

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

**February 7, 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 8:45 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**

*Rev. Ritchie moved to approve the 12/6/11 minutes; seconded by Ms. Dubin. The motion passed unanimously on a voice vote.*

**4. OFFICE REPORT**

Ms. Moulton reported that she has worked on the Voluntary Action Center and Opportunity House recommendation letters and the Finance Committee has recommended they be brought forward to the full board. Ms. Moulton has also spoken to Elder Care and Family Service Agency about their upcoming presentations. The Agency Directors meeting is Thursday 2/16/12 at 8:00 a.m. and the Executive Committee is invited. Also, information was received from ACMHAI regarding a legislative committee meeting and Ms. Moulton will attend to obtain more information about ACMHAI. Ms. Moulton attended an IEMA meeting with the county.

Ms. Moulton also reported that she facilitated a meeting between the Executive Directors from Elder Care and Family Service Agency. A collaboration between the two agencies emerged and they will be meeting regularly to discuss services and shared clients.

Ms. Moulton also met with the Veterans Commission who is starting a group to deal with returning vets and mental health issues.

## **5. CLAIMS REVIEW**

*Ms. Dubin moved to approve the agency claims in the amount of \$147,141.59; seconded by Rev. Ritchie. The motion passed on a roll call vote.*

*Ms. Dubin moved to approve the office claims in the amount of \$11,304.98; seconded by Rev. Ritchie. The motion passed on a roll call vote.*

## **6. COMPLAINTS – Follow-up on outstanding issues**

No complaints were received in January.

## **7. REVIEW FUNDING GUIDELINES**

Funding guidelines will be discussed with the Agency Directors at the next Agency Directors meeting. Ms. Luxton reported to the committee that the office is now receiving agency minutes.

## **8. POLICY FOR APPROVAL OF CLOSED SESSION MINUTES**

No policy needed. Closed session board minutes will be reviewed at board meetings and committee closed sessions will be reviewed at committee meetings.

## **9. POLICY FOR BOARD MINUTES – RECORDS REQUIREMENTS**

Ms. Luxton asked for clarification as to what is posted regarding meeting minutes and what original meeting materials are retained. Ms. Ostdick said that the entire original meeting packet with original signatures is stored in a fire-proof cabinet and must be kept indefinitely according to the Springfield Records Commission. Minutes posted on line are the minutes only.

## **10. OPEN MEETINGS ACT – TRAINING**

Ms. Luxton said that the board members need to take the Open Meetings Act training and asked if they could come in to the office to do that. Ms. Moulton and Ms. Ostdick can make arrangements to be available if and when board members would like to do so.

## **11. STRATEGIC PLAN AND ANNUAL PLAN - 2013**

Ms. Luxton informed the committee that our strategic plan is due to be reviewed and this can be started at our retreat this summer. The Board also needs to start work on the one and three year plans.

## **12. APPROVAL OF BOARD MEETING AGENDA – 2/20/12**

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.*

**13. CLOSED SESSION:**

*Rev. Ritchie moved to go into Closed Session at 9:20 a.m.; seconded by Ms. Dubin. The motion passed unanimously on a voice vote.*

*Rev. Ritchie moved to return to Open Session at 9:53 a.m.; seconded by Ms. Dubin. The motion passed unanimously on a voice vote.*

**14. DATE OF NEXT EXECUTIVE COMMITTEE MEETING:** 3/6/12 at 8:30 a.m.

**15. ADJOURNMENT**

The meeting was adjourned at 9:55 a.m.

Respectfully submitted,

---

Cynthia Luxton, President

---

Kathy Ostdick, Recording Secretary