

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

**July 1, 2013**

**Approved**

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

**Staff Present:** Kathy Ostdick

**Other Persons Present:**

**1. CALL TO ORDER**

Ms. Dargatz called the meeting to order at 11:40 a.m.

**2. AGENDA**

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

**3. MINUTES**

*Ms. Dubin moved to approve the minutes of the 6/5/13 meeting; seconded by Ms. Dargatz. The motion passed unanimously on a voice vote.*

*Ms. Dubin moved to approve the minutes of the 6/14/13 meeting; seconded by Ms. Dargatz. The motion passed unanimously on a voice vote.*

*Ms. Dubin moved to approve the minutes of the 6/19/13 meeting; seconded by Ms. Dargatz. The motion passed unanimously on a voice vote.*

**4. OFFICE REPORT**

The July 4<sup>th</sup> office schedule was discussed. The Mental Health Board section of the County Disaster Plan is in need of review. This will be discussed further at the retreat. Reality House/BGC is giving Ms. Ostdick an award for outstanding service to BGC and the CACDC at a dinner on 7/12/13.

**5. CLAIMS REVIEW**

*Ms. Dubin moved to approve the agency claims in the amount of \$175,440.74; 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 \$13,782.06; seconded by Ms. Dargatz. The motion passed unanimously on a roll call vote.*

**6. RETREAT**

The committee discussed facilitators for the retreat. It was decided that a meeting is needed before the retreat to discuss the county disaster plan, the annual budget, and an agency request.

**7. LEVY REQUEST AND SURVEY**

The levy request letter that was approved at the last board meeting is ready to be submitted. Ms. Ostdick is working on the agency survey that will be included with the levy request.

**8. DIRECTOR SEARCH.**

The committee discussed a questionnaire that will be given to the candidates who will be interviewed.

**9. CLOSED SESSION**

A closed session was not needed.

**10. APPROVAL OF BOARD MEETING AGENDA**

The retreat agenda was discussed.

**11. DATE OF NEXT EXECUTIVE COMMITTEE MEETING: 8/5/13**

**12. ADJOURNMENT**

The meeting was adjourned at 12:17 p.m.

Respectfully submitted,

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Jane Dargatz, Vice President

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Kathy Ostdick, Recording Secretary