

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD

MINUTES OF MEETING

October 21, 2013

Approved

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

Board Members -Excused Absence: Merlin Wessels, Dick Schluter, Cheryl Brauer

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 6:31 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

Dr. Kirts moved to approve the minutes of the September 23, 2013 Board meeting; seconded by Mr. Lothson. The motion passed unanimously on a voice vote.

4. INTRODUCTIONS

Introductions were not needed.

5. COMMUNITY INPUT

The DeKalb County Drug Court gave their 3-year presentation.

6. CORRESPONDENCE AND ANNOUNCEMENTS

Ms. Luxton and Ms. Belman spoke to Tom Zucker, Executive Director of the Voluntary Action Center, regarding a newspaper article about funding cuts to the Meals On Wheels program. Ms. Luxton clarified the reasoning for the GY14 funding to the agency.

The Drug Court has invited the CMHB to their Graduation Ceremony on December 6th at 6:00 pm to receive a recognition award.

Ms. Belman shared three fliers from the Family Service Agency for fundraisers coming up in the next several months.

7. DIRECTOR'S REPORT

Ms. Belman reported on the Voluntary Action Center newspaper article and the invitation from Drug Court to receive an award.

Ms. Belman reviewed the agency survey, the status of the GY14 RFP and meetings and events that she attended. Ms. Belman completed the Compliance Audit with the CACDC.

Ms. Belman attended a Shelter Plus Care Stakeholder meeting facilitated by the DeKalb Housing Authority. HUD has a new housing initiative called Housing First, which is a new law. This initiative has requirements that both the Ben Gordon Center and Hope Haven sign on with HUD, agreeing that folks living in these residences do not have to be part of a treatment program. So far Hope Haven has signed the contract but not the Ben Gordon Center.

Ms. Belman visited the INC708 Board in Aurora.

Ms. Belman met with Salud Latino, a Division of the Illinois Department of Public Health on equity and diversity in health care. They interviewed Ms. Belman on the needs of the minority population in the community that are not being met. Salud Latino offers workshops and has a particularly good one on cultural diversity, which they said they could present in DeKalb County.

Ms. Belman met with Barry Schrader regarding his concerns regarding mental health issues in the community.

Ms. Belman is continuing her orientation with Ms. Luxton and will be discussing her goals and objectives in closed session.

Ms. Belman has constructed a letter to agencies regarding Medicaid Rule 132 regarding Medicaid being the only payer.

Ms. Belman reported that she has requested additional information from an agency regarding five clients that were denied services. Mr. Wessels requested that when the information is obtained from that agency, it be brought back to the CMHB meeting.

Ms. Dargatz suggested that Ms. Belman attend the Latino Action Group that meets in DeKalb.

8. FINANCE REPORTS

Ms. Dubin moved to approve the October 2013 agency claims in the amount of \$166,776.22; seconded by Mr. Whelan. The motion passed unanimously on a roll call vote.

Ms. Dubin moved to approve the October 2013 office claims in the amount of \$2,854.80; seconded by Mr. Lothson. The motion passed unanimously on a roll call vote.

9. BOARD MEMBER UPDATES

Board members terms were discussed. Three members have terms ending December 31, 2013. Dr. Kirts and Mr. Wessels indicated that they remain interested in serving on the Board. Mr. Lothson advised the Board that he would not be able to serve a second term.

10. COMMITTEE REPORTS

Executive Committee:

Ms. Dargatz reported that items that were discussed at the Executive Committee meeting are on the agenda for this evening.

Finance Committee:

Ms. Dargatz reported that several items discussed during the Finance Committee are on the agenda this evening. The committee is reviewing letterhead and business cards for the office. The committee reviewed the DeKalb County Youth Service Bureau and the Family Service Agency's YESS reports. Ms. Belman sent letters to the two agencies requesting clarification of outcomes. The CACDC 3-Year recommendation letter will be on the Finance Committee agenda for next month. Ms. Belman has joined the Grant Professionals Association.

Outcomes Committee:

Mr. Wessels reported that the Outcomes Committee met and discussed the audit tool that the committee had been working on for some time. Mr. Wessels revised the form and Mr. Schluter has recently provided some recommendations for the form. Discussion took place regarding the use of the form. Mr. Wessels had concerns that the audit template was rather involved and would be too time consuming. He suggested that the template be tweaked to make it more simple and efficient plus make it more standardized across all the agencies.

The committee also discussed Medicaid billing requirements and the need to provide an addendum to the agency contracts.

Mr. Wessels reported that the committee would like to get as much done on the outcomes for the next grant cycle as possible. The committee is asking that the agencies submit outcomes for GY15 so committee members can review them at their next meeting in December. The goal is to have outcomes in line with requirements for the next grant year.

11. OLD BUSINESS

A. County Budget - update

Ms. Belman and Ms. Luxton will be attending the County Finance Committee meeting on November 6th.

B. Agency Survey - update

This was discussed earlier in the meeting. Ms. Belman is working on a new format for the survey.

C. RFP 2013 - update

RFP's are due October 30th.

D. Office space – discussed in closed session

12. NEW BUSINESS

A. Agency proposal

The Adventure Works proposal for reallocation of GY13 RFP dollars was discussed.

Mr. Lothson moved to grant Adventure Works reallocation of unused GY13 RFP dollars in the amount of \$3,492.99; seconded by Mr. Wessels. The motion passed unanimously on a roll call vote.

B. Contract, funding guidelines, and grant application changes

Ms. Belman is working on changes to the contracts and the grant application. Ms. Belman discussed changes made to the funding guidelines.

Mr. Lothson moved to approve the revisions to the Funding Guidelines; seconded by Mr. Schluter. The motion passed unanimously on a voice vote.

C. December meeting and dinner

The December board meeting date and location was discussed. The office will look into several restaurants for suitability with the meeting schedule.

13. CLOSED SESSION

Mr. Lothson moved to go into Closed Session at 8:18 p.m.; seconded by Mr. Whelan. The motion passed unanimously on a voice vote.

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

Dr. Kirts moved to approve the Executive Director's goals; seconded by Mr. Wessels. The motion passed unanimously on a voice vote.

Mr. Lothson moved to close the office the day after Thanksgiving; seconded by Mr. Whelan. The motion passed unanimously on a voice vote.

14. ADJOURNMENT - Next Board meeting date: 11/18/13

The meeting was adjourned at 9:10 p.m.

Respectfully submitted,

Cynthia Luxton, President

Kathy Osttick, Recording Secretary