

# DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD

## MINUTES OF MEETING

May 20, 2013

Approved

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

Board Members -Excused Absence:

Board Members - Absent:

Other Persons Present:

Office Staff Present: Kathy Osttick

### 1. CALL TO ORDER

The meeting was called to order by the President, Cynthia Luxton, at 6:02 p.m.

### 2. AGENDA

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

### 3. MINUTES

*Mr. Wessels moved to approve the minutes of the April 15, 2013 Board meeting; seconded by Dr. Kirts. The motion passed unanimously on a voice vote.*

### 4. INTRODUCTIONS

Introductions were made.

### 5. COMMUNITY INPUT

Two agencies gave their 3-year presentations; Hope Haven and Adventure Works.

### 6. CORRESPONDENCE AND ANNOUNCEMENTS

Two announcements were included in the binder.

### 7. FINANCE REPORTS

*Ms. Dubin moved to approve the May 2013 agency claims in the amount of \$156,508.62; seconded by Mr. Whelan. The motion passed unanimously on a roll call vote.*

*Ms. Dubin moved to approve the May 2013 office claims in the amount of \$431.66; seconded by Ms. Dargatz. The motion passed unanimously on a roll call vote.*

## 10. BOARD MEMBER UPDATES

Dr. Kirts asked for feed-back from anyone interested in being an officer. Ms. Luxton explained the officer selection process.

## 11. OFFICE REPORT

Ms. Luxton briefly reviewed the Office Report and stated that the Agency Director's Meeting was held on May 15<sup>th</sup>. It was attended by Ms. Luxton, Ms. Brauer, and Ms. Dubin. Ms. Luxton and Ms. Ostdick are working on the levy request letter and the survey for the agencies. Ms. Luxton and Ms. Ostdick have also been reviewing the Ben Gordon Center fee schedule, which will need to be voted on later in this meeting. The office will be closed on Monday 5/27/13. The office will be closed on Friday afternoons for the summer schedule, to accommodate comp-time for office staff. Ms. Luxton and Ms. Ostdick discussed contracts and decided to send them to the State's Attorney's office for review.

## 12. COMMITTEE REPORTS

### Executive Committee:

Ms. Luxton reported that the Executive Committee has been working on the director search, discussed retreat goals, and reviewed the agency survey which is tied in to the levy request letter.

### Finance Committee:

Ms. Dargatz reported that the Finance Committee reviewed the Ben Gordon Center line item request, reviewed the levy request letter, and discussed the grant allocations for GY14.

### Outcomes Committee:

Dr. Kirts reported that the Outcomes Committee met and discussed the current grant year outcomes through December 2012. The next meeting is scheduled for May 29<sup>th</sup>.

## 13. OLD BUSINESS

### A. GY14 Grant Application review and update:

GY14 Grant allocations were discussed and the following allocations were submitted.

<b>Summary of All Programs Funded &amp; Approved for</b>			
<b>GY14</b>			
<b>Agency</b>	<b>Program</b>		<b>GY4 Total Payment</b>
<b>Line Item 8201 - Contributions to Agencies</b>			
Adventure Works	Adventure therapy for at-risk youth		<b>108,700</b>
Ben Gordon Center	Mental Health Services - adult		241,100
	Assertive Community Treatment		108,400
	Emergency Crisis & Screening Program - ECASP		82,000
	Response Line		17,500
	Psychiatry Services		70,300
	Alcohol & Substance Abuse - adult		50,600
	Community Employment Services		34,600
	Mental Health Services - child & adolescent		22,700
	Prevention Services		10,000
	Community Education Services		8,000
	Alcohol & Substance Abuse - child & adolescent		5,200
	<b>BGC Sub-total</b>		<b>650,400</b>
	In-Kind donation (rent)		212,461
	<b>BGC Total</b>		<b>862,861</b>

Children's Home + Aid	Home visit: mental health screenings & support services		11,700
CACDC	Special/emergency Consumer Needs		15,000
DeKalb Co. Sheriff's Dept	Jail Based Services		35,000
DeKalb Co. Youth	Youth and Family Counseling		99,400
Service Bureau	Early Intervention program		43,900
	Youth Project		21,500
	Alternative to Suspension program		20,600
	Fee-for-Service Psychiatry		3,000
	<b>DCYSB Total</b>		<b>188,400</b>
Elder Care Service	Care Coordination program		36,180
	Elder abuse, neglect, and exploit program		17,820
	<b>EC Total</b>		<b>54,000</b>
Epilepsy Foundation of N/C Ill	Epilepsy Services		30,000
Family Service Agency	Senior Mental Health Services		25,000
	General & Underserved counseling scholarship		31,500
	Children's Advocacy Ctr		24,500
	Children's Advocacy Center - Trauma Therapy		25,000
	Fee-for-Service Psychiatry		3,000
	<b>FSA Total Grant &amp; Purchase of Care</b>		<b>109,000</b>
Hope Haven	Emergency shelter		114,500
	Dresser Ct. Housing		15,700
	Life Skills Training Center		200,700
	<b>HH Total</b>		<b>330,900</b>
Open Door	Developmental Training		37,300
	Regular Work		12,500
	<b>OD Total</b>		<b>49,800</b>
Opportunity House	Developmental Training		95,900
	Regular work		25,300
	Supported Employment		22,300
	<b>OH Total</b>		<b>143,500</b>
Safe Passage	Residential/Shelter		22,400
	Crisis Intervention		22,400
	Sexual Assault Services		26,100
	Partner Abuse Intervention Program		49,100
	Enhanced Anger Management		25,000
	<b>SP Total</b>		<b>145,000</b>
Voluntary Action	Transportation		27,000
Center			
	<b>VAC Total</b>		<b>27,000</b>
	<b>Sub-total - Agencies (Sub-total does not include BGC in-kind)</b>		<b>1,898,400</b>

<b>Purchase of Care</b>			
1)	Psych Evals & Med Monitoring (Drug Ct \$6,000)		20,000
2)	Underserved Purchase of Care		10,000
3)	Ind. Care Grant Purchase of Care (Drug Ct \$13,500)		15,000
4)	Medication grant (Drug Ct \$6,000)		45,000
	<b>Sub-Total - Purchase of care</b>		<b>90,000</b>
<b>Sub-Total: Line item 8201</b>		<b>(Total does not include BGC in-kind)</b>	<b>1,988,400</b>
<b>Line Item 8205 - Special Projects</b>			
Children's Com Theatre	NIU - Penguin Project		6,000
<b>Sub-Total: Line item 8205</b>			<b>6,000</b>
<b>TOTAL: Line Items 8201 &amp; 8205</b>			<b>1,994,400</b>

*Mr. Wessels moved to accept the GY14 Grant Allocation recommendations from the Finance Committee as submitted at this Board meeting; seconded by Dr. Kirts. The motion passed unanimously on a roll call vote.*

Fee schedules were discussed.

*Ms. Dargatz moved to leave the GY14 fee schedules for the Ben Gordon Center and the Family Service Agency the same as the GY13 fee schedules for those agencies; seconded by Mr. Whelan. The motion passed unanimously on a roll call vote.*

**B. Personnel:**

Ms. Luxton reported that the Executive Director job posting was closed on 5/3/13. The Executive Committee met and narrowed the applications down to seven from the new group and two from the last group. Questionnaires were sent to the seven from the new group, will need to be returned by 5/30/13, and will be discussed at the next Executive Committee meeting on 6/5/13.

**14. NEW BUSINESS**

**A. Agency request:**

The Ben Gordon Center line item transfer request was discussed. Ms. Luxton drafted a letter to the Ben Gordon Center that will address the decision from this meeting.

*Mr. Lothson moved to pay for the Adult Mental Health program and the Assertive Community Treatment program for billing over the grant amount for GY13; seconded by Mr. Whelan. The motion passed unanimously on a roll call vote.*

**B. Board retreat goals**

Ms. Luxton discussed the July 26 2013 retreat and goals for that day. The retreat will be from 8 am – 1 pm. The Board discussed having a speaker for the first hour and a half that could address board roles. It was also discussed that possibly the second half of the meeting could be dedicated to further strategic planning discussions. The board came to a consensus to move forward with this action.

C. Tax levy

Ms. Luxton and Ms. Ostdick are working on the levy request letter to the county and have sent the yearly survey to the agencies. When the surveys are returned, the findings will be compiled.

**15. CLOSED SESSION**

There was no need for a closed session.

**16. ADJOURNMENT** - Next Board meeting date: 6/17/13

The meeting was adjourned at 9:35 p.m.

Respectfully submitted,

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Cynthia Luxton, President

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Kathy Ostdick, Recording Secretary