

**DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD**

**MINUTES OF MEETING**

**January 13, 2014**

Approved

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

Board Members -Excused Absence:

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 7:29 p.m.

**2. AGENDA**

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

**3. MINUTES**

*Mr. Whelan moved to approve the minutes of the December 16, 2013 Board meeting; seconded by Mr. Wessels. The motion passed unanimously on a voice vote.*

**4. INTRODUCTIONS**

Introductions were not needed.

**5. COMMUNITY INPUT**

No community input at this time.

**6. CORRESPONDENCE AND ANNOUNCEMENTS**

Nothing to report at this time.

**7. DIRECTOR'S REPORT**

Ms. Belman briefly reviewed an article from Rosecrance regarding their acquisition of the former Advantage Group in Crystal Lake.

The agency request for payment form has been given to the appropriate provider. The Agency Survey compilation is in progress.

A press release for the open Board seat has been placed in the newspaper.

## **8. FINANCE REPORTS**

*Ms. Dubin moved to approve the January 2014 agency claims in the amount of \$166,689.75; seconded by Ms. Luxton. The motion passed unanimously on a roll call vote.*

*Ms. Dubin moved to approve the January 2014 office claims in the amount of \$1,208.79; seconded by Mr. Whelan. The motion passed unanimously on a roll call vote.*

## **9. BOARD MEMBER UPDATES**

### **A. Finance Committee membership**

The open Board seat has left a vacancy on the Finance Committee. The Board discussed options to fill that vacancy.

## **10. COMMITTEE REPORTS**

### Executive Committee:

Ms. Dargatz reported that the Ben Gordon Center has received the ISSSA form. The Executive Committee has requested that claims reporting now include a breakdown of office expenditures. The Committee also discussed the Board open seat, the 2014 calendar, the Strategic Plan, and the pre-meeting discussion on Medicaid clients.

### Finance Committee:

Ms. Luxton reported that Mr. Schluter is analyzing the agency financial reporting. Also discussed was the Drug Court presentation recommendations and the GY15 Grant process.

### Outcomes Committee:

Mr. Wessels reported that the Outcomes Committee reviewed the agency audit of the CACDC and the process that was utilized. Ms. Belman submitted the follow-up form. The Committee started reviewing the first quarter GY14 outcomes.

## **11. OLD BUSINESS**

### **A. Agency 3-Year Presentation review**

The Drug Court presentation recommendation letter is tabled to the next meeting.

### **B. GY15 Grant calendar**

The GY15 grant review timeline was discussed.

## **12. NEW BUSINESS**

### **A. Community Assessment**

A Community Assessment was discussed. Ms. Belman met with Joel Cowen, who was contracted to compile the last Assessment. Mr. Cowen suggested that a shorter Assessment would be appropriate and that leaving out the household survey would be recommended. The Board consensus is to have Ms. Belman request that Mr. Cowen submit a bid for his services.

### **B. Board member vacancy**

The Board discussed the open Board seat and the candidates who have submitted letters of interest.

### **13. CLOSED SESSION**

*Mr. Whelan moved to go into closed session at 8:33 p.m.; seconded by Ms. Luxton. The motion passed unanimously on a voice vote.*

*Mr. Whelan moved to return to open session at 9:26 p.m.; seconded by Ms. Dubin. The motion passed unanimously on a voice vote.*

*Ms. Luxton moved to increase the Administrative Assistants wage by 2.5% retro-active to the anniversary date; seconded by Mr. Whelan. The motion passed unanimously on a roll call vote.*

Ms. Luxton shared a plaque given to the CMHB for support of Drug/DUII Court and for assistance to participants of Drug/DUI Court.

Candidates for the open Board seat were discussed.

*Mr. Whelan moved to approve Donna Schoenfeld for the open Board seat and request appointment from the County Board; seconded by Ms. Brauer. The motion passed unanimously on a voice vote.*

**14. ADJOURNMENT** - Next Board meeting date: 2/10/14

The meeting was adjourned at 9:36 p.m.

Respectfully submitted,

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Jane Dargatz, President

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Kathy Ostdick, Recording Secretary