

**DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD**

**FINANCE COMMITTEE**

**MINUTES OF MEETING**

**September 6, 2012**

Approved

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

**Other Persons Present:** None

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

**1. CALL TO ORDER**

Rev. Ritchie called the meeting to order at 7:40 a.m.

**2. AGENDA APPROVAL**

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

**3. MINUTES**

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

**4. OFFICE REPORT**

Ms. Moulton reported that she attended the Non-Profit Resource Day in July which was held at NIU. Some of the topics presented included strategic planning, efficiency, and marketing.

The CMHB Agency Directors meeting was held on August 16<sup>th</sup>. All but three agencies were in attendance. Mr. Flora, Ben Gordon Center, shared brief information about the Singer Re-balancing.

Ms. Moulton and Ms. Ostdick attended an Open House held at Reality House and met the new Rehabilitation Services Program Manager, Maria Cisneros.

Hope Haven, DeKalb County Youth Service Bureau, and Family Service Agency have collaborated to secure Dr. Marquez to provide psychiatry services on a weekly basis at Hope Haven for all three agencies.

Ms. Moulton reported that the office is having issues with the all-in-one printer in Ms. Ostdick's office. The printer is older and is not compatible with Windows 2007. The issue at this time is that the scanner is not working. Ms. Moulton said that the office needs to purchase a new scanner and the committee said to go ahead. No motion is needed per the purchasing policy.

Ms. Moulton shared with the committee her concerns about Buprinorphine being paid for out of the medication grant. The committee discussed limiting the number of months clients can utilize the grant or possibly the number of clients that can receive the drug at one time.

## **5. FY2013 DCCMHB LEVY REQUEST**

Ms. Moulton reported that the office is working on getting stories and surveys back from the agencies. A booklet and a survey summary will be compiled to be distributed to the Health and Human Services Committee on September 10<sup>th</sup>.

Ms. Moulton attended a county meeting where Gary Hanson, Deputy Administrator, discussed their administration recommendation for levy dollars. Based on a lower levy amount than was requested, the DCCMHB will need to adjust the office budget. A discussion as to where to amend the budget took place.

*Mr. Lothson moved to recommend the amended budget to the full board; seconded by Dr. Kirts. The motion passed unanimously on a voice vote.*

## **6. AGENCY REQUEST**

The Ben Gordon Center has requested a two month funding advance from their GY13 fee-for-service allocation. The committee discussed the feasibility and amount of the request to be moved forward to the full board.

*Dr. Kirts moved to recommend to the full board to give the Ben Gordon Center a \$37,500 advance on their fee-for-service grant, to be drawn down monthly; seconded by Mr. Lothson. The motion passed unanimously on a voice vote.*

## **7. DATE OF NEXT MEETING: 10/9/12**

## **8. ADJOURNMENT**

The meeting was adjourned at 8:58 a.m.

Respectfully submitted,

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Rev. Ritchie, Chair

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Kathy Ostdick, Recording Secretary