

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD
EXECUTIVE COMMITTEE
MINUTES OF MEETING

October 9, 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 8:25 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 minutes; seconded by Ms. Dubin. The motion passed unanimously on a voice vote.

4. OFFICE REPORT

Ms. Moulton reviewed the Ben Gordon Center and Family Service Agency fee-for-service billing.

Ms. Moulton reported that Dani Maculan, Executive Director of Elder Care Service, will be leaving her position and Dr. Greg Tierney has turned in his resignation to the Ben Gordon Center.

5. CLAIMS REVIEW

Ms. Dubin moved to approve the agency claims in the amount of \$183,281.45; seconded by Rev. Ritchie. The motion passed unanimously on a roll call vote.

Ms. Dubin moved to approve the office claims in the amount of \$1,652.45; seconded by Rev. Ritchie. The motion passed unanimously on a roll call vote.

6. STRATEGIC PLAN

The strategic plan will be discussed at the next meeting.

7. FUTURE MEETING DATES FOR 2012 AND 2013

Ms. Ostdick prepared a draft of the annual 2013 committee and board meeting dates for review.

Rev. Ritchie moved to forward the 2013 meeting calendar to the full board for review; seconded by Ms. Dubin. The motion passed unanimously on a voice vote.

8. BOARD MEMBERSHIP

Rev. Ritchie announced that he will be resigning from the board due to his acceptance of a new clergy position out of state. He will be leaving after the 10/22/12 board meeting. The committee instructed Ms. Ostdick to put a press release in the newspapers.

9. POLICY REVIEW

Ms. Luxton discussed several possible policies that need discussion. The committee suggested reviewing policies after the first of the year.

10. PERSONNEL

This agenda item was postponed until after the closed session.

11. APPROVAL OF BOARD MEETING AGENDA

The board meeting agenda was discussed.

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

12. CLOSED SESSION

Rev. Ritchie moved to go into Closed Session at 8:52 a.m.; seconded by Ms. Dubin. The motion passed unanimously on a voice vote.

Rev. Ritchie moved to return to Open Session at 9:28 a.m.; seconded by Ms. Dubin. The motion passed unanimously on a voice vote.

Rev. Ritchie moved to forward the amended Executive Director job description to the full board for approval; seconded by Ms. Dubin. The motion passed unanimously on a voice vote.

Rev. Ritchie moved to recommend the full time director memo by Ms. Luxton to the full board; seconded by Ms. Dubin. The motion passed unanimously on a voice vote.

13. DATE OF NEXT EXECUTIVE COMMITTEE MEETING: 11/6/12 at 8:30 a.m.

14. ADJOURNMENT

The meeting was adjourned at 9:35 a.m.

Respectfully submitted,

Cynthia Luxton, President

Kathy Ostdick, Recording Secretary