

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD
EXECUTIVE COMMITTEE
MINUTES OF MEETING

November 1, 2011

Approved

Committee Members Present: Cynthia Luxton, Ken Ritchie, Eileen Dubin

Staff Present: Donna Moulton, Kathy Ostdick

Other Persons Present: None

1. CALL TO ORDER

Ms. Luxton called the meeting to order at 9:00 a.m.

2. AGENDA

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

3. MINUTES

Ms. Dubin moved to approve the 9/26/11 minutes; seconded by Rev. Ritchie. The motion passed unanimously on a voice vote.

4. OFFICE REPORT

Ms. Moulton said that Ms. Ostdick would like to sign up with the Fred Pryor Learning Series again this year. The Rewards Program offers unlimited workshops for one year for \$199. The committee agreed that this is a good investment. Ms. Moulton said that the Chronicle called her regarding the levy appeal decision and she briefly told them the outcome. Ms. Moulton graduated and is now a Certified Public Manager.

Ms. Moulton also discussed the Agency Director's meeting that was held on 10/20/11. Ms. Luxton said it was an interesting meeting and that several of the directors discussed the new Sycamore Community Schools project.

5. CLAIMS REVIEW

Rev. Ritchie moved to approve the agency claims in the amount of \$140,153.36; seconded by Ms. Dubin. The motion passed on a roll call vote.

Rev. Ritchie moved to approve the office claims in the amount of \$479.01; seconded by Ms. Dubin. The motion passed on a roll call vote.

6. COMPLAINTS – Follow-up on outstanding issues

Ms. Moulton noted additional information to a complaint from last month.

7. REVIEW FUNDING GUIDELINES & WAIVER

The committee discussed the funding guidelines and the waiver information received from Bob Keller. Ms. Luxton brought funding guidelines from several other 708 boards and said she reviewed them and that some of the areas should be looked at to incorporate into our document. After discussion, it was decided that Ms. Moulton, Ms. Ostdick and Ms. Luxton will develop a draft for review by the committee.

8. TAX LEVY – Final recommendations going to County Finance Committee

Ms. Moulton shared that the County Finance committee meets on 11/2/11 with a public hearing before the meeting. Ms. Luxton and Ms. Moulton will attend these two meetings and also the County Board meeting on 11/16/11.

9. ACMHAI MEMBERSHIP

ACMHAI membership was discussed. Ms. Moulton and Ms. Ostdick will be visiting the INC708 Board office on 11/14/11. Jerry Murphy is the INC708 Executive Director and President of ACMHAI. Ms. Moulton and Ms. Ostdick will discuss fees with Mr. Murphy. Also, Ms. Moulton and Ms. Ostdick will attend the ACMHAI quarterly meeting in December and discuss the strategic plan of the association.

10. CMHB MEETING CALENDAR

Several date changes were suggested. Ms. Ostdick will make the changes and send a revised schedule to all board members today for their review.

11. NEW BOARD MEMBERSHIP

The office received nine letters of interest. The committee reviewed each letter and will interview five of the candidates. Ms. Moulton and Ms. Ostdick will set up appointments on 11/8/11 between the hours of 3:00 pm and 6:00 pm.

12. GY13 GRANT APPLICATION

This was discussed in the Finance committee meeting.

13. APPROVAL OF BOARD MEETING AGENDA – 11/21/11

The board meeting agenda was discussed.

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

14. CLOSED SESSION - PERSONNEL

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

Rev. Ritchie moved to go back into Open Session at 11:00 a.m.; seconded by Ms. Dubin. The motion passed unanimously on a voice vote.

15. DATE OF NEXT EXECUTIVE COMMITTEE MEETING: 12/6/11 at 8:30 a.m.

16. ADJOURNMENT

The meeting was adjourned at 10:45 a.m.

Respectfully submitted,

Cynthia Luxton, President

Kathy Ostdick, Recording Secretary