

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

**November 26, 2012**

**Approved**

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

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

**Other Persons Present:** None

**1. CALL TO ORDER**

Ms. Luxton called the meeting to order at 8:28 a.m.

**2. AGENDA**

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

**3. MINUTES**

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

**4. OFFICE REPORT**

Ms. Moulton reported that the County Board met and the budget was approved. The County Board also approved use of a plot of land for a new facility for the Voluntary Action Center.

Ms. Dubin reported that there is an open house planned this week for the retirement of Ray Bockman.

**5. CLAIMS REVIEW**

*Ms. Dubin moved to approve the agency claims in the amount of \$225,392.45; seconded by Ms. Luxton. The motion passed unanimously on a roll call vote.*

*Ms. Dubin moved to approve the office claims in the amount of \$2,938.67; seconded by Ms. Luxton. The motion passed unanimously on a roll call vote.*

**6. FUTURE MEETING DATES FOR 2012 AND 2013**

Ms. Luxton reported that Jane Dargatz is willing to serve as Vice President. The committee meeting times will need to be changed to accommodate new officers. Ms. Ostlick will adjust dates and times and email to Ms. Luxton for review.

**7. BOARD MEMBERSHIP**

Ms. Luxton reviewed the candidates for the open board seat and suggested that candidate letters of interest be presented to the full board at the December Board meeting.

**8. PERSONNEL**

There was nothing new to report.

**9. APPROVAL OF BOARD MEETING AGENDA**

The board meeting agenda was discussed.

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

**10. CLOSED SESSION**

A closed session was not needed.

**13. DATE OF NEXT EXECUTIVE COMMITTEE MEETING:** 1/7/13 at 5:30 p.m.

**14. ADJOURNMENT**

The meeting was adjourned at 8:48 a.m.

Respectfully submitted,

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Cynthia Luxton, President

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Kathy Ostdick, Recording Secretary