

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD
MINUTES OF MEETING
October 21, 2019

Approved

Board Members Present: Jane Smith, Meghan Cook, Robert Cook,
Sue Plote, Jennie Geltz

Board Members - Absent: Jerald Helland, Marilyn Stromborg, Laurie Emmer

Other Persons Present:

Office Staff Present: Deanna Cada, Kathy Ostdick

1. Call to Order

The meeting was called to order by the Vice President, Marilyn Stromborg, at 6:30 PM.

2. Agenda

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

3. Minutes

Ms. Plote moved to approve the minutes of the 9/23/19 Board meeting; seconded by Ms. Cook. The motion passed unanimously on a voice vote.

4. Presentation

There were no presentations at this time.

5. Announcements

Ms. Cada shared with the Board that she had received an email from a relative of Mr. Schluter who would like to make a donation to the Mental Health Board. The Board discussed ideas for a memorial to Mr. Schluter and the relative's donation could be combined with the Board's memorial.

6. Director's Report

Ms. Cada told the Board that the Family Service Agency will be having an Open House on Monday 10/28/19 from 5 – 7 pm. Ms. Cada has had a tour of the new facility and recommends that Board members attend the Open House to see the new setting.

Ms. Cada told the Board that the ACMHAI December quarterly meeting will be in Chicago on 12/5/19 and 12/6/19. The topic is legislative changes in mental health and legalizing marijuana. Any Board members that wish to attend, please let Ms. Cada know.

Ms. Cada informed the Board that the Suicide Intervention/Prevention/Postvention Ad Hoc Committee that was formed has been on hold. The Committee will start to meet after the 1st of the year. The Board is hosting a "Safe Talk" Training this month. Mr. Helland is signed up to attend.

Ms. Cada talked to the Board about the coordinator position for Juvenile Justice Trauma informed services. The Mental Health Board had earmarked approximately \$23,000 for this position. The DeKalb County Health Department is training all of their staff to be trauma informed. Ms. Cada worked with the Health Department to secure Tony Telleru for this training initiative. The trainer's services are capped at \$10,000 and the CMHB will be the funder.

The Juvenile Justice Committee is now under the umbrella of the County State's Attorney's Office.

7. Community Input

There was no community input.

8. Finance Reports

Ms. Cook moved to approve the October 2019 agency claims in the amount of \$198,575.19; seconded by Ms. Plote. The motion passed unanimously on a roll call vote.

Ms. Plote moved to approve the October 2019 office claims in the amount of \$4,895.11; seconded by Mr. Cook. The motion passed unanimously on a roll call vote.

9. Executive Committee

A. Grant Application and Process Updates

Ms. Cada informed the Board that she and Ms. Ostdick have been participating in the on-line grant training process.

B. 2020 Meeting Dates – for informational purposes

Ms. Cada shared the Board and Committee meeting dates for 2020 with the Board.

C. Executive Director and Administrative Assistant Performance Reviews

Ms. Cada discussed the performance review process with the Board. Ms. Cada is in charge of Ms. Ostdick's review and the Board is in charge of Ms. Cada's review. The performance review form was given to the Board members and they were asked to return Ms. Cada's review to the office by November 18, 2019.

10. Finance Committee

A. October Claims Approval

Claims were discussed under Finance Reports.

B. Internal Loan Date

Ms. Cada informed the Board of the County rationale and the timeline for the County borrowing \$1M from the Mental Health Board. The Board discussed this in length.

Ms. Smith moved to approve the loan to the DeKalb County Government for \$1M and future internal County borrowing will need approval from the Mental Health Board before transferring funds out of any of the CMHB accounts; seconded by Ms. Geltz. The motion passed unanimously on a roll call vote.

C. Committee Date/Members

Finance Committee membership will be discussed at the next Finance Committee meeting. Mr. Schluter's position will need to be filled. Ms. Cook has a conflict with the Monday dates.

11. Outcomes Committee

The Outcomes Committee met on October 16th. Ms. Smith, Outcomes Committee Chair, informed the Board that they had hoped several people from NIU would be available to give presentations. However, their situations have changed and they are now unavailable. Ms. Smith said the main topic discussed was the mission of the committee and rebranding the committee. Ms. Smith said several good ideas were discussed and they will continue discussion at the next meeting.

12. Old Business

A. Agency Site Visit Procedure

Ms. Smith shared that this topic was discussed at the last Board meeting but that a solution had not been reached. The Board came to the conclusion that setting up just visits to the facilities of our funded agencies might be acceptable. Board members could let Ms. Cada know if there are agencies that Board members wish to visit. Ms. Cada could then discuss with agencies if there were days and times that a visit could be set up. Ms. Cada will write up a procedure for requesting a site visit.

B. Agency Status Update: Epilepsy Foundation, YSB, & Gracie Center

Ms. Cada discussed the status of three agencies:

- DeKalb County Youth Service Bureau – the Executive Director has not left her position yet. The DCYSB Board has met with Ms. Cada, Dan Templin of the Community Foundation, and Tom Matea of the Robert’s Foundation Board, both separately and together, for their suggestions on moving forward.
- Gracie Center – Ms. Cada has been trying to contact Gracie Center. She was informed that Gene Heinsohn has been appointed Executive Director of Gracie Center. According to the Mental Health Board Contract, Gracie Center needs to contact our office when there are significant staff changes. Ms. Cada will continue to try to contact Gracie Center.
- Epilepsy Foundation – Ms. Cada was informed from the Treasurer of the Epilepsy Foundation Board that the Rockford office is closed. This means that the DeKalb office now is not working under a 501c3. Ms. Cada has met with Veronica Garcia-Martinez from the DeKalb office and they have discussed combining with another agency to continue services through this grant year. Ms. Cada and Ms. Garcia-Martinez met with Bob Shipman, Executive Director of Opportunity House, to discuss taking on the Epilepsy Foundation DeKalb office for the remainder of the grant year. Mr. Shipman was open to the idea and they are looking into the possibilities. The DeKalb office lease was with the Rockford office so that is being changed to reflect the DeKalb office only. The DeKalb office rent is being paid for several months by a concerned DeKalb County citizen. If our Board is agreeable, the office would forward the remaining Epilepsy Foundation funds, including the \$8,000 emergency funding that was voted on previously, to Opportunity House. This gives the Epilepsy Foundation time to look for another Epilepsy organization to fall under. The Board agreed to have Ms. Cada proceed as she sees fit.

C. 3 Year and 1 Year Annual Plan Update

Ms. Cada discussed several priorities.

- CIT Training - Ms. Cada reminded the Board that approximately \$60,000 was allocated to CIT Training for police department overtime. Covering overtime cost was not the only problem that arose. Ms. Cada recommends that the Board tweak the grant to allow the police departments to apply for anything having to do with things that came out of the strategic plan from the Bureau of Justice Grant. The Board agreed with Ms. Cada.

- 0-7 Priority – Ms. Cada told the Board that she is taking a deep dive into the needs of this population. Ms. Cada has been talking to Stacie French-Reynolds, consultant for the project, regarding focus groups which will begin on November 21, 2019. The Visual Artist that will be mapping out the results of the focus groups has suggested that scenarios be used instead of parents telling their stories.

13. New Business

There was no new business at this time.

14. Adjournment

The next meeting will be 11/18/19 starting at 6:30 pm.

The meeting adjourned at 8:01 pm.

Respectfully submitted,

Jane Smith, Secretary

Kathy Ostdick, Recording Secretary