

**DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD**

**FINANCE COMMITTEE**

**MINUTES OF MEETING**

**December 7, 2010**

Approved

**Committee Members Present:** John Rogalin, Cynthia Luxton, Thomas Kirts, Gary Lothson

**Other Persons Present:** None

**Office staff:** Mark Parrish, Kathy Ostdick

**1. CALL TO ORDER**

Mr. Rogalin called the meeting to order at 7:35 a.m.

**2. AGENDA APPROVAL**

*Dr. Kirts moved to approve the agenda as amended; seconded by Mr. Lothson. The motion passed unanimously on a voice vote.*

**3. MINUTES**

*Mr. Lothson moved to approve the minutes as amended; seconded by Dr. Kirts. The motion passed unanimously on a voice vote.*

**4. DIRECTOR'S REPORT**

Mr. Parrish presented the quarterly reporting form and the supporting letter. This form had been discussed in the Outcomes Committee and changes were made. Mr. Parrish had emailed these documents to the board members. Ms. Luxton stated that she thought the format that was suggested by the Outcomes Committee was good and presented suggestions for the examples.

Mr. Parrish reported that Safe Passage had paid back the last \$6,000 owed on their loan. Mr. Rogalin asked if they have paid the interest also. Mr. Parrish reported that they had not as of yet. Mr. Rogalin stated that the interest is part of the contract. Mr. Parrish said that he would send an email to Safe Passage with the amount. Ms. Luxton asked if there was any interest in waiving the interest. A discussion followed. Mr. Lothson said he would be in favor of waiving the interest. Dr. Kirts said he leaned toward having them pay the interest.

*Mr. Lothson moved to recommend waiving the interest payment from Safe Passage.*

After discussion, Mr. Lothson withdrew the motion.

**5. BGC WALK-THROUGH**

Mr. Parrish reported that he had contacted the engineering consultants that had done the first inspection of the Gordon Center. They forwarded a quote to Mr. Parrish for \$750 to update the first report. Mr. Parrish had asked them to be specific as to life expectancy of the items. Mr. Rogalin said that the question is functionality.

*Dr. Kirts moved to recommend to the full board to approve the \$750 cost to update the BGC engineering consultation report; seconded by Mr. Lothson. The motion passed unanimously on a voice vote.*

#### **6. REVISE 2011 BUDGET AND TAX LEVY UP-DATE**

Ms. Luxton reported that she had spoken to Mr. Rose and that he had written a letter to the board regarding the levy issue summation and included his invoice. He had sent those documents to the office the day after the county board meeting but they have not been received as of today. Mr. Rose will submit another letter and invoice. Ms. Luxton suggested that Mr. Rose attend the January or February board meeting to summarize the entire levy issue.

Our budget that had been approved in August now needs to be revised due to the levy changes. A revised budget which excluded \$88,000 was discussed. All line items were discussed and changes were suggested.

*Ms. Luxton moved to recommend the revised budget to the full board; seconded by Dr. Kirts. The motion passed unanimously on a voice vote.*

#### **7. GY12 APPLICATION**

Mr. Rogalin discussed the Ben Gordon Center miscellaneous category reporting and said that we do not provide a format and that they provide their own form. Ms. Luxton said that on our APR form it says that the agencies should provide line item detail and we may need to revise the instructions. After discussion, it was agreed to change the APR form instructions to make it clear that all line item details have to be attached. Ms. Luxton suggested several changes to the letter that goes out with the grant application packet. Changes will be made and the final application packet will be presented to the full board at the 12/13/10 meeting.

#### **8. FSA INDIVIDUAL CARE GRANT REQUEST**

David Miller, Executive Director of Family Service Agency, is requesting additional funds for the Individual Care Grant. FSA has seen a large increase in cases that this grant could assist but the funding has run out. After discussion, the Finance Committee has asked Mr. Parrish to convey to Mr. Miller to request funds on a case by case basis, similar to the case in November. Ms. Luxton also suggested that regarding the issue of patients needing out of county services, Mr. Parrish could present the issue at the next agency director's meeting to see if there is interest from other agencies to assist.

#### **9. EPILEPSY FOUNDATION PRESENTATION FROM 9/20/10 BOARD MEETING**

The committee decided that this topic should be discussed in length at another meeting. Mr. Rogalin asked Mr. Parrish to follow up with Epilepsy Foundation as to the purpose of the document that they sent to us.

#### **10. BOB KELLER - FINANCIAL MANAGEMENT TRAINING**

The budget training is scheduled for 2/3/11.

#### **11. STRATEGIC PLAN - RECOMMENDATIONS INCLUSIVE OF COMMUNITY ASSESSMENT**

Tabled

**12. DATE OF NEXT MEETING:** 1/4/11 at 7:30 a.m.

**13. ADJOURNMENT**

The meeting was adjourned at 8:45 a.m.

Respectfully submitted,

---

John Rogalin, Chair

---

Kathy Ostdick, Recording Secretary