

# DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD

## MINUTES OF MEETING

December 14, 2015

Approved

Board Members Present: Chuck Rose, Dick Schluter, Merlin Wessels, Marilyn Stromborg, Diane Leifheit, Andi Andree, Jane Olson, Jerry Helland

Board Members - Absent:

Other Persons Present: Thomas Kirts

Office Staff Present: Deanna Cada, Kathy Ostdick

### 1. CALL TO ORDER

The meeting was called to order by the President, Charles G. Rose, at 6:30 PM.

### 2. AGENDA

*Ms. Andree moved to approve the agenda; seconded by Ms. Leifheit. The motion passed unanimously on a voice vote.*

### 3. MINUTES

*Ms. Olson moved to approve the minutes of the November 16, 2015 Board meeting; seconded by Dr. Stromborg. The motion passed unanimously on a voice vote.*

### 4. ANNOUNCEMENTS

None

### 5. DIRECTOR'S REPORT

Ms. Cada reported that she attended a meeting to discuss the feasibility of a Boys and Girls Club starting up in the county.

Ms. Cada and Ms. Ostdick visited the Rosecrance Ware Center in Rockford to tour their Triage Program and Crisis Bed Program.

Ms. Cada reported that the Mental Health Coordinating Council Summit had almost 70 participants and was hugely successful.

Ms. Cada and Mr. Helland attended the ACMHAI Quarterly Meeting in Chicago.

Ms. Cada reported that a press release has been sent to the newspaper regarding the open board seat. The office has received one letter of interest to date.

Ms. Cada reported that the final levy dollars for 2015 have been received. The shortfall was only approximately \$6,500 which is the lowest shortfall in the last 6 years.

Mr. Wessels asked Ms. Cada about the status of the Fairdale recovery. Ms. Cada replied that recovery is going great and that a lot of construction has taken place recently. Some of the residents have reported feeling depressed again due to holiday issues. The One Year Anniversary planning will start soon.

## **6. COMMUNITY INPUT**

Thomas Kirts expressed his opinion of the activities surrounding the letter to the Illinois Health Facilities and Services Review Board.

## **7. FINANCE REPORTS**

*Mr. Schluter moved to approve the December 2015 agency claims in the amount of \$162,559.35; seconded by Dr. Stromborg. The motion passed unanimously on a roll call vote.*

*Mr. Helland moved to approve the December 2015 office claims in the amount of \$1,103.76; seconded by Ms. Andree. The motion passed unanimously on a roll call vote.*

## **8. OUTCOMES COMMITTEE**

Ms. Olson reported that the Outcomes Committee met to discuss the mission statement. Dr. Alicia Schatteman facilitated the meeting and the Committee arrived at the following statement:

*“Through leadership and funding, the DeKalb County Community Mental Health Board supports access to high quality behavioral healthcare services for DeKalb County residents.”*

*Mr. Helland moved to adopt the new mission statement as follows: “Through leadership and funding, the DeKalb County Community Mental Health Board supports access to high quality behavioral healthcare services for DeKalb County residents”; seconded by Mr. Rose. The motion passed unanimously on a voice vote.*

## **9. FINANCE COMMITTEE**

### **A. Safe Passage Request**

Mr. Schluter reported that the Safe Passage request has been rescinded. The State has freed up dollars for some service agencies and Safe Passage should be receiving funds shortly. They will keep the Board informed.

Mr. Schluter discussed setting aside dollars for Safe Passage in case they were to still have a shortfall. The Board discussed the issue and decided to put this on hold.

### **B. Ben Gordon Center Funding Issue**

The Ben Gordon Center discovered overbilling on their part with a reported total of \$31,401.95. Discussion took place as to how to handle this overbilling.

*Mr. Schluter moved that the Ben Gordon Center return any and all double billing dollars equaling approximately \$31,000; seconded by Dr. Stromborg. The motion passed unanimously on a roll call vote.*

### **C. Unallocated/Reserve Funds**

Mr. Schluter reviewed the unallocated reserve funds.

## 10. OLD BUSINESS

There was no old business.

## 11. PRESIDENT'S UPDATE

Mr. Rose reported to the Board that when a letter is to be sent on behalf of the Board, it must be "in total" before it is voted on. Mr. Rose and Ms. Cada will discuss the appropriate mechanism for this.

The letter that was written to the Illinois Health Facilities and Services Review Board was constructed in violation of the Open Meetings Act. Mr. Rose took responsibility for that violation and has self-reported such to the State's Attorney's Office who will write a letter in response to the Mental Health Board.

Barry Schrader and the Citizen's For Better Mental Health Care in DeKalb County have written a letter to the editor of the Chronicle regarding the Mental Health Board letter to the Illinois Health Facilities and Services Board and they have gone to the County Board Chair to ask that Mr. Rose be terminated. Barry Schrader has also contacted the State's Attorney's Office requesting to bring criminal charges against Mr. Rose.

## 12. NEW BUSINESS

### A. Appointment of Vice-President

***Mr. Rose moved to appoint Mr. Helland as Vice President; seconded by Dr. Stromborg. The motion passed unanimously on a voice vote.***

### B. Appointment to Committees

Mr. Rose reported that Dr. Stromborg has agreed to be on the Outcomes Committee. Mr. Wessels agreed to chair the Outcomes Committee.

Mr. Rose appointed Mr. Wessels as Chair of the Outcomes Committee.

Mr. Schluter shared that he talked to Mr. Helland about being on the Finance Committee. Mr. Helland agreed to join the Committee as interim.

### C. FY2016 Budget

The 2016 budget was discussed.

***Mr. Schluter moved to approve the 2016 Community Mental Health Board budget as presented; seconded by Mr. Rose. The motion passed unanimously on a roll call vote.***

### D. Amendment to By-Laws

Amendments to the By-Laws were discussed. These changes will be voted on at the next Board meeting.

### E. Conflict of Interest Statements

Ms. Cada asked the Board members to review the Conflict of Interest Statement and to sign and return the Conflict of Interest Statement prior to the Executive Committee meeting on 1/11/16.

### F. Performance Review – Executive Director Tool

Mr. Rose shared the Executive Director Evaluation Tool and asked Board members to fill out the form and return to the office.

Mr. Rose also discussed Ms. Cada's contract expiring on 1/5/16 and requested that her contract be extended until 1/25/16.

***Dr. Stromborg moved to extend the Executive Director's Contract until 1/31/16; seconded by Mr. Helland. The motion passed unanimously on a voice vote.***

G. Performance Review – Administrative Assistant – Closed Session

***Mr. Rose moved to go into Closed Session at 8:02 pm; seconded by Ms. Olson. The motion passed unanimously on a voice vote.***

***Dr. Stromborg moved to go back into Open Session at 8:08 pm; seconded by Mr. Schluter. The motion passed unanimously on a voice vote.***

***Mr. Rose moved to give the Administrative Assistant a 4% increase retroactive to the anniversary date of 12/12/15; seconded by Dr. Stromborg. The motion passed unanimously on a roll call vote.***

**13. ADJOURNMENT** - Next Board meeting date: 1/25/16

The meeting was adjourned at 8:10 p.m.

Respectfully submitted,

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Charles G. Rose, President

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Kathy Ostdick, Recording Secretary