

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

**May 5, 2014**

**Approved**

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

**Staff Present:** Sandra Belman, Kathy Ostidick

**Other Persons Present:** Thomas Kirts, Dick Schluter, Donna Schoenfeld

**1. CALL TO ORDER**

Ms. Dargatz called the meeting to order at 4:05 p.m.

**2. AGENDA**

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

**3. APPROVAL OF MINUTES**

*Ms. Luxton moved to approve the amended minutes of the 3/31/14 meeting; seconded by Ms. Dargatz. The motion passed unanimously on a voice vote.*

**4. DIRECTOR'S REPORT**

The committee reviewed the Director's Report. The committee discussed Medicaid Panel interest and process.

The Committee discussed Ms. Belman's timeline request for item #4 on her goals and instructed her to amend it as she requested.

The committee discussed professional resources and professional development planning. This topic will be discussed in the future.

**5. CLAIMS REVIEW**

*Ms. Luxton moved to approve the agency claims in the amount of \$140,003.10; 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 \$1,845.44; seconded by Ms. Dargatz. The motion passed unanimously on a roll call vote.*

**6. STRATEGIC PLAN – Community Assessment**

The Committee discussed the letter and survey sent out by Joel Cowen.

#### **6a. DRUG COURT REQUEST**

The Committee discussed a request from the Drug Court to realign the RFP given in December 2013 due to unforeseen circumstances. The request will be brought before the next Board meeting.

#### **7. NOMINATING COMMITTEE**

The Committee discussed whether or not a nominating committee was required in the by-laws. Officer elections will be added to the Board meeting agenda.

#### **8. JULY RETREAT**

The Committee discussed options for the July retreat. Ms. Belman was asked to clarify if Mr. Cowen needs to present his community assessment progress at the July retreat or if another time would be OK. Ms. Luxton suggested that there be only one focus for the retreat.

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

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

#### **12. 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.*

#### **13. DATE OF NEXT EXECUTIVE COMMITTEE MEETING: 6/2/14**

#### **14. ADJOURNMENT**

The meeting was adjourned at 7:13 p.m.

Respectfully submitted,

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Jane Dargatz, President

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Kathy Osttick, Recording Secretary