

# DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD

## MINUTES OF MEETING

August 11, 2014

Board Members Present: Cindy Luxton, Merlin Wessels, Thomas Kirts, Eileen Dubin,  
Jeff Whelan, Donna Schoenfeld

Board Members -Excused Absence: Jane Dargatz, Dick Schluter

Board Members - Absent:

Other Persons Present: Cheryl Brauer

Office Staff Present: Kathy Osttick

### 1. CALL TO ORDER

The meeting was called to order by the Vice-President, Cynthia Luxton, at 6:39 p.m.

### 2. AGENDA

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

### 3. MINUTES

*Ms. Dubin moved to approve the minutes of the July 21, 2014 Board meeting; seconded by Dr. Kirts. The motion passed unanimously on a voice vote.*

### 4. CLOSED SESSION

*Dr. Kirts moved to go into Closed Session at 6:41 pm; seconded by Mr. Whelan. The motion passed unanimously on a voice vote.*

*Mr. Whelan moved to return to Open Session at 7:35 p.m.; seconded by Ms. Dubin. The motion passed unanimously on a voice vote.*

### 5. INTRODUCTIONS

Introductions were not needed.

### 6. COMMUNITY INPUT

No community input.

### 7. CORRESPONDENCE AND ANNOUNCEMENTS

Correspondence was reviewed.

## 8. OFFICE REPORT

The office report was reviewed and discussed.

## 9. FINANCE REPORTS

*Dr. Schoenfeld moved to approve the August 2014 agency claims in the amount of \$156,329.82; seconded by Mr. Whelan. The motion passed unanimously on a roll call vote.*

*Dr. Schoenfeld moved to approve the August 2014 office claims in the amount of \$3,770.34; seconded by Mr. Whelan. The motion passed unanimously on a roll call vote.*

## 10. BOARD MEMBER UPDATES

Ms. Luxton reported that Stephanie Klein, Assistant District Attorney, attended the Executive Committee to discuss the Open Meetings Act. Discussed items were; dialogue between board/committee members and audio/video meeting attendance. Board members were provided with a handout regarding appropriate communication following the Open Meetings Act.

Ms. Dargatz and Ms. Luxton met with Dan Templin of the Community Foundation and discovered an opportunity for collaboration with the DeKalb County Non-Profit Partnership.

Ms. Luxton reported that the Executive Committee met with the Ben Gordon Center Executive Committee to discuss board-to-board concerns with a very productive outcome.

Ms. Luxton discussed the importance of Board members discussing issues with the Board President, Jane Dargatz, if there are questions about Board business.

## 11. COMMITTEE REPORTS

### Executive Committee:

Ms. Luxton reported that all items discussed at the Committee meeting are on the agenda this evening.

### Finance Committee:

Ms. Luxton reported that all items discussed at the Committee meeting are on the agenda this evening.

### Outcomes Committee:

Dr. Kirts reported that the Outcomes Committee met and is working on the new Outcomes Review process for the GY16 outcomes. Ms. Wessels added that the Committee is making positive progress with the new process.

## 12. OLD BUSINESS

### A. GY15 Allocations - update

The Board reviewed the COLA allocations approved for agencies at the July Board meeting. Board members agreed to consider the allocation of additional COLA awards to the remaining grant funded agencies. With discussion, agency awards were identified.

*Dr. Kirts moved to approve a 3% COLA in a lump sum in September to the following agencies; Ben Gordon Center \$17,300, Children's Home + Aid \$750 to be held until contract is finalized, DeKalb County Sheriff's Department \$1,200, Elder Care Services \$1,600, Open Door \$1,500, Opportunity House \$4,300, Safe Passage \$3,600, Voluntary Action Center \$800, and Children's Community Theatre \$300; seconded by Ms. Dubin. The motion passed unanimously on a roll call vote.*

B. GY15 grant allocations – fee for service schedule

The Board discussed fee-for-service rates for the Ben Gordon Center and the Family Service Agency for GY15 and came to an agreement for rates that will be allocated. The Board reviewed both a fee schedule for contractual agreements and a narrative document reviewing the fee schedule.

***Dr. Kirts moved to leave fee-for-service rates for the second quarter of GY15 the same as the GY14 rates and quarters three and four rates be accepted as presented; seconded by Mr. Wessels. The motion passed unanimously on a roll call vote.***

C. Agency Requests – update

The Board reviewed spreadsheets listing the Ben Gordon Center locum charges broken down by provider and funding for May and June. After a lengthy discussion, the Board decided not to award funding to support psychiatric services at this time. Additional reports of locum charges will need to be reviewed for July and August.

D. Community assessment - update

Ms. Luxton discussed the community assessment and options for completing the assessment. Both consultants have been identified as well as exploring the opportunity to collaborate with the Community Foundation on results.

E. Ben Gordon Center 3-Year review

The Board discussed the Ben Gordon Center letter and recommendations from their 3-year review initiated in April, 2014. Members indicated that they were satisfied that the review was thorough and ready for approval to forward to the agency.

***Mr. Wessels moved to accept the Ben Gordon Center 3-year review recommendations; seconded by Ms. Dubin. The motion passed unanimously on a voice vote.***

### **13. NEW BUSINESS**

A. Board Member terms

Ms. Luxton stated that several Board members terms will be ending on December 31, 2014. Ms. Dargatz had sent an email to those members asking if they would be requesting to stay on or would be resigning. Mr. Whelan shared that he may not be staying on. Ms. Dubin said that she spoke to Gary Hanson and a decision does not have to be made at this time. Ms. Luxton stated that she has given Ms. Dargatz her decision.

The Board discussed the request of Ms. Brauer to rescind her resignation from her position as a member of the Board. Given the Board accepted the resignation of Ms. Brauer from the Board at the July Board meeting, it was agreed that the County Board will need to be consulted regarding the reinstatement of Ms. Brauer as a member of the Board. Mr. Whelan agreed to take the request to the administration of the County Board.

***Dr. Kirts moved to recommend to the County Board to reinstate Cheryl Brauer to the Mental Health Board to complete her term; seconded by Mr. Wessels. The motion passed as follows; Dr. Kirts – yes, Mr. Wessels – yes, Ms. Dubin – yes, Mr. Whelan – yes, Ms. Luxton – abstain, Dr. Schoenfeld – abstain.***

B. ED vacancy

The Board discussed the Executive Director vacancy and options for proceeding with the search.

***Mr. Whelan moved to extend the search for an additional 30 days past the 8/11/14 deadline; seconded by Ms. Dubin. The motion passed unanimously on a voice vote.***

***Mr. Whelan moved to explore the option of Bob Keller working with the CMHB regarding the Executive Director search; seconded by Dr. Kirts. The motion passed unanimously on a voice vote.***

C. By-laws

The Board reviewed By-law changes. Clarification was provided regarding questions on the proposed changes. The By-law changes with edits will be prepared for a final review and vote at the next Board meeting. Ms. Dubin noted that the requirements for attendance will make it challenging to gain members willing to serve on committees. Ms. Luxton discussed the need for active participation of Board members and noted that failure to have participation on committees brings other challenges.

**14. ADJOURNMENT - Next Board meeting date: 9/22/14**

The meeting was adjourned at 9:50 p.m.

Respectfully submitted,

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Cynthia Luxton, Vice-President

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Kathy Osttick, Recording Secretary