

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD
EXECUTIVE COMMITTEE
MINUTES OF MEETING

May 3, 2010

Approved

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

Staff Present: Mark Parrish, Kathy Ostlick

Other Persons Present: None

1. CALL TO ORDER

Mr. Rogalin called the meeting to order at 6:15 p.m.

2. AGENDA

The agenda was approved by consensus.

3. MINUTES

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

4. OFFICE REPORT

Mr. Parrish reported on three of his goals. One goal is to meet with each agency head to discuss funding. The second goal is to meet with community leaders to re establish name recognition. The third goal is to meet with superintendents of schools to talk to counselors and nurses. Also Mr. Parrish would like to contact big box leaders to discuss donations. Mr. Parrish also discussed an idea to meet with city and township leaders to discuss asking for donations from citizens. Ms. Luxton suggested that city mayors would be the best contacts. Mr. Parrish asked if he could proceed with establishing a logo for the Board. Ms. Luxton suggested that we may want to present this along with a mental health week-type event or along with the schools and maybe the school art instructors.

Mr. Parrish asked about the progress in a mental health website and was thinking about contacting NIU to discuss class projects. Ms. Luxton said that the committee had looked into this previously and that Ms. Ostlick should give Mr. Parrish the information gathered for his review.

Mr. Parrish also asked about cell phones for the office staff. Mr. Rogalin stated that having cell phones for the staff is standard. Ms. Schoenfeld said that under the new FOIA laws, it is helpful to have your personal and professional phones separate in case of subpoena. Ms. Luxton told Mr. Parrish to proceed.

Ms. Ostlick reported that the office has received the Elder Care Services monthly reports that were in arrears. Ms. Ostlick also reported that the new copier is ordered and will be delivered 5/24/10.

5. RETREAT

Ms. Ostlick will visit several sites for the retreat and finalize the facility soon. Ms. Luxton will finalize with the facilitator.

6. PERSONNEL POLICY

Ms. Luxton proposed that she and Mr. Parrish will review the policy in the near future and make recommendations to bring back to the Committee.

7. STRATEGIC PLAN

Mr. Rogalin suggested that Mr. Parrish review the plan and make any suggestions he thought were appropriate. The Strategic Plan will be discussed at the retreat.

8. APPROVAL OF BOARD MEETING AGENDA

The Board Meeting Agenda was discussed, revised, and approved.

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

9. DATE OF NEXT MEETING: 6/8/10 at 7:00 a.m.

11. ADJOURNMENT

The meeting was adjourned at 6:59 p.m.

Respectfully submitted,

Cynthia Luxton, President

Kathy Ostdick, Recording Secretary