

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD

MINUTES OF MEETING

March 18, 2013

Approved

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

Board Members -Excused Absence: Thomas Kirts

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 6:30 p.m.

2. AGENDA

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

3. INTRODUCTIONS

Introductions were made.

4. MINUTES

Mr. Whelan moved to approve the minutes of the February 18, 2013 Board meeting; seconded by Ms. Dubin. The motion passed unanimously on a voice vote.

5. COMMUNITY INPUT

Jason Nicol, Executive Director of the DeKalb County Youth Service Bureau, gave the agency 3-year presentation. See notes at the end of the minutes.

6. CORRESPONDENCE AND ANNOUNCEMENTS

The two Eggleston's Pharmacies have been sold to Jewel/Osco, Family Service Agency will be having a Walk to End Child Abuse on 4/20/13, and Safe Passage announced the appointment of Deanna Hacker as Interim Director. Also included was an email from NAMI explaining why they did not apply for a grant to the CMHB plus their flier on Family Supports Groups.

7. FINANCE REPORTS

Ms. Dubin moved to approve the March 2013 agency claims in the amount of \$154,155.99; seconded by Mr. Whelan. The motion passed unanimously on a roll call vote.

Ms. Dubin moved to approve the March 2013 office claims in the amount of \$2,442.64; seconded by Mr. Wessels. The motion passed unanimously on a roll call vote.

8. BOARD MEMBER UPDATES

The monthly activities calendar has been updated and presented to the board members.

Ms. Luxton welcomed the guest that is in attendance at the meeting. She was asking about not-for-profit resources in the community. Ms. Moulton told her that it is located at the DeKalb Library and open to the public.

Ms. Luxton discussed the Ben Gordon Center Living Room Project tour. Ms. Brauer was not able to attend the tour but would like to go another time. Mr. Wessels asked what other activities go on at Reality House during the day and also what happens when the Living Room Project closes for the evening.

An article from Mr. Wessels was included which talked about a “health home” for the mentally ill.

Ms. Luxton presented the final letter of support to the Greater Elgin Family Care Center.

Ms. Luxton suggested that board members may want to attend the ACMHAI quarterly meeting and to let the office know if they do.

Ms. Luxton, Mr. Wessels, and Mr. Schluter would like to tour the Hope Haven Life Skills Training program and will set a date in the near future.

9. OFFICE REPORT

Ms. Moulton provided a list of items that needed tending as the current grant year comes to an end and the new grant year is on the horizon. Ms. Moulton reported that she had informed Mr. Flora of the Ben Gordon Center that the Finance Committee discussed his request to redistribute GY13 funding and felt that due to such a significant change from the original proposal, that it warranted additional information. Ms. Moulton asked Mr. Flora to attend the 4/15/13 Board meeting to discuss the request. Ms. Moulton attended the Open House at Safe Passage on 2/22/13 and reported that the office was reviewing the grant applications in order to assist the Board with clarification. Ms. Ostdick has the majority of the 2012 Annual Report completed and Ms. Moulton is working on the narrative.

10. COMMITTEE REPORTS

Executive Committee:

Ms. Luxton reported that the Executive Committee met on 4/3/13 and had a tour of the Ben Gordon Center Living Room Project. The Committee discussed the strategic plan, the director transition, the monthly activities calendar, and had a closed session.

Finance Committee:

Ms. Dargatz reported that the Finance Committee discussed the Director’s report, the next steps in the GY14 Grant Application process, and the Ben Gordon Center request to redistribute GY13 funding.

Outcomes Committee:

The Outcomes Committee will have their next meeting on 5/1/13.

11. OLD BUSINESS

A. GY14 Grant Application:

GY14 Grant Applications were discussed previously in the meeting.

B. Personnel:

Personnel will be discussed in closed session.

12. NEW BUSINESS

A. DeKalb County Statement of Economic Interest:

Board members that were on the Board in 2012 have received a Statement of Economic Interest that needs to be filled out, signed, and returned to the DeKalb County Board. This was briefly discussed.

13. CLOSED SESSION

Mr. Whelan moved to go into Closed Session at 8:37 p.m.; seconded by Ms. Dubin. The motion passed unanimously on a voice vote.

Mr. Lothson moved to go back into Open Session at 9:05 p.m.; seconded by Mr. Whelan. The motion passed unanimously on a voice vote.

Mr. Whelan moved to give approval to Ms. Luxton to sign the agreement between the Mental Health Board and the new Executive Director; seconded by Mr. Lothson. The motion passed unanimously on a voice vote.

14. ADJOURNMENT - Next Board meeting date: 4/15/13

The meeting was adjourned at 9:06 p.m.

Respectfully submitted,

Cynthia Luxton, President

Kathy Ostdick, Recording Secretary

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD

To: Cindy Luxton, Eileen Dubin, Jane Dargatz, Gary Lothson, Jeff Whelan, Cheryl Brauer, Merlin Wessels, Dick Schluter

From: Donna Moulton, Kathy Ostdick

Date: 3/25/13

Re: Notes from the DeKalb County Youth Service Bureau presentation to the CMHB on 3/18/13 to be included with the 3/18/13 Board meeting minutes (recorded and typed by Kathy Ostdick)

DeKalb County Youth Service Bureau presentation to CMHB 3/18/13

Mr. Jason Nicol, Executive Director of the DeKalb County Youth Service Bureau, gave his agency presentation.

Jason started out by saying that the DeKalb County Youth Service Bureau (YSB) has a mission to assist youth as they build healthy lives and relationships with their families, friends, and community. YSB serves approximately 1,300 to 1,500 DeKalb County residents annually.

Jason shared the history of YSB with the Board. YSB has been in business for 41 years. They started out as a part of the City of DeKalb and quickly moved to one of the first Youth Service Bureau's in the state. From 1971-1978, they were still a department of the City of DeKalb but focused mainly as street outreach counselors. In the late 70's they became a 501c3 with grant funding. Through the 80's they were also a teen drop in center. That is when there started to be a more clinical/professional need for therapy so YSB moved in that direction and that is where they are today.

At the present time, YSB operates with a staff of 9.5 FTEs and a budget of about \$500,000 per year. YSB does a lot of human and family services. The goal is to specialize in youth and adolescent population and more on underlying issues rather than on the large issues such as mental health. YSB does a lot of community presentations to stay involved in the community. YSB serves on a lot of committees that deal with the youth population. YSB also has community programs of their own.

YSB tries to focus on early intervention for youth and adolescent, before they get too far off the path. In terms of adolescent services, YSB deals with primary education all the way up to intensive treatment. They also focus their efforts in secondary prevention and treatment such as counseling and treatment. YSB does not have a psychiatrist on staff but does have a grant from the Mental Health Board to utilize the services of the psychiatrist that serves at Hope Haven.

YSB serves clients from the age of 8-18 and their families. If clients need a higher level of care such as psychiatry or in-patient care, they work with other agencies and professionals.

Schools are YSB's number one referral source and they are heavily involved with them. YSB started school based therapy in the Sycamore schools, KEC, Genoa schools, and are just beginning to add DeKalb schools to the programs. In 2012, YSB served 1,490 clients, most of which were from Sycamore and DeKalb.

The largest parts of their client base are coming in related to school behavior and truancy. Schools tend to be on the front line for coming in contact with kids that need YSB services. 60% of clients have family issues, divorce, abuse, etc. 14% have suicide issues, 11% have self esteem issues.

Referral sources are from schools, court, self and family, and the state's attorney office.

Some trends YSB is seeing are an increase in family issues, mental health issues, and legal issues. YSB has developed a therapist Risk and Prevention guide that is currently under review by several attorneys. This is to increase therapist liability at the agency. Most families require several different therapies. The therapists tend to meet with clients at night and by phone. YSB does not go to client's homes. In-home counseling has its own set of difficulties and safety issues.

YSB offers individual, family, and group counseling, has bilingual services, and offers mental health screenings and evaluation. Group counseling includes the Girls Empowerment Group, Anger & Emotion Management, Parenting Classes, and Drug & Alcohol Prevention. Specialty services include the Alternative to Suspension Program, Court-ordered Youth programs, Youth Volunteerism, After-school programs, Runaway & Locked Out Youth crisis prevention, homeless youth support, and is the fiscal agent for the Local Area Network (LAN). The Alternative to Suspension Program has a 75-80% success rate. YSB has an agreement with the schools where they provide homework assistance so the child does not fall behind in school credit. YSB also has the child do some community service during this suspension time. Ms. Dargatz said that from the school perspective this is an excellent program.

The Court-ordered Youth Program is a diversion program and YSB partners with Juvenile Court Services. This is for first time offenders. The goal for Court Services is to keep them out of the system and the goal for YSB is to get the youth back on track. This is a good partnership. YSB does the initial assessment and determines what services the youth needs. This is not an automatic referral from Court Services. They determine who YSB will be seeing, which is about 150-200 kids per year.

The Volunteer Program is one of the newest programs. This is a youth-lead program where kids get to pick out their own projects in the community. This program is guided by YSB staff. Referrals come from Court Services and also from parents.

The Runaway and Lockout Program has been in practice for quite some time. The Teen Reach Program is administered in Sycamore and the school utilizes YSB to help with their after-school program.

Homeless Youth Program funding is used to purchase supplies for homeless kids that get identified through other agencies or parents. YSB has supplies that they can give like blankets, etc.

The LAN Program used to set aside approximately \$30,000 per year for kids that were at risk for school failure. YSB served as the fiscal agent and on the steering committee. The steering committee would decide which kids could access those funds. DCFS would give about \$20,000 per year and ISEP gave about \$10,000. DCFS pulled out about a year ago and ISEP is likely to pull out this year.

YSB is not accredited but they are monitored by DCFS because of their license.

YSB has been given recognition by several agencies throughout the county. Court Services gave them the "You Make a Difference" award and DCP SAFE has recognized several YSB staff. Sycamore Community Schools and Court Services both wrote very nice critiques about their experience with YSB.

Jason discussed the YSB budget. All audits are currently on file at the CMHB. Each year YSB remains in good standing regarding their financial management per the outside auditor. Each year the auditor indicates one weakness which is in internal control because of who opens mail, who makes bank deposits,

etc. The issue is that YSB has such a small staff who need to multitask. Jason monitors everything and has put in measurers to keep tabs on the issue.

Funding includes 60% grants, 11% private foundations, 4% program fees, 4% contributions, 5% special events, and 5% United Way. According to budget and audit review, YSB averages 10% Administration costs consistently each year. They have maintained this due to low overhead.

YSB has had over 300% growth in clients served in the past 8 years. They had 424 clients in 2004 and 1,490 in 2012. The largest increase has come over the last 4 years, while YSB staffing resources have decreased.

In 2008, YSB saw a 60% staff turnover in a 6 month period. 7 months later, 25% of their budget was eliminated through state funding, resulting in a 47% reduction in workforce and a 30% reduction in programming. A total of 75% of state funding has been eliminated. In response to this, YSB has served more clients with less, managed to maintain a balanced budget, created and launched new marketing plans, fundraising initiatives, outcomes, and statistical tracking. In the last 3 year, YSB has developed and launched 3 new programs, all of which are successful today.

Internally, YSB has gone through the LEAN Program and has become more proficient in efficiency and waste reduction. They have eliminated 11 Excel data basis in an effort to reduce duplication, expedited the intake procedures, restructured Board Committees to align with long term planning and agency needs, and have revised outcomes measuring, tracking, and reporting for more useable program data and less redundancy.

In the past couple of years, YSB has restructured staff, due to the fact that they were management heavy and therapy light. This has been essential due to the significant increase in referrals, higher levels of mental illness and crisis, a higher demand for fundraising efforts, outcomes management, and other related administrative functions. Staff restructuring in stages has allowed YSB to manage growth, while providing additional leadership opportunities within the agency.

YSB has restructured finance procedures, reporting, and budget in alignment with the accountant and auditing firm, to lead to more accurate, accessible, and transparent financial procedures.

YSB has developed and launched a successful new signature event, the Royal Children's Ball.

YSB has developed a strategic plan, the 1st in YSB history with a strong focus on program development, managing to outcomes, location, and sustainable funding. The strategic plan addresses remaining fiscally solvent.

Outcomes showed met and unmet goals which, in turn, have shown YSB where they needed to focus. The average success rate for CMHB funded programs over the past 3 years is 65%.

Jason talked further about their environmental scan used to develop their strategic plan which included the CMHB Community Survey, schools ability to provide services, and the impact of state funding. Also taken into consideration was the consumer satisfaction surveys and collaboration with schools, the police, Safe Passage, Hope Haven, Court Services, NIU, etc.

Jason talked about YSB's Strategic Plan goals and the status after 8 months.

Things that are going well are that YSB is keeping up with client needs, they are growing in stages, they have flexibility to adapt to community needs, they have staff/team cohesiveness, leadership development, and a strong relationship with the Mental Health Board.

Future challenges include securing a new location, maintaining staff levels to meet demand, and state funding being 3-4 months behind in payment.

Future opportunities that YSB is working on are a Youth Emergency Shelter, a new location with room to grow, a DeKalb County nonprofit partnership, relationships with new private donors, and school based counseling.

Some things YSB is working on to meet unexpected challenges include increasing reserves, leadership development, LEAN operations, cross trained staff, and collaboration with other agencies.