

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

**April 3, 2012**

**Approved**

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

**Staff Present:** Donna Moulton, Kathy Ostlick

**Other Persons Present:** None

**1. CALL TO ORDER**

Ms. Luxton called the meeting to order at 9:08 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 minutes; seconded by Rev. Ritchie. The motion passed unanimously on a voice vote.*

**4. OFFICE REPORT**

Ms. Moulton reviewed the submitted office report and clarified the Administrative Assistant's goal process. Ms. Moulton produced the draft of the 2011 Annual Report and asked about the process to write the office report section of that report. Ms. Luxton suggested that Ms. Moulton write the office report and bring a draft of that document to the next Executive Committee meeting. The 2011 Annual Report will be distributed to the Health & Human Services Committee in June and then to the full County Board at their meeting in June.

Ms. Moulton discussed the responses from other 708 Boards when asked if they had legal representation on retainer.

Ms. Moulton reviewed responses from ACMHAI members when asked for references for strategic planning facilitators. The committee discussed several references and has made a suggestion to further look into one in particular. Ms. Luxton suggested that the office contact Joel Cowen to see if he would be interested in discussing the project.

## **5. CLAIMS REVIEW**

*Ms. Dubin moved to approve the agency claims in the amount of \$147,080.44; seconded by Rev. Ritchie. The motion passed on a roll call vote.*

*Ms. Dubin moved to approve the office claims in the amount of \$515.71; seconded by Rev. Ritchie. The motion passed on a roll call vote.*

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

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.*

**7. DATE OF NEXT EXECUTIVE COMMITTEE MEETING:** Tentatively 5/10/12 at 8:30 a.m.

## **15. ADJOURNMENT**

The meeting was adjourned at 9:34 a.m.

Respectfully submitted,

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Cynthia Luxton, President

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Kathy Ostdick, Recording Secretary