

**DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD**  
**FINANCE COMMITTEE**  
**MINUTES OF MEETING**  
**February 7, 2012**

Approved

**Committee Members Present:** Ken Ritchie, Thomas Kirts, Gary Lothson, Cindy Luxton

**Other Persons Present:** None

**Office staff:** Donna Moulton, Kathy Ostdick

**1. CALL TO ORDER**

Dr. Kirts called the meeting to order at 7:36 a.m.

**2. AGENDA APPROVAL**

*Dr. Kirts moved to approve the agenda; seconded by Mr. Lothson. The motion passed unanimously on a voice vote.*

**3. MINUTES**

*Dr. Kirts moved to approve the minutes; seconded by Mr. Lothson. The motion passed unanimously on a voice vote.*

**4. OFFICE REPORT**

Ms. Moulton reported that she sent out draft letters for the Voluntary Action Center and Opportunity House recommendations which will be discussed later in the meeting. The next three agencies presenting will be Elder Care Services, Safe Passage and Family Service Agency, in that order. Next Thursday at 8:00 a.m. is the Agency Directors meeting if any committee members would like to attend. Ms. Moulton will be attending an ACMHAI legislative meeting in Bloomington on 2/23/12. Some of the agencies have called for clarification on the funding guidelines and Ms. Moulton has spoken to them at that time. Rev. Ritchie reported that Open Door called him and expressed concern regarding the guidelines. Ms. Moulton spoke to Michael Flora last week regarding some concerns in general and regarding the guidelines. Ms. Moulton attended an IEMA meeting at NIU. Ms. Moulton and the Veterans Commission collaborated on starting a group to address returning vets and mental health issues.

**5. OPPORTUNITY HOUSE PRESENTATION – 3 Year Review - review and recommendations**

A discussion took place on the draft letter for Opportunity House which was collaborated on by Ms. Moulton and Ms. Luxton.

*Mr. Lothson moved to recommend the Opportunity House draft letter to the full board; seconded by Dr. Kirts. The motion passed unanimously on a voice vote.*

**6. VOLUNTARY ACTION CENTER – 3 Year Review - review and recommendations**

A discussion took place on the draft letter for Voluntary Action Center which was collaborated on by Ms. Moulton and Ms. Luxton.

*Dr. Kirts moved to recommend the Voluntary Action Center draft letter to the full board; seconded by Mr. Lothson. The motion passed unanimously on a voice vote.*

**7. FUNDING GUIDELINES AND 2013 APPLICATION**

Ms. Moulton reported on the funding guidelines in the office report. Ms. Ostdick reported that only three agencies that are not currently funded have requested grant applications.

**8. GRANT REVIEW CALENDAR – review and update**

The grant review process was discussed along with the grant review calendar. Dates for the work session were discussed and changed from 3/21 to 3/15 at 6:00 p.m.

**9. BUDGET REVIEW – annual and quarterly process**

Ms. Luxton expressed that the reserve report should be reviewed quarterly along with the office budget. Consumer Advocacy Council of DeKalb County funding was discussed.

*Mr. Lothson moved to recommend to the full board to allocate an additional \$5,000 to the CACDC; seconded by Dr. Kirts. The motion passed on a voice vote.*

Fee for service issues were discussed. The committee will look at fee schedules during the grant allocation process.

**10. DATE OF NEXT MEETING: 2/7/12 at 7:30 a.m.**

**11. ADJOURNMENT**

The meeting was adjourned at 8:34 a.m.

Respectfully submitted,

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Rev. Ritchie, Chair

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Kathy Ostdick, Recording Secretary