

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD
EXECUTIVE COMMITTEE
MINUTES OF MEETING

March 3, 2014

Approved

Committee Members Present: Jane Dargatz, Cindy Luxton

Staff Present: Sandra Belman, Kathy Ostdick

Other Persons Present:

1. CALL TO ORDER

Ms. Dargatz called the meeting to order at 5:35 p.m.

2. AGENDA

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

3. COMMUNITY ASSESSMENT PRESENTATION – JOEL COWEN

Mr. Joel Cowen attended the meeting to discuss his proposal for an update to the Community Assessment, especially relevant to the 7 priorities from the 2009 Assessment. Mr. Cowen reviewed his proposal in detail with the Committee. Mr. Cowen worked with the DeKalb County Health Department to develop their I-Plan which contained information that could be helpful to the Mental Health Assessment being discussed. Mr. Cowen clarified that at the end of the assessment, he will be providing a written report and a presentation. The Committee discussed with Mr. Cowen the need for a PowerPoint. Mr. Cowen reported that the Community Analysis will be in the form of a PowerPoint and the Community Assessment will be in the form of a written report. Once the proposal is approved, Mr. Cowen said he will need approximately six months to complete the assessment. This information will be brought to the full Board.

4. APPROVAL OF MINUTES

Ms. Luxton moved to approve the minutes of the 2/3/14 meeting; seconded by Ms. Dargatz. The motion passed unanimously on a voice vote.

5. DIRECTOR'S REPORT

Ms. Belman reported that she has been named Woman of the Year 2014 by the Ethnic Heritage Museum in Rockford, IL. Ms. Belman presented two site visit reports, one for the Ben Gordon Center and one for the DeKalb County Drug Court.

Ms. Belman reported on the Ben Gordon Center billing issues with three programs.

Ms. Belman discussed her meeting and training schedule.

Ms. Belman met with Joel Cowen regarding the community assessment.

The Ben Gordon Center Insurance/Medicare billing has been very time consuming. Mr. Wessels, Ms. Brauer, and Dr. Kirts helped to review the requests. Requests for funding for ten clients have been received to date. Ms. Luxton said it was her understanding that Ms. Belman had the power to say no or yes to the requests, just like the Individual Care Grants. Ms. Dargatz said that informing the board of actions was appropriate. Ms. Dargatz asked about the documentation of the determination of the requests. Ms. Belman answered that each request has a file with a copy of the individual letter regarding the client's determination.

Ms. Dargatz asked Ms. Belman what she needed from the Committee to move forward on this subject and if she felt empowered to make decisions. After reviewing the ISSSA requests with Dr. Kirts, Ms. Brauer, and Mr. Wessels, Ms. Belman felt that she had guidelines for making decisions.

During this BGC Insurance/Medicare billing discussion, poverty levels were brought up. Ms. Luxton suggested that income standards be put in place and reviewed first when ISSSA requests are received. Ms. Belman said she would review poverty level guidelines and bring poverty level percentage information to the Board. Ms. Luxton suggested that Ms. Belman may also want to find out what other agencies are doing on this topic.

6. CLAIMS REVIEW

Ms. Luxton moved to approve the agency claims in the amount of \$157,339.15; seconded by Ms. Dargatz. The motion passed unanimously on a roll call vote.

Ms. Luxton moved to approve the office claims in the amount of \$1,375.98; seconded by Ms. Dargatz. The motion passed unanimously on a roll call vote.

7. STRATEGIC PLAN

Nothing to report at this time.

8. GY15 GRANT APPLICATION - UPDATE

Ms. Belman said that the list of agencies that applied was included in her Director's Report and she was reminding the Committee of the list of grant review dates. Ms. Belman asked if the full Board was participating in the 3/10/14 grant review work session or just the Finance Committee. Ms. Luxton suggested that Ms. Belman send an email inviting all board members.

9. ACMHAI DUES INVOICE

The ACMHAI dues invoice was discussed. The Committee discussed the dollar amount of the dues and suggested that this be put on the Board meeting agenda.

10. WORKSHOP REQUESTS

Ms. Belman reviewed a workshop that the Administrative Assistant would like to attend. The Committee approved the request.

11. AGENCY SURVEY RESULTS

The GY13 Agency Survey was reviewed.

12. POLICIES AND PROCEDURES REVIEW

Ms. Dargatz suggested that the policies and procedures review should be an on-going task. Ms. Luxton suggested that the By-Laws should be reviewed first. The Committee also suggested several retreat days to review the policies and procedures.

13. REVIEW CLOSED SESSION MINUTES

The Committee reviewed the closed session minutes from 9/9/13 through 2/3/14.

Ms. Luxton moved that for the closed session minutes from 9/9/13, 10/7/13, 11/4/13, 12/2/13, 1/8/14, and 2/3/14 all are approved, all will be released for posting, and the tapes will not be destroyed at the appropriate time frame; seconded by Ms. Dargatz. The motion passed unanimously on a voice vote.

14. APPROVAL OF BOARD MEETING AGENDA

The Board meeting agenda was discussed, amended, and approved.

15. DATE OF NEXT EXECUTIVE COMMITTEE MEETING: 3/31/14

16. ADJOURNMENT

The meeting was adjourned at 7:32 p.m.

Respectfully submitted,

Jane Dargatz, President

Kathy Ostdick, Recording Secretary