

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

**June 30, 2014**

**Approved**

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

**Staff Present:** Kathy Ostlick

**Other Persons Present:**

**1. CALL TO ORDER**

Ms. Dargatz called the meeting to order at 3:40 p.m.

**2. AGENDA**

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

**3. APPROVAL OF MINUTES**

*Ms. Dubin moved to approve the minutes of the 6/2/14 meeting; seconded by Ms. Dargatz. The motion passed unanimously on a voice vote.*

**4. OFFICE REPORT**

The Committee discussed the office report. Ms. Dargatz will check with Gary Hanson regarding Adventure Works continued use of Suite F.

**5. CLAIMS REVIEW**

*Ms. Dubin moved to approve the agency claims in the amount of \$139,732.38; seconded by Ms. Luxton. The motion passed unanimously on a roll call vote.*

*Ms. Dubin moved to approve the office claims in the amount of \$14,921.616; seconded by Ms. Luxton. The motion passed unanimously on a roll call vote.*

**6. STRATEGIC PLAN – Community Assessment**

Ms. Dargatz reported that Joel Cowen has decided not to complete the Community Assessment. The Committee discussed available options. Ms. Luxton offered to check on other consultants. Ms. Dargatz offered to call Dan Templin to discuss other assessments taking place in the county.

**7. RETREAT**

Ms. Luxton reported that Nancy Sylvester has confirmed to speak at our retreat on August 15, 2014.

**8. ACMHAI - Update**

ACMHAI has requested that the CMHB pay for half a year dues since we did not decide to terminate our association until June. The topic will be brought to the full board.

## **9. BOARD MEETING EQUIPMENT**

Ms. Dargatz discussed the feasibility of using laptops or tablets for Board member packet information rather than hard copy paper for each meeting. This will be discussed at the next Board meeting.

## **10. COUNTY BUDGET AND TAX LEVY PREPARATION**

The 2015 tax levy request and department budget were discussed and will be brought forward to the full Board.

## **11. BEN GORDON CENTER IN-KIND DONATION**

Ms. Dargatz discussed a draft letter to the Ben Gordon Center regarding in-kind donation. The letter will be sent out tomorrow.

## **12. CHILDREN'S HOME + AID – Update**

The Committee will meet with CH+A before any GY15 funding will be distributed. Ms. Ostdick will set up a meeting time.

## **13. GY15 COLA**

Ms. Dargatz reviewed a GY15 COLA increase. Several options were discussed and will be presented to the full Board.

*Ms. Luxton moved to recommend to the full Board to give a COLA to Adventure Works, DeKalb County Youth Service Bureau, Family Service Agency, and Hope Haven of approximately \$31,000, to be notified in July and received in August; seconded by Ms. Dubin. The motion passed unanimously on a roll call vote.*

## **14. APPROVE BOARD MEETING AGENDA**

The Board agenda was discussed and edited.

## **15. CLOSED SESSION**

*Ms. Luxton moved to go into Closed Session at 5:00 pm; seconded by Ms. Dubin. The motion passed unanimously on a voice vote.*

*Ms. Dubin moved to return to Open Session at 5:22 pm; seconded by Ms. Luxton. The motion passed unanimously on a voice vote.*

## **16. DATE OF NEXT EXECUTIVE COMMITTEE MEETING: 8/4/14**

## **17. ADJOURNMENT**

The meeting was adjourned at 5:22 p.m.

Respectfully submitted,

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Jane Dargatz, President

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Kathy Ostdick, Recording Secretary