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        Kathy Ostdick, Recording Secretary