

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD
EXECUTIVE COMMITTEE
MINUTES OF MEETING

May 6, 2013

Approved

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

Staff Present: Kathy Ostdick

Other Persons Present:

1. CALL TO ORDER

Ms. Luxton called the meeting to order at 6:20 p.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 4/8/13 meeting; seconded by Ms. Dargatz. The motion passed unanimously on a voice vote.

4. OFFICE REPORT

Ms. Luxton reported that she responded to one agency request in response to the Hearing on 4/15/13. Jerry Strachen, Ben Gordon Center, called to offer an opportunity to meet with the Board member, Richard Schluter, regarding his financial questions as addressed in the Hearing. Ms. Luxton responded to both inquires.

5. CLAIMS REVIEW

Ms. Dubin moved to approve the agency claims in the amount of \$156,508.52; 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 \$431.66; seconded by Ms. Dargatz. The motion passed unanimously on a roll call vote.

6. ANNUAL REPORT

Ms. Luxton reported that the Annual Report is almost complete. Ms. Luxton will complete the summary page and Ms. Ostdick is waiting for the final audit figures from the county. This report will be presented to the Health & Human Service Committee on 6/3/13.

7. RESERVE AND BUDGET

Reserve and budget will be discussed at the next meeting.

8. DIRECTOR SEARCH

This will be discussed during the closed session.

9. SLATE OF OFFICERS

There was no report available at this time. Ms. Luxton will contact Dr. Kirts for an update on the committee's work to complete the slate of officers.

10. BOARD RETREAT GOALS

The committee discussed an option for the retreat that the INC708 Board give a 1 ½-2 hour presentation on board training and board member roles and an additional 2 hours with Mike Mastroianni to discuss follow-up on last year's strategic plan work.

11. ANNUAL AGENCY SURVEY

Ms. Luxton and Ms. Ostdick are working on the agency survey. This survey is used to gather information for the levy request. The committee reviewed each question.

12. APPROVAL OF BOARD MEETING AGENDA

The Board meeting agenda was discussed.

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

13. CLOSED SESSION

Ms. Dubin moved to go into Closed Session at 7:00 p.m.; seconded by Ms. Dubin. The motion passed unanimously on a voice vote.

Ms. Dubin moved to go back into Open Session at 7:45 p.m.; seconded by Ms. Dargatz. The motion passed unanimously on a voiced vote.

After returning from closed session, the committee reported that members will individually review and rank applications for consideration as interview candidates. The committee will schedule an additional meeting to identify candidates for interview at a future date.

14. DATE OF NEXT EXECUTIVE COMMITTEE MEETING: 6/3/13

15. ADJOURNMENT

The meeting was adjourned at 8:47 p.m.

Respectfully submitted,

Cynthia Luxton, President

Kathy Ostdick, Recording Secretary