

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD
EXECUTIVE COMMITTEE
MINUTES OF MEETING

April 6, 2010

Approved

Committee Members Present: Cynthia Luxton, John Rogalin, Donna Schoenfeld

Staff Present: Kathy Ostdick

Other Persons Present: None

1. CALL TO ORDER

Ms. Luxton called the meeting to order at 7:15 a.m.

2. AGENDA

The agenda was approved by consensus.

3. MINUTES

Mr. Rogalin moved to approve the minutes; seconded by Ms. Schoenfeld. The motion passed on a voice vote.

4. OFFICE REPORT

Ms. Ostdick reported that at the last Agency Director's meeting, she asked the Directors what they were doing to address staff burn-out. The Hope Haven Director reported that she and their board actively address this with small incentives such as \$5 ice cream certificates, tickets, praise, etc. The Gordon Center also reported that they have a program where the board takes employees to lunch when appropriate.

Ms. Ostdick also reported that she had gotten quotes for two different copiers. Also, Ms. Ostdick would like to go to an Administrative Assistant conference in Rockford on April 29th. The committee agreed.

5. OPEN BOARD SEAT

Mr. Rogalin suggested that this item be put on the Board meeting agenda.

6. EXECUTIVE DIRECTOR POSITION

The candidate has accepted the position. The full Board must vote on the agreement that Ms. Luxton discussed with the candidate. If the Board does vote to accept the agreement at the 4/19/10 meeting, the candidate will begin work on 4/20/10.

The committee agreed that an open house for the candidate on 4/23/10 from 3:00 pm to 5:00 pm would be appropriate.

Ms. Luxton also discussed a review of the office personnel policy. Ms. Ostdick will add this item to the board meeting agenda and email copies of the current policy to the committee.

7. RETREAT

Ms. Ostdick will check Kishwaukee College and the Genoa Country Club for facilities. Times for the retreat will be 8:00 am to 1:00 pm with breakfast and lunch included. Ms. Luxton will contact Mike Mastroianni to facilitate again.

8. STRATEGIC PLANNING GOALS

Ms. Luxton volunteered to keep track of issues to be discussed at the retreat.

9. APPROVAL OF BOARD MEETING AGENDA

The Board Meeting Agenda was discussed and approved.

Mr. Rogalin moved to approve the board meeting agenda draft; seconded by Ms. Schoenfeld. The motion passed unanimously on a voice vote.

10. DATE OF NEXT MEETING: 5/4/10

11. ADJOURNMENT

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

Respectfully submitted,

Cynthia Luxton, President

Kathy Ostdick, Recording Secretary