

# DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD

## MINUTES OF MEETING

September 17, 2012

Approved

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

Board Members -Excused Absence: Eileen Dubin

Board Members - Absent:

Other Persons Present: Michael Mastroianni

Office Staff Present: Donna Moulton, Kathy Ostdick

### 1. CALL TO ORDER

The meeting was called to order by the President, Cynthia Luxton, at 6:35 p.m.

### 2. AGENDA

*Ms. Schoenfeld 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

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

### 5. COMMUNITY INPUT

There was no community input at this time.

### 6. STRATEGIC PLAN REVIEW

Ms. Moulton reviewed the changes she made to the draft of the strategic plan.

*Dr. Kirts moved to go into closed session at 6:53 p.m.; seconded by Mr. Whelan. The motion passed unanimously on a voice vote.*

*Mr. Whelan moved to return to open session at 8:38 p.m.; seconded by Rev. Ritchie. The motion passed unanimously on a voice vote.*

### 7. CORRESPONDENCE AND ANNOUNCEMENTS

Nothing to report this month.

## **8. 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.*

## **9. BOARD MEMBER ISSUES**

Nothing to report this month.

## **10. OFFICE REPORT**

Ms. Moulton reported that she attended the ACMHAI membership meeting in Decatur on September 11 and also the Department of Mental Health informational seminar to discuss the re-balancing of clients with the closing of Singer.

Ms. Moulton attended two County Board Committee meetings, Finance and Health & Human Services. The Finance Committee shared the Mental Health Board levy amount that they will be recommending to the full County Board.

Ms. Moulton met with Michael Flora of the Ben Gordon Center regarding their community room renovation request and met with some providers regarding the best use of supportive housing in our community.

Three agencies receiving psychiatry services money this grant year, other than the Gordon Center, have met with Ms. Moulton to iron out details for securing and utilizing a psychiatrist who will provide services to their clients and also offer some case consultation and education. Dr. Marquez has agreed to provide these services.

Ms. Moulton facilitated an Agency Director's meeting at which all but three agencies attended.

Ms. Moulton distributed a timeline from 1967 – 1977, showing the start of the Mental Health Board and how the Ben Gordon Center was created.

Ms. Moulton also distributed the booklet that the office prepared which shared stories of people who have been helped by Mental Health Board tax dollars. This booklet was given to the County Health and Human Services Committee and was well received.

## **11. COMMITTEE REPORTS**

### Executive Committee:

Ms. Luxton reported that the committee discussed updates from Ms. Moulton, which have been shared this evening, and reviewed the strategic plan changes. The Committee also discussed the levy request prior to the County Finance Committee meeting.

### Finance Committee:

Rev. Ritchie reported that Ms. Moulton gave updates to this committee as well. Two of the topics discussed are on this evening's agenda, the levy and an agency request.

Rev. Ritchie reviewed spreadsheets showing the GY13 fee-for-service breakdown for each section of each grant. This spreadsheet will be shared with the board monthly to show which services are being utilized.

### Outcomes Committee:

This committee did not meet in July.

## **12. 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 that the certification is due by the end of December.

### B. Tax Levy

Ms. Moulton attended the County Finance Committee meeting where the levy dollar amount that will be recommended to the full County Board was shared. The dollar amount being recommended is short of the amount requested from the Mental Health Board, but is actually at the cap of what can be given. After discussion, the board suggested not to contest the amount.

### C. Budget

With the lower levy dollar amount being put forward by the County Finance Committee, there was a need to change the Mental Health Board budget approved at the August board meeting.

***Rev. Ritchie moved to accept the amended budget; seconded by Dr. Kirts. The motion passed unanimously on a roll call vote.***

## **13. NEW BUSINESS**

### A. Agency reimbursement request:

The Ben Gordon Center has requested an advance on their fee-for-service allocation due to moving from a grant basis to a fee-for-service basis. This was discussed at the Finance Committee meeting and they reviewed their discussion with the full board.

***Rev. Ritchie moved to advance \$37,500 to the Ben Gordon Center to be drawn down monthly; seconded by Dr. Kirts. The motion passed unanimously on a roll call vote.***

### B. Board vacancy

Ms. Schoenfeld will be leaving the board at the end of her term, 12/31/12. During the last board member search, several candidates were interviewed. At that time, Ms. Brauer was chosen and two others that were not chosen showed interest in serving at the next opening. Ms. Luxton called Merlin Wessels and he is willing to serve in the new opening.

***Mr. Lothson moved to recommend that Merlin Wessels be appointed to the Mental Health Board; seconded by Rev. Ritchie. The motion passed unanimously on a voice vote.***

#### **14. CLOSED SESSION**

*Mr. Whelan moved to go into closed session at 9:17 p.m.; seconded by Rev. Ritchie. The motion passed unanimously on a voice vote.*

*Dr. Kirts moved return to open session at 9:34 p.m.; seconded by Mr. Lothson. The motion passed unanimously on a voice vote.*

*Ms. Brauer moved that the Executive Director position be changed to a full-time position; seconded by Rev. Ritchie. The motion passed unanimously on a voice vote.*

#### **15. ADJOURNMENT** - Next Board meeting date: 10/22/12

The meeting was adjourned at 9:36 p.m.

Respectfully submitted,

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Cynthia Luxton, President

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Kathy Ostdick, Recording Secretary