

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD

MINUTES OF MEETING

February 10, 2014

Approved

Board Members Present: Jane Dargatz, Cindy Luxton, Merlin Wessels, Cheryl Brauer, Dick Schluter

Board Members -Excused Absence: Eileen Dubin, Thomas Kirts, Jeff Whelan

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, Jane Dargatz, at 6:35 p.m.

2. AGENDA

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

3. MINUTES

Ms. Brauer moved to approve the minutes of the January 13, 2014 Board meeting; seconded by Ms. Luxton. The motion passed unanimously on a voice vote.

4. INTRODUCTIONS

Introductions were made.

5. COMMUNITY INPUT

The Epilepsy Foundation gave their 3-Year presentation to the Board.

6. CORRESPONDENCE AND ANNOUNCEMENTS

Nothing to report at this time.

7. DIRECTOR'S REPORT

Ms. Belman provided a link in her Director's Report regarding an Illinois Hospice Executive charged with fraud.

Ms. Belman reported that she has been working with agencies on their GY15 grant applications, particularly with the Ben Gordon Center.

Mr. Schluter has been assisting Ms. Belman with financial data for agency grants.

A bid has been received from Joel Cowen and will be discussed later in the agenda.

Ms. Belman attended the County Department Heads meeting and has included information from that meeting.

Ms. Belman reported that the State Medicaid application process is taking 45-90 days for approval and could mean that some consumers may need medication assistance for that period of time.

8. FINANCE REPORTS

Ms. Luxton moved to approve the February 2014 agency claims in the amount of \$155,889.59; seconded by Mr. Wessels. The motion passed unanimously on a roll call vote.

Ms. Luxton moved to approve the February 2014 office claims in the amount of \$597.18; seconded by Ms. Brauer. The motion passed unanimously on a roll call vote.

9. BOARD MEMBER UPDATES

A. Finance Committee membership

The Board reviewed options for the open Finance Committee membership.

10. COMMITTEE REPORTS

Executive Committee:

Ms. Dargatz reported that the majority of the Executive Committee items discussed are on the agenda this evening or will be discussed in closed session.

Finance Committee:

Ms. Luxton reported that the Finance Committee met on February 3rd and reviewed the progress and work that Mr. Schluter has been doing. Discussed were Drug Court recommendations and getting ready for reviewing GY15 grant applications in March.

Outcomes Committee:

Mr. Wessels reported that the Outcomes Committee reviewed the 1st quarter outcome submissions for the Ben Gordon Center, Voluntary Action Center, and Safe Passage. Also reviewed were the agency audit forms submitted for two agencies. A discussion took place as to how to get information to the committee members ahead of time to make the meetings more effective.

11. OLD BUSINESS

A. Agency 3-Year Presentation review

The Drug Court presentation recommendation letter was completed and presented to the Board for review. The Board discussed the letter in depth.

Ms. Luxton moved to approve the Drug Court 3-Year Presentation letter; seconded by Ms. Brauer. The motion passed unanimously on a voice vote.

B. Community Assessment

Ms. Belman presented a revised bid from Joel Cowen. The Board discussed the bid document and concluded that Mr. Cowen be requested to attend the next Executive Committee meeting for further discussion.

12. NEW BUSINESS

A. Mr. Schluter "Summary Agency Financial Information" (SAFI)

Mr. Schluter presented his spreadsheet listing agency financial information and explained the development process. The Board discussed the advantage of this document during the grant application review process.

B. Contract review/Family Service Agency request

Ms. Belman reported that she is in the process of reviewing the language in our contracts and has obtained contracts from McHenry County and Champaign County for comparison.

Ms. Belman presented a request from the Family Service Agency for a line item reallocation request. The Board reviewed the agency's GY14 funding usage and discussed the request.

Ms. Brauer moved to approve a GY14 line item reallocation of \$15,000 for the Family Service Agency; seconded by Mr. Wessels. The motion passed unanimously on a roll call vote.

C. Policy and procedure review

The Board discussed the need for policies and procedures to be reviewed and an efficient process to accomplish the review.

13. CLOSED SESSION

Mr. Wessels moved to go into closed session at 9:30 p.m.; seconded by Ms. Brauer. The motion passed unanimously on a voice vote.

Mr. Wessels moved to return to open session at 11:00 p.m.; seconded by Mr. Schluter. The motion passed unanimously on a voice vote.

14. ADJOURNMENT - Next Board meeting date: 3/17/14

The meeting was adjourned at 11:01 p.m.

Respectfully submitted,

Jane Dargatz, President

Kathy Ostdick, Recording Secretary