

# DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD

## MINUTES OF MEETING

September 22, 2014

Approved

Board Members Present: Cindy Luxton, Thomas Kirts, Eileen Dubin, Dick Schluter,  
Jeff Whelan, Donna Schoenfeld, Cheryl Brauer

Board Members -Excused Absence: Merlin Wessels

Board Members - Absent:

Other Persons Present: Gary Hanson

Office Staff Present: Kathy Ostdick

### 1. CALL TO ORDER

The meeting was called to order by the Vice-President, Cynthia Luxton, at 6:37 p.m.

### 2. AGENDA

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

### 3. CLOSED SESSION

*Ms. Luxton moved to go into Closed session at 6:38 p.m.; seconded by Dr. Schoenfeld. The motion passed unanimously on a voice vote.*

*Ms. Brauer moved to go into Open session at 7:40 p.m.; seconded by Mr. Whelan. The motion passed unanimously on a voice vote.*

Mr. Hanson left the meeting.

### 4. MINUTES

*Dr. Kirts moved to approve the minutes of the August 11, 2014 Board meeting; seconded by Mr. Whelan. The motion passed unanimously on a voice vote.*

### 5. INTRODUCTIONS

Introductions were not needed.

### 6. COMMUNITY INPUT

No community input.

### 7. CORRESPONDENCE AND ANNOUNCEMENTS

Epilepsy Foundation sent an email updating the Board on their activities.

### 8. OFFICE REPORT

The office report was reviewed and discussed.

## 9. FINANCE REPORTS

*Dr. Schoenfeld moved to approve the September 2014 agency claims in the amount of \$161,213.66; seconded by Ms. Dubin. The motion passed unanimously on a roll call vote.*

*Dr. Schoenfeld moved to approve the September 2014 office claims in the amount of \$2,352.97; seconded by Mr. Whelan. The motion passed unanimously on a roll call vote.*

## 10. BOARD MEMBER UPDATES

Ms. Luxton discussed an opportunity from DCNP for a workshop on board training and said that any Board members wanting to attend should call Ms. Ostdick.

Ms. Luxton reported that she had read an article on the Penguin Project. The article stated that CarMax was a contributor but it did not state that the CMHB had contributed.

Mr. Whelan said that he had been informed by two Hope Haven volunteers that the kitchen at Hope Haven was in need of repair. Mr. Whelan asked if the CMHB had given Hope Haven money during the RFP process in the past for kitchen repairs. Ms. Ostdick will check and report back to him.

Ms. Luxton reviewed a list of Board actions that she has worked on and that are currently open.

Ms. Luxton reviewed two documents regarding conflict of interest and suggested that the Board adopt a policy using these documents.

## 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 and has completed the majority of the agencies.

## 12. OLD BUSINESS

### A. GY15 Allocations – update – Children’s Home + Aid

The Children’s Home + Aid revised proposal was discussed and the Outcomes Committee suggestions for changes in outcomes were shared with the Board. The Outcomes Committee has suggested that they utilize the outcomes changes starting with their reports for GY15.

*Ms. Brauer moved to accept the revised Children’s Home + Aid proposal for GY15; seconded by Richard Schluter. The motion passed unanimously on a voice vote.*

### B. GY15 grant allocations – fee for service schedule - narrative

Ms. Luxton reviewed the fee-for-service narrative that she developed.

*Dr. Kirts moved to accept the fee-for-service narrative as presented; seconded by Ms. Dubin. The motion passed unanimously on a voice vote.*

### C. Agency Requests – Family Service Agency and Ben Gordon Center

Family Service Agency has started the process of becoming a Medicaid provider. They have asked for financial assistance with becoming accredited, which is a requirement in the Medicaid application. Ms. Luxton met with Dave Miller to discuss the entire process. Mr. Miller submitted a timeline along with the request letter. Ms. Luxton wrote a letter to FSA which stating needed additional information for the CMHB. When all information is received, this item will be brought back to the Board.

Ben Gordon Center request for financial support for locums was discussed. Ms. Ostdick presented the locum billing. The Board agreed to hold the July locum dollar amount and revisit after receiving August and September locum billing. At that time, reimbursement for a “general psychiatric initiative” will be discussed.

### D. By-laws

The Board discussed By-law changes in detail. Dr. Kirts suggested that our Board review by-laws from other boards.

***Dr. Kirts moved to amend Article III by adding D2, amend Article IV by changing C2, amend Article V: Committees by adding it in entirety, amend all remaining Article numbers in sequence, amend Article VI: Meetings by adding E, amend Article VII: Voting by changing D; seconded by Mr. Whelan. The motion passed as follows: Mr. Whelan yes, Ms. Brauer yes, Ms. Dubin yes, Ms. Luxton no, Mr. Schluter yes, Dr. Schoenfeld no. The motion passed by a majority vote.***

### E. Board member terms

The Board discussed current Board member terms. Ms. Luxton asked Ms. Ostdick to post in the media that there will be Board vacancies. Ms. Luxton reported that Board seats that are or will be vacant are Ms. Dargatz, Ms. Luxton, and Dr. Schoenfeld.

Ms. Dargatz’s resignation was discussed and has been accepted.

### F. ED vacancy

The Executive Director position will be discussed in closed session.

## 13. NEW BUSINESS

### A. Ben Gordon Center roof

The Board has been notified that there is a leak in the Ben Gordon Center roof. Estimates for repair were reviewed.

***Dr. Kirts moved to accept the estimate for roof repair by SW Roofing; seconded by Ms. Brauer. The motion passed unanimously on a roll call vote.***

### B. CBHA membership

Ms. Luxton discussed an opportunity to join the Community Behavioral Healthcare Association which is similar to ACMHAI.

***Ms. Brauer moved to join the Community Behavioral Healthcare Association for \$371; seconded by Mr. Schluter. The motion passed unanimously on a roll call vote.***

C. Closed session minutes review

Past approved closed session minutes that need a motion to destroy were discussed:

***Dr. Schoenfeld moved to destroy tapes approved on 7/21/08; seconded by Mr. Whelan. The motion passed unanimously on a voice vote.***

***Mr. Whelan moved to destroy tapes approved on 7/18/11; seconded by Ms. Dubin. The motion passed unanimously on a voice vote.***

Current closed session minutes that need approval were discussed.

***Ms. Brauer moved that for the closed session Board meeting minutes for 3/17/14, 4/24/14, 5/19/14, 6/16/14, 7/21/14, and 8/11/14, all are approved, all will not be posted, and all tapes will be destroyed at the appropriate time; seconded by Mr. Whelan. The motion passed unanimously on a voice vote.***

**14. CLOSED SESSION**

***Dr. Schoenfeld moved to go into Closed session at 9:34p.m.; seconded by Mr. Whelan. The motion passed unanimously on a voice vote.***

***Dr. Schoenfeld moved to go into Open session at 10:17 p.m.; seconded by Mr. Whelan. The motion passed unanimously on a voice vote.***

**15. ADJOURNMENT - Next Board meeting date: 10/20/14**

The meeting was adjourned at 10:17 p.m.

Respectfully submitted,

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Dr. Schoenfeld, Secretary

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Kathy Ostdick, Recording Secretary