

**DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD**  
**EXECUTIVE COMMITTEE**  
**MINUTES OF MEETING**

**May 3, 2011**

**Approved**

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

**Staff Present:** Kathy Ostdick

**Other Persons Present:** None

**1. CALL TO ORDER**

Ms. Luxton called the meeting to order at 8:54 a.m.

**2. AGENDA**

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

**3. MINUTES**

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

**4. OFFICE REPORT**

Ms. Luxton reported that the office worked on meeting date changes. Ms. Ostdick submitted a written report of several minor items.

**5. CLAIMS REVIEW**

*Rev. Ritchie moved to approve the agency claims for May 2011 in the amount of \$137,787.66; seconded by Mr. Rogalin. The motion passed unanimously on a roll call vote.*

*Rev. Ritchie moved to approve the office claims for May 2011 in the amount of \$35,129.33; seconded by Mr. Rogalin. The motion passed unanimously on a roll call vote.*

Ms. Luxton suggested that since there will be Executive committee meetings in June and July, Ms. Ostdick should send the claims review chart to the committee electronically for consent approval.

**6. BOB KELLER - UPDATE**

Ms. Luxton reported that Bob Keller has followed through with paperwork and will continue to keep in contact with Ms. Luxton.

## **7. BEHAVIORAL HEALTHCARE TASKFORCE FINAL REPORT - LETTER**

Ms. Luxton reported that Ms. Dubin has shown interest to form a group to work on this issue.

## **8. GURLER STREET APARTMENT ISSUE**

Ms. Luxton does not have a report back from the regional director's office at this time and will be following up. Ms. Ostdick shared that Gurler Street apartments now have on-site Gordon Center staff overnights and weekends and it has been reported that there will be someone on-site and available all hours that Reality House is closed.

## **9. SUMMER CALENDAR – SCHEDULING RETREAT, ETC.**

The summer calendar was discussed during the office report.

## **10. AGENCY DIRECTORS MEETING**

Ms. Luxton reported that she, Rev. Ritchie and Ms. Ostdick met with the agency directors. Ms. Luxton talked about the executive director position, the behavioral healthcare taskforce report, and a brief update on the grant process. All of the agency directors gave a brief overview of happenings within their agencies. The directors said that in the future they would like to talk about how we prioritize and collaborate. There is the issue out there about children being abused and the Family Service Agency brought up the topic of other agencies also focusing on this issue. The group showed interest in talking about this at the next meeting. Ms. Luxton also asked Also, Mr. Flora said that it might be helpful to meet more frequently. The next meeting is scheduled for June 9<sup>th</sup>.

## **11. BY-LAW REVIEW**

The committee reviewed the by-laws and it is their recommendation to the full board to accept as is.

## **12. NEXT MEETING DATE CHANGE**

This was discussed during the office report and the next meeting date is June 16, 2011.

## **13. OFFICE CELL PHONES**

Ms. Ostdick reported that the office cell phone contract has been cancelled. Ms. Luxton said this would also be discussed in closed session.

## **14. APPROVAL OF BOARD MEETING AGENDA**

The board meeting agenda was discussed.

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

## **15. CLOSED SESSION - PERSONNEL**

*Mr. Rogalin moved to go into Closed session at 9:54 a.m.; seconded by Rev. Ritchie. The motion passed unanimously on a voice vote.*

*Mr. Rogalin moved to go back into Open session at 10:09 a.m.; seconded by Rev. Ritchie. The motion passed unanimously on a voice vote.*

**16. DATE OF NEXT MEETING:** 6/16/11 at 8:30 a.m.

**17. ADJOURNMENT**

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

Respectfully submitted,

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Cynthia Luxton, President

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Kathy Ostdick, Recording Secretary