

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD

MINUTES OF MEETING

October 22, 2012

Approved

Board Members Present: Cindy Luxton, Ken Ritchie, Gary Lothson, Jeff Whelan, Eileen Dubin,
Donna Schoenfeld, Cheryl Brauer, Thomas Kirts, Jane Dargatz

Board Members -Excused Absence:

Board Members - Absent:

Other Persons Present: Merlin Wessels

Office Staff Present: Donna Moulton, Kathy Ostdick

1. CALL TO ORDER

The meeting was called to order by the President, Cynthia Luxton, at 6:32 p.m.

2. AGENDA

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

3. INTRODUCTIONS

Introductions were made.

4. COMMUNITY INPUT – Ben Gordon Center

Michael Flora, CEO, and David Castle, Board Chair, of the Ben Gordon Center presented a request for reconfiguration of the Ben Gordon Center building community room.

David Castle began discussion by stating that the Ben Gordon Center, along with all service agencies in the county, has seen an increase in clients. He stated that the room is not utilized very often and that there are other meeting rooms available in the community.

Michael Flora presented information on the plan to renovate the community room into ten new therapy spaces. Mr. Flora said there has been a 294% increase in service since 2001. He stated that they now see about 6,000 consumers per year. He also stated that BGC is seeing 250-300 requests for new service per month. During FY12, BGC delivered 62,846 clinical events out of 12 Health services drive. During the 1st quarter of FY13, BGC delivered 15,777 clinical events out of the same facility, averaging 250 clinical events every day.

Mr. Flora said that their request is for approval to renovate the community room to clinical space to meet the growing needs of the community. The second part of the request is for \$40,000 to assist with the renovations. BGC will be responsible for the balance. Mr. Flora presented a document with the financial breakdown. Included in the plan are a play therapy room, a family resource room, two group or conference rooms, and six therapy rooms.

Mr. Flora stated that the room is unused approximately 96% of the time that the center is open. Two outside groups use the space a total of six hours per month but there is alternative space available. On any given day, BGC will be short rooms, so they use the Disney approach, on stage and off stage. Clinicians do not have their own office space but use cubicles. On any given day, BGC could be short seven rooms.

Mr. Flora listed other outside meeting rooms that they now currently use include Resource Bank building, American Midwest Bank building, KCH meeting rooms, Castle Bank building, Hy-Vee Community Room, churches, plus private spaces.

The CMHB had asked Mr. Flora to take a few minutes to talk about the Singer re-balancing. Mr. Flora said the current Rockford proposal for 16 beds was only funded for 8 beds. BGC was funded for 1.25 emergency department assessors, acute care services for expansion of Reality House services including a Living Room model for crisis respite, plus funding for Dr. Brown, the new psychiatrist. Mr. Flora presented a flow chart showing the movement a client presents at BGC, the jail, or an emergency department in DeKalb or Sandwich. If the client has Medicaid, Medicare, or third-party payers, then the hospital completes the assessment. If the client is unfunded, then BGC is called and does the assessment. They then have to call the state for authorization. Staff is on the phone with the state for this leg of the process approximately 45 minutes. Clients needing in-patient care will be transferred to Elgin (which has been full all month), or to Community Hospital In Patient Beds (CHIP). BGC received \$220,000 for CHIP bed funding which is about one bed per day. The CHIP bed hospital is Provena Mercy for DeKalb County. From there, they would go to Rosecrance for follow-up. If the client is not authorized by the state, they would go to the Living Room Model, which is an adult crisis respite model set up in Reality House. Folks can check in for the day, will see a peer counselor, will have an emergency assessment, plus the RH nurse would provide an assessment. The client would then be able to participate in other community programs. If the client is not acceptable for the Living Room Model, they would go to the BGC Acute Care Services (ACS) at BGC which is expanded services at Reality House; a day program, intensive out-patient program, skill building, coping skills, stress management, etc. If they are not appropriate any of the above services, the client would be referred to the BGC central office. Since October 1st, BGC has done 29 emergency department assessments. ED assessments must be done by a master's level clinician and each assessment takes between 6-7 hours.

5. MINUTES

Mr. Whelan moved to approve the minutes of the September 2012 Board meeting; seconded by Mr. Lothson. The motion passed unanimously on a voice vote.

6. CORRESPONDENCE AND ANNOUNCEMENTS

Nothing to report this month.

7. FINANCE REPORTS

Rev. Ritchie moved to approve the September 2012 agency claims in the amount of \$134,494.80; seconded by Dr. Kirts. The motion passed unanimously on a roll call vote.

Rev. Ritchie moved to approve the September 2012 office claims in the amount of \$583.26; seconded by Mr. Whelan. The motion passed unanimously on a roll call vote.

8. BOARD MEMBER ISSUES

Ms. Luxton thanked Rev. Ritchie for his service to the board.

9. OFFICE REPORT

Ms. Moulton discussed the written report.

10. COMMITTEE REPORTS

Executive Committee:

Ms. Luxton said that most of the Executive Committee discussions are on the agenda tonight.

Finance Committee:

Rev. Ritchie reported that the Finance Committee had a request from the Ben Gordon Center for clarification of the psychological testing fee structure. The Gordon Center had requested that this service be paid per hour and the CMHB had approved per test. The committee approved that the fee will be per hour. The Gordon Center also asked for an extension to a specific ICG grant one more time. The Penguin Project requested an additional \$307 above their grant amount which was approved.

Outcomes Committee:

This committee did not meet in October.

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. Singer Rebalancing:

This was discussed with Michael Flora above.

C. Tax Levy:

The next step of the tax levy process is for the County Finance department to meet to discuss funding.

12. NEW BUSINESS

A. Board membership:

The Executive Committee has recommended that the position be advertised. Ms. Ostdick put a press release in the paper and will do so again on 11/1/12.

B. RFP:

Rev. Ritchie discussed a mid-year Request for Proposal (RFP) for both capital and service. The forms were reviewed by the Finance Committee. The RFP will be sent out to currently funded agencies with the request needing to be returned by noon on 11/2/12 for presentation to the Finance Committee on 11/6/12. The Finance Committee would then move a recommendation to the full board at their next meeting.

Rev. Ritchie moved to approve a mid-year Request for Proposal for currently funded agencies for both capital and services; seconded by Dr. Kirts. The motion passed unanimously on a roll call vote.

C. Future meeting dates:

Ms. Luxton asked the board to review the proposed 2013 meeting dates and let the office know of any conflicts.

D. Personnel

This will be discussed during the closed session.

13. CLOSED SESSION

Mr. Lothson moved to go into closed session at 7:50 p.m.; seconded by Rev. Ritchie. The motion passed unanimously on a voice vote.

Dr. Kirts moved return to open session at 8:04 p.m.; seconded by Ms. Dubin. The motion passed unanimously on a voice vote.

Mr. Whelan moved to approve the edits to the job description for the Executive Director position; seconded by Ms. Dargatz. The motion passed unanimously on a voice vote.

Ms. Dargatz moved to accept a Consultant for the Executive Director search; seconded by Dr. Kirts.

The motion was then clarified.

Ms. Dargatz moved to amend the above motion to accept Bob Keller as Consultant for the Executive Director search for a total up to \$4,000; seconded by Dr. Kirts. The motion passed unanimously on a roll call vote.

15. ADJOURNMENT - Next Board meeting date: **11/13/12 Tuesday** (Monday is Veteran's Day)

The meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Cynthia Luxton, President

Kathy Ostdick, Recording Secretary