

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD

MINUTES OF MEETING

March 17, 2014

Approved

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

Board Members -Excused Absence: Thomas Kirts, Donna Schoenfeld

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 7:05 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

Ms. Luxton moved to approve the minutes of the February 10, 2014 Board meeting; seconded by Ms. Luxton. The motion passed unanimously on a voice vote.

4. INTRODUCTIONS

Introductions were not needed.

5. COMMUNITY INPUT

There was no community input.

6. CORRESPONDENCE AND ANNOUNCEMENTS

Nothing to report at this time.

7. DIRECTOR'S REPORT

Ms. Belman reviewed the written Director's report in depth.

8. FINANCE REPORTS

Ms. Dubin moved to approve the March 2014 agency claims in the amount of \$157,339.15; seconded by Ms. Brauer. The motion passed unanimously on a roll call vote.

Ms. Dubin moved to approve the March 2014 office claims in the amount of \$1,375.98; seconded by Mr. Whelan. The motion passed unanimously on a roll call vote.

9. BOARD MEMBER UPDATES

A. Finance Committee membership

Ms. Dargatz volunteered to call Ms. Schoenfeld to discuss the open position on the Finance Committee.

10. COMMITTEE REPORTS

Executive Committee:

Ms. Dargatz reported that most of the items that were discussed in the Executive Committee meeting are on the agenda this evening.

The GY13 Agency survey has been finalized and will be helpful during the grant applications discussions.

The committee also discussed policy and procedure documents and the importance of reviewing them as soon as possible.

Finance Committee:

Ms. Luxton reported that the Finance Committee did not meet because they did not have a quorum. Those attending at the designated time discussed several items.

Ms. Luxton, Mr. Schluter and the staff met on 3/14/14 to review the GY15 grant applications received.

Ms. Luxton, Mr. Schluter, and Ms. Belman met on 3/17/14 to review Epilepsy Foundation paperwork pertaining to their 3-Year presentation.

The committee also reviewed several items on the agenda including the RFP requests and the Ben Gordon Center building appraisal.

Outcomes Committee:

Mr. Wessels reported that the Outcomes Committee did not meet.

11. OLD BUSINESS

A. Community Assessment bid

Ms. Belman presented a revised bid from Joel Cowen. The Board discussed the bid document.

Ms. Luxton moved to accept the Community Assessment bid of \$21,900 from Joel Cowen; seconded by Mr. Whelan. The motion passed unanimously on a roll call vote.

12. NEW BUSINESS

A. GY15 Grant Applications

Ms. Belman reported that all current agencies have submitted grant applications for GY15. There were no new agency submissions. The Board discussed the spreadsheet showing the total dollar amount requested by each agency. Ms. Belman was asked to send an email to all agencies with a warning that the total dollar requested was about half a million over the dollars available.

B. Review closed session minutes

Closed session minutes were reviewed.

Mr. Whelan moved that for the closed session Board meeting minutes for 9/23/13, 10/21/13, 11/18/13, 1/13/14, and 2/10/14, all are approved, all will be posted, and all tapes will be destroyed at the appropriate time; seconded by Ms. Luxton. The motion passed unanimously on a voice vote.

C. RFP Mid-Year Grant under spending – DeKalb County Youth Service Bureau and Opportunity House
The Board discussed that both agencies had small dollar amounts of RFP funding remaining and requested to allocate those dollars to other items.

Ms. Luxton moved that the DeKalb County Youth Service Bureau and Opportunity House could utilize the dollars remaining in the GY14 RFP funds as requested; seconded by Ms. Brauer. The motion passed unanimously on a voice vote.

D. Ben Gordon Center building appraisal

The Ben Gordon Center building appraisal was discussed. Ms. Belman was asked to contact the appraisal firm to ask that some terms and dollar amounts be translated.

E. ISSSA applications

The ISSSA applications and their process were discussed in length. The Board came to the consensus to deny applications after January 1, 2014.

Mr. Schluter asked if the Board meetings could be moved up to 6:30 p.m. on a regular basis.

Mr. Schluter moved to change the Board Meeting starting time to 6:30 p.m.; seconded by Ms. Luxton. The motion passed unanimously on a voice vote.

13. CLOSED SESSION

Mr. Whelan moved to go into closed session at 8:48 p.m.; seconded by Ms. Dubin. The motion passed unanimously on a voice vote.

Ms. Dubin moved to return to open session at 10:02 p.m.; seconded by Mr. Schluter. The motion passed unanimously on a voice vote.

Ms. Luxton moved to approve the Executive Committee to take forward the recommended lease proposal as discussed during closed session; seconded by Ms. Dubin. The motion passed unanimously on a voice vote.

14. ADJOURNMENT - Next Board meeting date: 4/14/14

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

Respectfully submitted,

Jane Dargatz, President

Kathy Osttick, Recording Secretary