

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

**March 6, 2012**

**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**

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

**3. MINUTES**

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

**4. OFFICE REPORT**

Ms. Moulton reported that she attended an ACMHAI Legislative meeting and also met with Lt. Klein from the jail. Ms. Moulton also met with Youth Outlook and Youth Service Providers. Ms. Moulton is gathering referrals for a strategic planning facilitator. Ms. Moulton and Ms. Ostdick are starting to plan for the annual report and will be working on Ms. Ostdick's goals.

**5. CLAIMS REVIEW**

*Ms. Dubin moved to approve the agency claims in the amount of \$148,099.94; seconded by Rev. Ritchie. The motion passed on a roll call vote.*

*Ms. Dubin moved to approve the office claims in the amount of \$615.23; seconded by Rev. Ritchie. The motion passed on a roll call vote.*

**6. FUTURE NEEDS OF THE BOARD**

Legal representation for the board was discussed and will be addressed in the future.

## **7. 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.*

## **8. CLOSED SESSION:**

*Rev. Ritchie moved to go into Closed Session at 9:17 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:** 4/3/12 at 8:30 a.m.

## **15. ADJOURNMENT**

The meeting was adjourned at 9:54 a.m.

Respectfully submitted,

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Cynthia Luxton, President

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Kathy Ostdick, Recording Secretary