

# DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD

## MINUTES OF MEETING

November 18, 2013

Approved

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

Board Members -Excused Absence: Dick Schluter

Board Members - Absent:

Other Persons Present:

Office Staff Present: Sandra Belman, Kathy Ostdick

### 1. CALL TO ORDER

The meeting was called to order by the President, Cynthia Luxton, at 7:07 p.m.

### 2. AGENDA

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

### 3. MINUTES

*Mr. Whelan moved to approve the minutes of the October 21, 2013 Board meeting; seconded by Mr. Lothson. The motion passed unanimously on a voice vote.*

### 4. INTRODUCTIONS

Introductions were not needed.

### 5. COMMUNITY INPUT

No community input.

### 6. CORRESPONDENCE AND ANNOUNCEMENTS

No correspondence or announcement.

### 7. DIRECTOR'S REPORT

Ms. Belman reported that at the 11/6/13 County Budget hearing, the CMHB levy was not discussed.

Agencies are being asked to resubmit their agency survey in the new format by 11/22/13.

RFPs have been received and will be discussed later in this meeting.

Ms. Belman reviewed her meetings and events list and is continuing with orientation by Ms. Luxton.

## **8. FINANCE REPORTS**

*Ms. Dubin moved to approve the November 2013 agency claims in the amount of \$168,741.52; seconded by Mr. Whelan. The motion passed unanimously on a roll call vote.*

*Ms. Dubin moved to approve the November 2013 office claims in the amount of \$679.68; seconded by Mr. Whelan. The motion passed unanimously on a roll call vote.*

## **9. BOARD MEMBER UPDATES**

A. Board member open seat

Mr. Lothson's board position will be open as of 1/1/14.

B. Strategic Plan

The Strategic Plan was reviewed and the Board discussed the next phase. Ms. Belman will look into the Health Department assessment and how it can assist our office.

## **10. COMMITTEE REPORTS**

Executive Committee:

Ms. Luxton reported that the items discussed at the Executive Committee are on this evenings' agenda.

Finance Committee:

Ms. Dargatz reported that the Finance Committee did not meet due to lack of quorum.

Ms. Belman reviewed the Ben Gordon Center billing issue and was instructed by the Board to pay the billings at the Medicaid rate from July 2013 through December 2013. Beginning January 1, 2014, if BGC wants to invoice for this programs, they will need to get approval from the CMHB.

Outcomes Committee:

The Outcomes Committee did not meet this month.

## **11. OLD BUSINESS**

A. County Budget

The County Board will vote on the 2014 County Budget on November 20, 2013.

B. Agency Survey

This was discussed in the Director's Report.

C. RFP 2013

RFP's submitted were discussed in length.

*Dr. Kirts moved to approve the Request for Proposals for 2013 as presented; seconded by Mr. Brauer. The motion passed unanimously on a roll call vote.*

D. Office space

This will be discussed in closed session.

E. Agency 3-Year Presentation review  
The CACDC 3-year presentation recommendation letter was discussed.

*Ms. Dargatz moved to approve the CACDC recommendation letter as presented; seconded by Mr. Whelan. The motion passed unanimously on a voice vote.*

## **12. NEW BUSINESS**

A. Board meeting dates for 2014  
2014 meeting dates were reviewed.

*Mr. Wessels moved to approve the 2014 meeting calendar; seconded by Ms. Brauer. The motion passed unanimously on a voice vote.*

B. Office Holiday schedule  
The Board discussed closing the office on Christmas Eve and New Year's Eve.

*Mr. Lothson moved to close the office on 12/24/13 and 3/31/13; seconded by Mr. Whelan. The motion passed unanimously on a voice vote.*

C. Board logo  
The Board discussed using CMHB instead of DCCHMB on correspondence.

*Ms. Dargatz moved to use CMHB instead of DCCMHB on Board communication; seconded by Mr. Whelan. The motion passed unanimously on a voice vote.*

D. GY15 Grant Application  
The Board discussed several minor changes to the grant application.

*Mr. Lothson moved to approve the GY15 Grant Application as presented; seconded by Ms. Brauer. The motion passed unanimously on a voice vote.*

## **13. CLOSED SESSION**

*Dr. Kirts moved to go into Closed Session at 8:47 p.m.; seconded by Ms. Dubin. The motion passed unanimously on a voice vote.*

*Mr. Whelan moved to go back into Open Session at 9:17 p.m.; seconded by Mr. Wessels. The motion passed unanimously on a voice vote.*

**14. ADJOURNMENT** - Next Board meeting date: 12/16/13 at Fanatico Restaurant at 6:00 pm.

The meeting was adjourned at 9:17 p.m.

Respectfully submitted,

---

Cynthia Luxton, President

---

Kathy Osttick, Recording Secretary