

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD

MINUTES OF MEETING

January 28, 2013

Approved

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

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 7:02 p.m.

2. AGENDA

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

3. INTRODUCTIONS

Introductions were not necessary.

4. COMMUNITY INPUT

This agenda item will be moved to after the Committee Reports.

5. MINUTES

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

6. CORRESPONDENCE AND ANNOUNCEMENTS

Ms. Moulton provided the requested monthly update on the renovation of the Ben Gordon Center Community Room. Mr. Wessels asked about the height of the walls. Mr. Whelan added that he had called DeKalb County to see if the Gordon Center building needs to be inspected by the County. Ms. Moulton said she was told something different and will follow-up for the correct procedure.

Also included is a thank-you letter from Adventure Works for the RFP funding and an announcement of an Open House to the Board from Safe Passage.

7. FINANCE REPORTS

Ms. Dubin moved to approve the January 2013 agency claims in the amount of \$139,236.66; seconded by Mr. Whelan. The motion passed unanimously on a roll call vote.

Ms. Dubin moved to approve the January 2013 office claims in the amount of \$2,571.73; seconded by Dr. Kirts. The motion passed unanimously on a roll call vote.

8. BOARD MEMBER ISSUES

There were no issues at this time.

9. OFFICE REPORT

Ms. Moulton discussed the monthly Gordon Center billing. GY14 Grant Applications have gone out. Ms. Moulton has received several phone calls with concerns about Discovery House from community members. The CMHB does not fund Discovery House, but Ms. Moulton will call Shannon Underwood of BGC for follow-up.

Linda Moser, Executive Director of Safe Passage, will be leaving her position. Anna Stevens, Director of DCP/SAFE has left her position as well.

Ms. Moulton asked Ms. Ostlick to give an update on the CACDC. Ms. Ostlick reported that the CACDC President told Ms. Ostlick that he is very appreciative of the new procedure that the CMHB has requested and installed.

Ms. Moulton presented an update on the Life Skills Program at Hope Haven. They will be giving their 3-Year Presentation in a few months.

There will be an Agency Directors meeting on 1/29/13 if any Board Members are interested.

10. COMMITTEE REPORTS

Executive Committee:

Ms. Luxton discussed the Executive Committee meeting on 1/7/13 where they reviewed candidates for the open Board seat and reviewed the Executive Director search. Ms. Luxton also discussed the 1/21/13 Executive Committee meeting, which was also attended by Bob Keller, where the Executive Director candidates were reviewed.

Finance Committee:

Ms. Dargatz discussed the Finance Committee meeting from 1/7/13. At this meeting the Open Door Presentation letter was reviewed, the YESS Community Schools requests was discussed, the GY14 Grant Application schedule was reviewed, and the draft of the compliance audit was presented.

Outcomes Committee:

The Outcomes Committee did not meet last month. One committee member has left the Board and Ms. Dargatz is now the VP, so two new committee members are needed. Mr. Merlin and Ms. Brauer volunteered. Dr. Kirts suggested that the next meeting be scheduled for the end of April. Ms. Moulton said the office will schedule a meeting.

4. COMMUNITY INPUT (FROM ABOVE)

Barry Schrader is a patient advocate. He said he has been noticing an increase in suicide attempts and suicides. He wants to know what is happening to people with mental health issues and where they go for in-patient care. Ms. Moulton discussed the Living Room Project provided by the Ben Gordon Center to help with in-patient care since the closing of Singer. Ms. Dubin said she spoke to Sheriff Scott and Lt. Klein about inmates with mental health issues. Ms. Moulton talked about the value of the CMHB conducting a follow-up needs assessment.

11. OLD BUSINESS

A. Board membership:

Ms. Luxton reported that the Executive Committee interviewed two Board Member candidates and is recommending that Richard Schluter be appointed to our Board.

Ms. Dargatz moved to recommend to the County Board to appoint Richard Schluter to the DeKalb County Community Mental Health Board; seconded by Ms. Dubin. The motion passed unanimously on a voice vote.

B. GY14 Grant application:

Ms. Moulton reported that the GY14 Grant Applications have gone out and there has been one additional request for an application.

C. Open Door review letter:

Additional suggestions to the Open Door 3-Year Presentation review letter were discussed.

Mr. Wessels moved to approve the Open Door 3-Year Presentation letter with suggestions; seconded by Mr. Whelan. The motion passed unanimously on a voice vote.

12. NEW BUSINESS

A. Compliance Audit:

Ms. Moulton presented the draft of the audit tool and asked for feed-back on the form. Dr. Kirts said that there were two sections on progress notes and that he would suggest combining them. Mr. Wessels offered to review the document and suggest modifications.

Ms. Luxton suggested that the compliance audit be taken over by the Outcomes Committee.

Mr. Wessels asked about the actual review of the charts process. Ms. Luxton said that it has yet to be determined. The Board discussed the need for chart audits.

B. Funding request:

Ms. Moulton presented an updated request from the Family Service Agency for the YESS/Community Schools Project. Ms. Moulton had asked for additional information when the first request was presented. The Board discussed the changes made to the request. Ms. Moulton described to the Board that the project is collaboration between the Ben Gordon Center, DeKalb County Youth Service Bureau, and Family Service Agency. The first two agencies are not included in this particular financial request. Ms. Moulton discussed the billing and reporting issues.

Ms. Luxton said that the YESS Program is a good program and addresses what the CMHB wants to accomplish, however this proposal is coming to the Board late in the year. Mr. Wessels asked about the outcomes and Ms. Moulton said that there are outcomes on the APR form included. Hourly fees for the counselor were discussed.

Ms. Luxton suggested that the request be discussed further at the next Finance Committee meeting.

C. Personnel – Executive Director position

The Executive Director position will be discussed in Closed Session.

13. CLOSED SESSION

Mr. Whelan moved to go into Closed Session at 8:53 p.m.; seconded by Dr. Kirts. The motion passed unanimously on a voice vote.

Mr. Whelan moved to go back into Open Session at 9:33 p.m.; seconded by Mr. Wessels. The motion passed unanimously on a voice vote.

No additional business was discussed.

14. ADJOURNMENT - Next Board meeting date: 2/18/13

The meeting was adjourned at 9:33 p.m.

Respectfully submitted,

Cynthia Luxton, President

Kathy Ostdick, Recording Secretary