

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD
FINANCE COMMITTEE
MINUTES OF MEETING
February 8, 2011

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 7:34 a.m.

2. AGENDA APPROVAL

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

3. MINUTES

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

4. DIRECTOR'S REPORT

Mr. Parrish reported that the inspection of the Ben Gordon Center HVAC will take place tomorrow and he is hopeful that the report will be finished by 2/21/11. Mr. Parrish also reported that his schedule is Monday through Thursday. Ms. Luxton said that this should be discussed in the closed session. Mr. Rogalin said that it was his understanding that the work schedule was Monday through Friday but that they would talk about that in closed session as Ms. Luxton stated.

5. FINAL PAYMENT OF INTEREST FROM SAFE PASSAGE

Mr. Parrish said that a copy of their final payment was included in this packet and that he had sent a thank you letter.

6. SCHEDULE FOR REVIEW OF GRANTS

The grant review process timeline was discussed. After discussing dates with all committee members, it was decided to schedule a work session on 3/15/11 at 6:00 p.m., with dinner to be served at 5:30 p.m. The Ben Gordon Center will be the presenter at the 3/14/11 board meeting and the committee suggested that they be postponed to the May board meeting. Possible hearing dates will be 3/28 & 3/29. Mr. Parrish was asked to email the board members with the dates.

7. CACDC FUNDING FOR GY11

The CACDC has requested an additional \$5,000 for their award program. Use of the dollars was discussed. Mr. Rogalin asked for more information about the number of clients receiving awards and whether or not they were repeat recipients.

Mr. Lothson moved to recommend to the board to grant an additional \$5,000 to the Consumer Advocacy Council of DeKalb County for GY11; seconded by Dr. Kirts. The motion passed unanimously on a voice vote.

8. 2010 COUNTY TAX RECEIPT AND SHORTFALL

The FY10 county tax and interest shortfall was presented for information only. We do not need to make adjustments because we did not go over budget.

9. BOB KELLER - BUDGET TRAINING

Mr. Parrish stated that the training went very well. All of the attendees said that they enjoyed the workshop. Ms. Luxton suggested that the board may want to extend individual consulting sessions by Bob Keller to any agencies that were interested. Mr. Parrish said that several have already shown interest. Ms. Luxton cited several examples of strategies that Bob Keller gave to the agencies that could be of financial help.

Ms. Luxton also suggested that after the grant cycle, the board have Mr. Keller review what we require of our funded agencies in terms of their budgets. Mr. Keller told Ms. Luxton that he was surprised that we were not doing more fee-for-service. We have had questions about the agencies we fund and Ms. Luxton believes that Mr. Keller could give us good insight.

Mr. Rogalin suggested that Mr. Parrish contact Mr. Keller to see what his availability is for consulting. Mr. Keller had suggested that phone consultation works well. Ms. Luxton also suggested that Mr. Keller may be able to come up for the day or half day and then schedule several appointments with agencies.

Mr. Rogalin suggested that Mr. Parrish give the board a proposal.

10. EPILEPSY FOUNDATION PRESENTATION - LETTER & RECOMMENDATIONS

Mr. Parrish presented a letter to the Epilepsy foundation and a report of their services. Mr. Parrish suggested in the letter that no funding be given for GY12 and the reasons are spelled out in the report. Ms. Luxton added that GY10 Epilepsy Foundation's grant amount was \$33,488 and that GY11's amount was \$24,875, so they had a reduction for this current grant year. Ms. Luxton said she is concerned that they do not have a strategic plan and they still are not comfortable with outcomes. Ms. Luxton suggested that better documentation of the clientele they serve would be helpful and wondered if their clients could qualify for our Medication Grant.

Dr. Kirts said that his concern is the pro-bono work from their neurologist. Also he would like to know the kind of salaries that their executives make.

Ms. Luxton suggested that a template be established for a follow-up letter for all agencies presenting. Mr. Rogalin said that timeliness of a response for future presentations should be considered. Before the letter goes out, Ms. Luxton suggested that Mr. Parrish add that Epilepsy Foundation needs their own strategic plan, the need to demonstrate that they are addressing outcomes and accountability in terms of their grant applications, that they continue to document DD clients, provide demographics for our board in terms of diagnosis of their clients, and pursue availability of emergency funding for medications.

Dr. Kirts pointed out that it is difficult to tease out the DD from the Epilepsy and whether or not they have DD or Mental Health problems, they still have Epilepsy to deal with.

Regarding the letter that Mr. Parrish wrote to the Epilepsy Foundation, Mr. Rogalin suggested that the CMHB requested information from above be added to the letter. The letter can then be presented to the full board at their 2/21/11 meeting for approval.

11. DATE OF NEXT MEETING: 3/1/11 AT 7:30 A.M.

12. ADJOURNMENT

The meeting was adjourned at 8:34 a.m.

Respectfully submitted,

John Rogalin, Chair

Kathy Ostdick, Recording Secretary