

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

May 16, 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 6:30 p.m.

2. AGENDA

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

3. CLOSED SESSION

Ms. Dubin moved to go into Closed Session at 6:31 p.m.; seconded by Ms. Dargatz. The motion passed unanimously on a voice vote.

4. RETURN TO OPEN SESSION

Ms. Dargatz moved to go back into Open Session at 7:20 p.m.; seconded by Ms. Dubin. The motion passed unanimously on a voiced vote.

5. APPROVAL OF PROCEDURE OF NEXT STEP IN SEARCH PROCESS

The committee discussed the next step in the search process and identified which candidates would be asked to complete a questionnaire.

Ms. Luxton asked Ms. Ostdick to electronically send out the questionnaire to the identified applicants. The questionnaire is to be returned by 6/30/13.

14. DATE OF NEXT EXECUTIVE COMMITTEE MEETING: 6/5/13

The Executive Committee meeting will be moved to 6/5/13 at 9:00 a.m. for the regular meeting and a closed session to review the applicant questionnaires.

15. ADJOURNMENT

The meeting was adjourned at 7:38 p.m.

Respectfully submitted,

Cynthia Luxton, President

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Kathy Ostdick, Recording Secretary