

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD
MINUTES OF MEETING
November 18, 2019

Approved

Board Members Present: Jerald Helland, Jane Smith, Meghan Cook, Robert Cook,
Sue Plote, Jennie Geltz, Marilyn Stromborg, Laurie Emmer

Board Members - Absent:

Other Persons Present: Joel Ledbetter

Office Staff Present: Deanna Cada, Kathy Ostidick

1. Call to Order

The meeting was called to order by the President, Jerald Helland at 6:30 PM.

2. Agenda

Dr. Stromborg moved to approve the agenda; seconded by Ms. Emmer. The motion passed unanimously on a voice vote.

3. Minutes

Dr. Stromborg moved to approve the minutes of the 10/21/19 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

There were no announcements at this time.

6. Director's Report

Ms. Cada told the Board that we hosted a Youth Mental Health 1st Aid training on Saturday. This was presented by Project Seth.

Ms. Cada told the Board about Joel Ledbetter's accomplishments while with the CMHB.

Ms. Cada is helping the City of DeKalb and DeKalb County with the census.

The December ACMHAI meeting will be here in Illinois on 12/5/19 and 12/6/19. Ms. Cada and Ms. Plote are scheduled to attend. Any other Board members wishing to go should call Ms. Cada.

Ms. Cada informed the Board that we had an Agency Director's Meeting on 12/14/19 that went well. On-line grant making and contract review was discussed.

Ms. Cada informed the Board that Foundant training is going well. Ms. Cada is still building the application. We purchased additional services after working with the program. It became apparent that we needed the copy grant information feature and the branching feature. Ms. Cada had informed the Finance Committee of the purchase. December 16th is the “go live” date.

Ms. Cada asked the Board for feedback for Nancy Mullen from Youth Outlook who needs people for a mission tour. Ms. Cada will look into setting a date at the beginning of next year for the tour.

7. Community Input

There was no community input.

8. Finance Reports

Dr. Stromborg asked Ms. Cada if she would check with the State’s Attorney’s Office for the legality of the County borrowing from the Mental Health Board fund. Ms. Cada will take care of that this week.

Dr. Stromborg moved to approve the November 2019 agency claims in the amount of \$217,116.48; seconded by Ms. Cook. The motion passed unanimously on a roll call vote.

Dr. Stromborg moved to approve the November 2019 office claims in the amount of \$1,485.70; seconded by Ms. Plote. The motion passed unanimously on a roll call vote.

9. Executive Committee

A. Dick Schluter Memorial ideas

The Board discussed the ideas presented for a memorial for Mr. Schluter. The Board came to the consensus that #3 was the one they liked the most. That idea is to establish an award for annual recognition of a funded agency that best demonstrates financial proficiency.

B. Agency Site Visit procedures

The Board discussed the Agency Site Visit policy.

Mr. Helland moved to approve the Agency Site Visit Policy; seconded by Dr. Stromborg. The motion passed unanimously on a voice vote.

C. Change in meeting day – Executive /Finance Committee

Ms. Cada informed the Board that the Executive Committee and Finance Committee have moved their meeting date from the 1st Monday to the 1st Tuesday of the month.

10. Finance Committee

A. Agency Updates

i. Epilepsy Services – New Contract

Epilepsy Services in DeKalb County are now going through Opportunity House for the remainder of GY20. New contracts have been issued and signed.

ii. DeKalb County Youth Services Bureau

Ms. Hulst, current Executive Director who will be leaving DCYSB, called Ms. Cada to inform her of the new Director that was just hired.

iii. The Gracie Center

Gracie Center staff met with Community Gardens. Gracie Center will be merging with Community Gardens.

B. One Year/Three Year Plan Update

i. Services provided by NIU Public Health

Ms. Cada discussed the 0-7 year old initiative with Courtney Hughes of NIU. She offered to do the analysis of the focus group.

Ms. Plote moved to approve the services of Courtney Hughes, NIU Professor, for analysis of the 0-7 year old initiative in the amount of \$2,500; seconded by Ms. Smith. The motion passed unanimously on a roll call vote.

The Mental Health Board will also need to provide food for the focus groups and transportation and babysitting, if necessary. The Board discussed giving Subway Gift Cards to focus group participants and agreed that it was a good idea.

ii. Mental Health/Law Enforcement Grant Program

Ms. Cada reminded the Board that the training and over-time dollars for police officers to participate in the Mental Health/Law Enforcement grant program have not been used. A new law enforcement grant is being developed by Ms. Cada and Mr. Ledbetter.

C. Northwestern Medicine request

Ms. Volk, Executive Director of the Ben Gordon Center, has submitted a request for salary dollars. That request has been withdrawn.

11. Outcomes Committee

Ms. Cada will be talking to Dr. Schatteman to utilize her services on 12/4/19 from 5-6 pm at the Outcomes Committee meeting.

12. Old Business

A. Closed Session – Personnel Action

Ms. Smith moved to go into Closed Session at 7:20 pm; seconded by Ms. Cook. The motion passed unanimously on a voice vote.

The Board came back into Open Session at 7:45 pm.

Ms. Cook moved to approve delaying the evaluation for Ms. Cada to the next Board meeting, having Ms. Ostdick email a copy of Ms. Cada's last year's evaluation to all Board members, and all Board members will fill out the evaluation form for Ms. Cada for this year and send them to Ms. Ostdick by 12/2/19; seconded by Ms. Plote. The motion passed unanimously on a voice vote.

Ms. Cook move to give Ms. Ostdick a 2% Cost of Living plus 2% merit increase, for a total of 4%, effective on her anniversary date of 12/12/19; seconded by Ms. Smith. The motion passed unanimously on a roll call vote.

13. New Business

A. Approve closed session minutes for 11/19/18, 2/4/19, and 3/18/19

The Board discussed closed session minutes needing approval.

Ms. Plote moved that for the closed session Board meeting minutes for 11/19/18, 2/4/19, and 3/18/19, all are approved, all will be posted, and all tapes will be destroyed at the appropriate time; seconded by Ms. Cook. The motion passed unanimously on a voice vote.

14. Adjournment

The next meeting will be 12/17/19 starting at 6:00 pm at Taxco Restaurant in Sycamore.

The meeting adjourned at 7:53 pm.

Respectfully submitted,

Jerald Helland, President

Kathy Osttick, Recording Secretary