

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD
EXECUTIVE COMMITTEE
MINUTES OF MEETING

December 7, 2010

Approved

Committee Members Present: Cynthia Luxton, John Rogalin, Ken Ritchie

Staff Present: Mark Parrish, Kathy Ostlick

Other Persons Present:

1. CALL TO ORDER

Ms. Luxton called the meeting to order at 8:56 a.m.

2. AGENDA

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

3. MINUTES

Mr. Rogalin moved to approve the amended minutes of the November meeting; seconded by Rev. Ritchie. The motion passed unanimously on a voice vote.

4. DIRECTOR'S REPORT

Mr. Parrish reported that the engineering firm that did the inspection of the Ben Gordon Center in 2007 has submitted a quote for \$750 to update their review. The Finance Committee has suggested that Mr. Parrish move forward with this project.

Mr. Parrish also attended an ACMHAI meeting in Springfield. Making changes to the Community Mental Health Act was discussed. Among things discussed were language changes for Cook 708 boards.

5. GY12 GRANT APPLICATION REVIEW

This was discussed in the Finance Committee meeting. Mr. Parrish reviewed the discussion. The corrected packet will be presented at the board meeting.

6. TRAININGS

A. Outcomes Training - Sharon Mills

The evaluation tally was reviewed at the Outcomes Committee meeting. Mr. Parrish discussed the document and said he felt that the participants did not ask enough questions. Ms. Luxton said that the workshop encompassed a lot and some of the agencies are further along than others, so some were more clear on what was being presented. Mr. Rogalin was concerned that 11 participants thought that Ms. Mills did not convey her thoughts clear enough. Ms. Luxton said again that some of the agencies had been dealing with outcomes longer and had a better understanding of the process.

Rev. Ritchie suggested that we really look at the items that were on the tally under the topic of other trainings or topics they would like to see the Mental Health Board address. Ms. Luxton felt that this was our to-do list. Mr. Parrish said that he is going to ask the board to come to a quarterly agency directors meeting to discuss the board's goals and objectives with the directors. Ms. Luxton said that at the training, several people came up to board members and said they appreciated that the members were in attendance.

B. Budget Training - Bob Keller

This was discussed in the Finance Committee meeting. Mr. Parrish said he was waiting for the contract to come back. Ms. Luxton said she would sign it when Mr. Parrish receives it. Ms. Luxton suggested that Mr. Parrish send out a save-the-date email to the agencies.

7. AGENCY REPORTING MODEL - Director recommendations to the board for approval

These two forms were discussed at both the Outcomes Committee and Finance Committee meetings. Changes have been made and the final product will be presented at the board meeting.

8. BOARD PERSONNEL POLICY - tabled

9. STRATEGIC PLAN - Recommendations inclusive of Community Assessment

Mr. Parrish reported that he had sent his changes to board members for their review by email. To date, he has only heard from one board member. Ms. Luxton suggested that the committee and Mr. Parrish take a step back with this document and reassess the intention. Ms. Luxton said that it is the board's intent for Mr. Parrish to assess one or two of the Community Assessment priorities and decide how to address these priorities utilizing the strategic plan. Ms. Luxton went on to say that Mr. Parrish should be the leader, or the facilitator. The doer part for Mr. Parrish would be leading and looking at ways to facilitate implementation through the agencies. Mr. Rogalin gave the example: pick one of the seven priorities, and he used the last one that is developing a group home for the DD population that are living at home and whose parents are getting older. How would the board address that? First identify resources for development, get start-up costs, funding for on-going support, identify the population that could utilize this home, etc. This is what the plan should be about, how to do all those things. Mr. Rogalin went on to say that he would like to see how Mr. Parrish would think this should work, who would do what.

Ms. Luxton said she believes that Mr. Parrish's project right now is to go back to the full Community Assessment, read it, and review how that item came to be a priority. That should give Mr. Parrish direction as to where to go. There is a lot of data in the assessment that is not specifically in the seven priorities.

Rev. Ritchie said he believed that this gives Mr. Parrish the opportunity for leadership on how we can meet this outcome through the agencies in the community. We do not need to re-invent the wheel. The example Rev. Ritchie had is the first priority; achieve an effective information and referral system. How is that going to occur? In our goals, we have discussed supporting a structure for community service providers. Bringing those two together, board leadership would be to encourage this community of providers that already exists and challenging them to meet this priority. Ms. Luxton suggested that maybe our board could have the U of I people come to a directors meeting to give a presentation on a topic.

Rev. Ritchie said that we have two great documents; the seven priorities from the Community Assessment and our strategic plan. Rev. Ritchie went on to say that as a board member he would like to know how the strategic plan is going to solve the seven priorities.

Ms. Luxton said that Mr. Parrish is the person that has the full-time commitment to working on this issue. The board is here to advise, to support, to set policy and to make final decisions. It takes time to go through the documents and talk to people. But the board needs Mr. Parrish to come back with recommendations as to where the board should go.

Rev. Ritchie said that he thinks of this in a specific order; the board governs, the director leads, and the staff manages. In this setting, the staff is the agencies. The agencies are the doers. Mr. Parrish's role is to lead, to guide.

Ms. Luxton also suggested that Mr. Parrish call any of the Executive Committee members for clarification if needed. Ms. Luxton said that the committee would report this discussion to the rest of the board, that there has been some redirection, and that Mr. Parrish will follow-up in January.

10. 2011 MEETING DATES

Mr. Parrish said he is in favor of leaving the schedule as in past years and giving the Executive Committee the authority to pre-approve the claims before they are submitted with the full board which will still make the motion for approval. The committee agreed and suggested that a statement be added to the Financial Policy.

Rev. Ritchie moved to recommend the meeting dates with the board meetings on the third Monday of the month; seconded by Mr. Rogalin. The motion passes unanimously on a voice vote.

11. OFFICE AND DIRECTOR'S SCHEDULE

Ms. Luxton discussed the vacation dates that Mr. Parrish presented. The committee agreed that the days off that he requested will be fine. A related issue will be discussed in closed session. Mr. Parrish said that he and Ms. Ostdick have worked out a days off schedule for the Christmas holiday so that the office will be covered.

12. APPROVAL OF BOARD MEETING AGENDA

The committee discussed the board meeting agenda for the shortened meeting on 12/13/10.

Rev. Ritchie moved to approve the agenda; seconded by Mr. Rogalin. The motion passed unanimously on a voice vote.

13. CLOSED SESSION

Mr. Rogalin moved to go into Closed Session at 10:03 a.m.; seconded by Rev. Ritchie. The motion passed unanimously on a voice vote.

Rev. Ritchie moved to return to Open Session at 11:03 a.m.; seconded by Mr. Rogalin. The motion passed unanimously on a voice vote.

14. DATE OF NEXT MEETING: 1/4/11 at 8:30 a.m.

15. ADJOURNMENT

The meeting was adjourned at 11:04 a.m.

Respectfully submitted,

Cynthia Luxton, President

Kathy Ostdick, Recording Secretary