenfeld moved to approve the minutes of the July 2012 Board meeting; seconded by Mr. Whelan. The motion passed unanimously on a voice vote.*

### 5. COMMUNITY INPUT

There was no community input at this time.

### 6. CORRESPONDENCE AND ANNOUNCEMENTS

The CMHB board received a thank you letter from the Children's Community Theatre for the GY13 grant.

### 7. FINANCE REPORTS

*Ms. Dubin moved to approve the August 2012 agency claims in the amount of \$109,711.60; seconded by Mr. Whelan. The motion passed unanimously on a roll call vote.*

*Ms. Dubin moved to approve the August 2012 office claims in the amount of \$1,628.60; seconded by Mr. Whelan. The motion passed unanimously on a roll call vote.*

## **8. BOARD MEMBER ISSUES**

Mr. Whelan asked board members to contact the County Finance Committee members to discuss the CMHB levy request.

## **9. OFFICE REPORT**

Ms. Moulton reported that she has been actively meeting with agencies to ensure they have appropriate outcome measures.

Ms. Moulton attended the ACMHAI Annual Conference in June at which audits were discussed and will be helpful as the CMHB moves forward with an audit program. Ms. Moulton also plans to attend the Fall Membership meeting of ACMHAI in September in Decatur. This is being held in coordination with the Specialty Courts Conference. This conference combines the meetings of the Illinois Association of Drug Court Professionals and the Mental Health Court Association of Illinois.

Ms. Moulton attended a Rebalancing meeting regarding the closure of Singer. This was the last public meeting to be held for the Singer closure. IDHS and DMH outlined the closure process. The next step is the formal mechanism for submitting a Request for Information for proposal from community mental health agencies, hospitals, etc., for alternatives to Singer. Proposals are due by August 13<sup>th</sup>.

Ms. Moulton said that the CMHB is on the agenda of the Health and Human Services Committee for the September 10<sup>th</sup> meeting. CMHB members are encouraged to attend.

## **10. COMMITTEE REPORTS**

### Executive Committee:

Ms. Luxton reported that at the Executive Committee meeting Ms. Moulton discussed the items that are being discussed this evening. The retreat was discussed. The committee met with Ms. Moulton during closed session to discuss goals. The levy request and the regional rebalancing were discussed along with the committee meeting date for October was discussed.

### Finance Committee:

Mr. Lothson reported that at the Finance Committee meeting most of the things presented this evening were discussed. The 3-Year review letters were reviewed along with the schedule for the agencies that will be presenting in GY13. The committee approved a Hope Haven request for a fund transfer. The Ben Gordon Center renovation request was discussed and a direction was given to Ms. Moulton. The levy request was discussed in length.

### Outcomes Committee:

This committee did not meet in July.

## **11. OLD BUSINESS**

### A. Open Meetings Act training:

Some of the board members have completed their Open Meetings Act certification and Ms. Luxton reminded the remaining members to let the office know when they have completed the training.

B. 3-Year Review and recommendations – Elder Care Services, Safe Passage, Family Service Agency  
The 3-year recommendation letter to Elder Care Services was discussed.

***Ms. Brauer moved to approve the recommendation letter to Elder Care Services; seconded by Ms. Dubin. The motion passed unanimously on a voice vote.***

The 3-year recommendation letter to Safe Passage was discussed.

***Mr. Lothson moved to approve the recommendation letter to Safe Passage; seconded by Mr. Whelan. The motion passed unanimously on a voice vote.***

The 3-year recommendation letter to Family Service Agency was discussed.

***Mr. Lothson moved to approve the recommendation letter to Family Service Agency; seconded by Ms. Brauer. The motion passed unanimously on a voice vote.***

C. Strategic Planning Retreat:

Ms. Luxton reported that Mike Mastroianni has been asked to return to the September board meeting for follow-up discussion. The retreat notes were discussed.

Ms. Moulton distributed a rough draft of the newly identified goals and some draft objectives for each goal. All of the goals and objectives were discussed. Ms. Moulton's rough draft will be moved to the Executive Committee meeting for further review and development.

## **12. NEW BUSINESS**

A. 2013 Levy request:

The board discussed the levy request and options as put forth by the Finance Committee.

***Mr. Lothson moved to request a 5% increase above the 2012 levy amount for the 2013 levy for the amount of \$2,325,800; seconded by Ms. Brauer. The motion passed unanimously on a roll call vote.***

B. 2013 County budget review and submission

This item is deferred until after the closed session.

C. Closed session minutes review and vote

The Board reviewed closed session minutes for disbursement.

***Mr. Lothson moved that for the closed session Board meeting minutes for 2/20/12, 5/21/12, and 7/20/12, all are approved, all will be posted, and the tape(s) all will be destroyed at the appropriate time; seconded by Mr. Whelan. The motion passed unanimously on a roll call vote.***

### **13. CLOSED SESSION**

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

*Mr. Lothson moved to go into open session at 9:39 p.m.; seconded by Mr. Whelan. The motion passed unanimously on a voice vote.*

*Mr. Lothson moved to approve the 2013 Budget as amended; seconded by Mr. Whelan. The motion passed unanimously on a roll call vote.*

### **14. ADJOURNMENT - Next Board meeting date: 9/17/12**

The meeting was adjourned at 9:43 p.m.

Respectfully submitted,

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Cynthia Luxton, President

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Kathy Ostdick, Recording Secretary