

# DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD

## MINUTES OF MEETING

December 10, 2012

Approved

Board Members Present: Cindy Luxton, Gary Lothson, Eileen Dubin, Donna Schoenfeld,  
Cheryl Brauer, Jane Dargatz, Jeff Whelan, Dr. Kirts, Merlin Wessels

Board Members -Excused Absence:

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 6:05 p.m.

### 2. AGENDA

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

### 3. INTRODUCTIONS

Introductions were not necessary.

### 4. MINUTES

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

### 5. COMMUNITY INPUT

There was no community input.

### 6. CORRESPONDENCE AND ANNOUNCEMENTS

Several RFP thank-you letters were presented.

### 7. FINANCE REPORTS

*Ms. Dubin moved to approve the December 2012 agency claims in the amount of \$225,367.53; seconded by Mr. Wessels. The motion passed unanimously on a roll call vote.*

*Ms. Dubin moved to approve the December 2012 office claims in the amount of \$3,391.70; seconded by Ms. Schoenfeld. The motion passed unanimously on a roll call vote.*

## **8. BOARD MEMBER ISSUES**

Ms. Luxton shared that Ms. Schoenfeld is stepping down from the board and that Ms. Dargatz has agreed to accept the Vice President position which will be voted on during Old Business.

## **9. OFFICE REPORT**

Ms. Moulton reviewed the written Director's Report. Ms. Moulton met with the YESS participants regarding funding and the school district and reported that there is an issue with the funding billing that needs to be addressed.

Ms. Moulton shared that Jim Sarver, Director of Sinnissippi, is retiring. Ms. Moulton is working on the Open Door presentation letter and Ms. Ostidick's performance review.

## **10. COMMITTEE REPORTS**

### Executive Committee:

Ms. Luxton reported that at the Executive Committee meeting the discussions that took place are on the agenda for this evening.

### Finance Committee:

Dr. Kirts reported that the Finance Committee discussed the Ben Gordon Center request which is on the agenda for this evening.

### Outcomes Committee:

This committee did not meet in November.

## **11. OLD BUSINESS**

### A. Open Meetings Act training:

Open Meeting Act training for current board members must be completed by the end of the year. New board members will have a three month window to complete the training.

### B. Tax levy:

Ms. Moulton reported that the tax levy proposed by the County Board in September was the amount passed by the County Board in November.

### C. Board membership:

Ms. Moulton reported that one person interested in the board seat had contacted her to see if the seat was still available. Ms. Luxton suggested that the Executive Committee interview the potential board members and bring results back to the full board.

Ms. Luxton reported that Ms. Dargatz has agreed to accept the position of Vice President of the Board.

***Mr. Lothson moved to nominate Jane Dargatz as Vice President of the Board; seconded by Ms. Brauer. The motion passed unanimously on a voice vote.***

### D. Future meeting dates:

2013 meeting dates were discussed.

***Dr. Kirts moved to accept the 2013 meeting dates with changes; seconded by Mr. Whelan. The motion passed unanimously on a voice vote.***

E. Ben Gordon Center request:

The Ben Gordon Center request for approval to renovate the Community Room plus partial funding for that project was discussed.

*Mr. Lothson moved to approve the Ben Gordon Center request to build out the Community Room according to the plans submitted at this time with conditions, including but not limited to approval by proper authorities within the County beyond the Mental Health Board, and that all building improvements be done up to codes and standards that are in place at this time, along with the funding request portion from the Mental Health Board to be at zero; seconded by Dr. Kirts. The motion passed unanimously on a voice vote.*

F. Personnel:

Ms. Luxton reported that there are currently 48 applicants for the full-time Director position. The Executive Committee will be meeting with Mr. Keller on 12/28/12 to review all resumes, narrowing the field down to approximately the top 10.

## **12. NEW BUSINESS**

There was no new business.

## **13. ADJOURNMENT** - Next Board meeting date: 1/28/13

The meeting was adjourned at 6:50 p.m.

Respectfully submitted,

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Cynthia Luxton, President

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Kathy Ostdick, Recording Secretary