

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

**January 7, 2013**

**Approved**

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

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

**Other Persons Present:** None

**1. CALL TO ORDER**

Ms. Luxton called the meeting to order at 5:44 p.m.

**2. AGENDA**

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

**3. MINUTES**

*Ms. Dubin moved to approve the minutes 11/26/12 meeting; seconded by Ms. Dargatz. The motion passed unanimously on a voice vote.*

*Ms. Dargatz moved to approve the minutes of the 12/28/12 meeting; seconded by Ms. Dubin. The motion passed unanimously on a voice vote.*

**4. OFFICE REPORT**

Ms. Moulton reported that she has had not heard back from the Gordon Center since she informed them of the approval of the community room remodel by the Board.

The Committee recommended that Ms. Moulton send a letter to Dr. Foroutan regarding her Buprenorphine program.

**5. CLAIMS REVIEW**

*Ms. Dubin moved to approve the agency claims in the amount of \$139,236.66; seconded by Ms. Dargatz. The motion passed unanimously on a roll call vote.*

*Ms. Dubin moved to approve the office claims in the amount of \$2,571.73; seconded by Ms. Dargatz. The motion passed unanimously on a roll call vote.*

## **6. BOARD MEMBERSHIP**

The Executive Committee interviewed two potential board members and has made a decision to recommend Richard Schluter to the full Board.

*Ms. Dubin moved to recommend to the full Board that Richard Schluter be appointed to the open Board seat; seconded by Ms. Dargatz. The motion passed unanimously on a voice vote.*

## **7. PERSONNEL**

The Executive Committee has narrowed the Executive Director candidates down to fifteen and a questionnaire and application form has been sent to the fifteen. Responses are requested back by 1/14/13. The Committee requested that Ms. Ostdick forward responses to the committee as received.

## **8. APPROVAL OF BOARD MEETING AGENDA**

The board meeting agenda was discussed.

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

## **9. CLOSED SESSION**

*Ms. Dargatz moved to go into Closed Session at 6:18 p.m.; seconded by Ms. Dubin. The motion passed unanimously on a voice vote.*

*Ms. Dargatz moved to go back into Open Session at 6:44 p.m.; seconded by Ms. Dubin. The motion passed unanimously on a voiced vote.*

**13. DATE OF NEXT EXECUTIVE COMMITTEE MEETING:** 1/21/13 at 11:00 a.m.

## **14. ADJOURNMENT**

The meeting was adjourned at 6:46 p.m.

Respectfully submitted,

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Cynthia Luxton, President

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Kathy Ostdick, Recording Secretary