

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD
EXECUTIVE COMMITTEE
MINUTES OF MEETING

November 3, 2014

Approved

Committee Members Present: Thomas Kirts, Eileen Dubin

Staff Present: Kathy Ostdick

Other Persons Present:

1. CALL TO ORDER

Dr. Kirts called the meeting to order at 3:30 p.m.

2. AGENDA

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

3. APPROVAL OF MINUTES

Ms. Dubin moved to approve the minutes of the 10/15/14 meeting; seconded by Dr. Kirts. The motion passed unanimously on a voice vote.

4. OFFICE REPORT

Ms. Ostdick reported that Dr. Braden of Braden Counseling called and asked to meet with the Finance Committee regarding court ordered services for sex offenders. The Committee agreed that she could meet with them at the next Finance Committee meeting on 12/1/14.

5. CLAIMS REVIEW

Ms. Dubin moved to approve the agency claims in the amount of \$134,750.72; seconded by Dr. Kirts. The motion passed unanimously on a roll call vote.

Ms. Dubin moved to approve the office claims in the amount of \$1,005.89; seconded by Dr. Kirts. The motion passed unanimously on a roll call vote.

6. STRATEGIC PLAN

Nothing to report at this time.

7. BEN GORDON CENTER ROOF - Update

SW Roofing has repaired an additional leak in the roof and is waiting to hear from the Ben Gordon Center to see if they noticed any further leaks. When they hear from the Ben Gordon Center and there are no leaks, they will submit an invoice.

8. ED VACANCY

Two Executive Director candidates will be interviewed by the full Board at a Special meeting on 11/10/14.

9. ACMHAI

The Committee reviewed the payment request from ACMHAI. Dr. Kirts discussed the value of belonging to the ACM HAI organization.

10. BOARD MEMBER TERMS

Letters of interest were reviewed. The Committee agreed to interview perspective Board members after a new Executive Director is in place.

11. ADMINISTRATIVE ASSISTANT VACATION DAYS

Ms. Ostdick requested that the Committee adjust the office policy to only roll over five vacation days at the end of the year, for this year, due to a larger amount of unused vacation days accumulated. The Committee agreed and will be discussed at the full Board meeting.

12. APPROVE BOARD MEETING AGENDA

The Committee reviewed and edited the Board meeting agenda.

13. CLOSED SESSION

A closed session was not needed.

14. DATE OF NEXT EXECUTIVE COMMITTEE MEETING: 12/1/14

15. ADJOURNMENT

The meeting was adjourned at 4:26 p.m.

Respectfully submitted,

Thomas Kirts, MD, Interim President

Kathy Ostdick, Recording Secretary