

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD
EXECUTIVE COMMITTEE
MINUTES OF MEETING

November 4, 2013

Approved

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

Staff Present: Sandra Belman, Kathy Ostdick

Other Persons Present:

1. CALL TO ORDER

Ms. Luxton called the meeting to order at 5:30 p.m.

2. AGENDA

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

3. MINUTES

Ms. Dubin moved to approve the minutes of the 10/7/13 meeting; seconded by Ms. Dargatz. The motion passed unanimously on a voice vote.

4. DIRECTOR'S REPORT

Ms. Belman presented the Director's Report.

5. CLAIMS REVIEW

Ms. Dubin moved to approve the agency claims in the amount of \$168,916.52; 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 \$679.68; seconded by Ms. Dargatz. The motion passed unanimously on a roll call vote.

6. OFFICE SPACE

This will be discussed during closed session.

7. BOARD MEMBER OPEN SEAT.

Mr. Lothson will not be staying on the Board after his term ends 12/31/13.

8. DECEMBER BOARD MEETING - DINNER

Restaurants for the December Board meeting and Holiday dinner were discussed.

9. MEETING DATES FOR 2014

Meeting dates for 2014 were discussed.

Ms. Dubin moved to approve the meeting dates for 2014 as amended and to present them to the full Board; seconded by Ms. Dargatz. The motion passed unanimously on a voice vote.

10. HOLIDAY PERSONNEL POLICY

Discussion took place regarding the Office Holiday Personnel Policy. The policy will be reviewed in 2014 by the full Board.

Ms. Dargatz moved to approve closing the office on Christmas Eve day; seconded by Ms. Dubin. The motion passed unanimously on a voice vote.

11. CMHB LOGO

A logo and letterhead were discussed. Whether to use DCCMHB or CMHB in correspondence was reviewed. Designs will be revisited in 2014 with the possibility of contacting a local designer for input.

Ms. Dargatz moved to forward to the full Board the recommendation to use CMHB when referring to the DeKalb County Community Mental Health Board; seconded by Ms. Dubin. The motion passed unanimously on a voice vote.

12. STRATEGIC PLAN

Ms. Luxton discussed areas of the Strategic plan that should be addressed in the near future.

13. RFP

The RFP (Requests for Proposal) submissions were discussed in length.

Ms. Dargatz moved to recommend the proposals discussed to the full Board; seconded by Ms. Dubin. The motion passed unanimously on a voice vote.

14. CLOSED SESSION

Ms. Dubin moved to go into Closed Session; seconded by Ms. Dargatz. The motion passed unanimously on a voice vote.

Ms. Dubin moved to return to Open Session; seconded by Ms. Dargatz. The motion passed unanimously on a voice vote.

15. APPROVAL OF BOARD MEETING AGENDA

The Board meeting agenda was discussed and amended.

16. DATE OF NEXT EXECUTIVE COMMITTEE MEETING: 12/2/13

17. ADJOURNMENT

The meeting was adjourned at 6:44 p.m.

Respectfully submitted,

Cynthia Luxton, President

Kathy Ostdick, Recording Secretary