

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD
FINANCE COMMITTEE
MINUTES OF MEETING
December 2, 2013

Approved

Committee Members Present: Jane Dargatz, Gary Lothson, Dick Schluter, Cindy Luxton

Other Persons Present:

Office staff: Sandra Belman, Kathy Ostdick

1. CALL TO ORDER

Ms. Dargatz called the meeting to order at 4:35 p.m.

2. AGENDA APPROVAL

Mr. Lothson moved to approve the agenda; seconded by Mr. Schluter. The motion passed unanimously on a voice vote.

3. MINUTES

Mr. Lothson moved to approve the 10/7/13 minutes; seconded by Mr. Schluter. The motion passed unanimously on a voice vote.

4. DIRECTOR'S REPORT

Ms. Belman reported that the county budget levy was approved. Agency billing in question was approved and there will be a new protocol for billing as of the first of January. There are still a few agency surveys that have not been returned.

Ms. Belman reviewed the dates that the office will be closed for the holidays.

Ms. Belman discussed the Ben Gordon Center building value for the dollar amount of the in-kind donation.

5. AGENCY BILLING – ISSA FORM

Ms. Belman developed two forms for agencies to fill out when requesting funding needs for underinsured clients. Changes were suggested by the committee.

6. AGENCY FINANCIAL REPORTS (Formerly Monthly P & L from agencies)

Quarterly and monthly agency financial reports were discussed. Mr. Schluter stated that he would prefer to receive P & L (profit and loss) statements monthly and would like to look at agency size as to who should be submitting the statements. Ms. Belman will review reports.

7. 3-YEAR PRESENTATIONS – Jail, Drug Court

Ms. Belman presented recommendations for the jail report. Changes were made and Ms. Belman will draft the letter to present to the full Board. Ms. Belman is developing Drug Court recommendations.

8. GY15 GRANT APPLICATION DATES

GY15 Grant allocation process dates were reviewed.

9. 2014 BUDGET

The 2014 CMHB budget was discussed. Changes were suggested and will be brought to the full Board meeting.

Mr. Lothson moved to approve the 2014 Budget as amended; seconded by Mr. Schluter. The motion passed unanimously on a roll call vote.

10. DATE OF NEXT MEETING: 1/6/14

11. ADJOURNMENT

The meeting was adjourned at 5:51P.M.

Respectfully submitted,

Jane Dargatz, Vice-President

Kathy Ostdick, Recording Secretary