

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

**March 31, 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 4:05 p.m.

**2. AGENDA**

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

**3. APPROVAL OF MINUTES**

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

**4. DIRECTOR'S REPORT**

The committee reviewed the Director's Report. Ms. Ostlick shared several letters and announcements with the committee.

Ms. Dargatz asked for clarification of the Ben Gordon Center letter from regarding the ISSSA requests. The committee discussed the Board meeting discussion on this topic. Ms. Ostlick will listen to the recording of the Board meeting and pass along the information to the committee.

**5. CLAIMS REVIEW**

*Ms. Dubin moved to approve the agency claims in the amount of \$157,300.10; 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 \$931.85; seconded by Ms. Luxton. The motion passed unanimously on a roll call vote.*

Ms. Dargatz shared that Ms. Belman needs a new printer in her office. Due to the low cost of a new printer, the committee said to order the one discussed.

The committee reviewed the staff sick/vacation hours.

**6. STRATEGIC PLAN**

Nothing to report at this time.

## **7. GY15 GRANT APPLICATION - REVIEW**

This will be reviewed during the Finance Committee meeting.

## **8. AUDIT TOOL**

Ms. Dargatz reported that Ms. Belman will be reviewing the audit tool with the Outcomes Committee. The Executive Committee discussed the pros and cons of a generic audit tool. Ms. Luxton suggested that this topic be added to the Board Meeting agenda.

## **9. PROFESSIONAL RESOURCES – BOOKS, ETC.**

Ms. Dargatz discussed the purchase of resources for agencies with Ms. Belman. Ms. Luxton suggested that this goal be defined further.

## **10. QUARTERLY PROFESSIONAL DEVELOPMENT PLANNING - PURCHASES**

Ms. Dargatz reported that Ms. Belman discussed professional development planning with her in a previous meeting.

## **11. 2013 ANNUAL REPORT**

The 2013 Annual Report is almost complete except for the 2013 audited financials and the Board President or Executive Director report.

## **12. APPROVAL OF BOARD MEETING AGENDA**

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

## **13. CLOSED SESSION**

*Ms. Luxton moved to go into Closed Session at 5:12 pm; seconded by Ms. Dubin. The motion passed unanimously on a voice vote.*

*Ms. Dubin moved to return to Open Session at 5:33 pm; seconded by Ms. Luxton. The motion passed unanimously on a voice vote.*

## **14. DATE OF NEXT EXECUTIVE COMMITTEE MEETING: 5/5/14**

## **16. ADJOURNMENT**

The meeting was adjourned at 5:40 p.m.

Respectfully submitted,

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Jane Dargatz, President

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Kathy Ostdick, Recording Secretary