

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

**December 28, 2012**

**Approved**

**Committee Members Present:** Cynthia Luxton, Eileen Dubin, Jane Dargatz

**Staff Present:** Kathy Ostdick

**Other Persons Present:** Bob Keller

**1. CALL TO ORDER**

Ms. Luxton called the meeting to order at 10:48 a.m.

**2. AGENDA**

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

**3. CLOSED SESSION**

*Ms. Dargatz moved to go into Closed Session at 10:49 a.m. with Executive Committee members, Ms. Luxton, Ms. Dargatz, Ms. Dubin and Consultant, Mr. Keller; seconded by Ms. Dubin. The motion passed unanimously on a voice vote.*

**4. RETURN TO OPEN SESSION**

*Ms. Dargatz moved to return to Open Session at 1:16 p.m.; seconded by Ms. Dubin. The motion passed unanimously on a voice vote.*

**5. APPROVAL OF PROCEDURE FOR SEMIFINALIST APPLICANTS**

The second phase will include fifteen candidates selected by the Executive Committee and those candidates will receive packets including an application. The Committee will meet on 1/21/13 to review the submissions from the fifteen candidates plus the scoring from Mr. Keller.

*Ms. Dargatz moved that the Executive Committee accept the fifteen candidates selected to move to the next phase of the Executive Director search process; seconded by Ms. Dubin. The motion passed unanimously on a voice vote.*

**6. ADJOURNMENT**

The meeting was adjourned at 1:20 p.m.

Respectfully submitted,

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Cynthia Luxton, President

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Kathy Ostdick, Recording Secretary