

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD
EXECUTIVE COMMITTEE
MINUTES OF MEETING

September 8, 2014

Approved

Committee Members Present: Cindy Luxton, Donna Schoenfeld

Staff Present: Kathy Ostlick

Other Persons Present:

1. CALL TO ORDER

Ms. Luxton called the meeting to order at 5:02 p.m.

2. AGENDA

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

3. APPROVAL OF MINUTES

Dr. Schoenfeld moved to approve the minutes of the 8/4/14 meeting; seconded by Ms. Luxton. The motion passed unanimously on a voice vote.

Dr. Schoenfeld moved to approve the minutes of the 8/11/14 meeting; seconded by Ms. Luxton. The motion passed unanimously on a voice vote.

4. OFFICE REPORT

The office report was discussed. Building security was discussed. The Family Service Agency request was reviewed during the Finance Committee meeting.

5. CLAIMS REVIEW

Dr. Schoenfeld moved to approve the agency claims in the amount of \$161,213.66; seconded by Ms. Luxton. The motion passed unanimously on a roll call vote.

Dr. Schoenfeld moved to approve the office claims in the amount of \$2,352.97; seconded by Ms. Luxton. The motion passed unanimously on a roll call vote.

6. STRATEGIC PLAN

Mental health assessment options are on hold.

7. BOARD MEETING EQUIPMENT

Board meeting equipment is on hold.

8. CHILDREN'S HOME + AID GY15 GRANT

The Children's Home + Aid GY15 grant request was discussed. The Executive Committee recommended to move this to the full Board and to email the request to the Outcomes Committee for their review before the Board meeting.

9. BEN GORDON CENTER ROOF

The Ben Gordon Center has notified the Mental Health Board that there are several leaks in the building roof. Ms. Ostdick shared the notification with Ms. Luxton who has suggested that the Ben Gordon Center get estimates for repair and then contact the Board office.

10. MEMBERSHIP

The Community Behavioral Health Association has a member opportunity for \$371 for a one year membership, similar to ACMHAI. Advantages of joining are CBHA keeps members updated on state and federal laws, new procedures, forums, etc. The Committee is recommending that our Board join CMHA.

11. BOARD MEMBER TERMS

Board member terms were discussed and will be added to the Board meeting agenda.

12. BY-LAW REVIEW

Two suggestions from Mr. Wessels were reviewed and implemented. The By-laws with these changes will be sent to all Board members.

13. ED VACANCY

This will be discussed in closed session.

14. REVIEW CLOSED SESSION MINUTES

Previously approved closed session minutes were reviewed for destruction of the tapes.

Dr. Schoenfeld moved that for the Executive Committee closed session minutes for 12/7/10, 3/1/11, and 6/16/11, these tapes will be destroyed as of 9/8/14; seconded by Ms. Luxton. The motion passed unanimously on a voice vote.

Dr. Schoenfeld moved that for the Executive Committee closed session minutes for 2/7/12, 3/6/12, 5/10/12, and 6/14/12; these tapes will be destroyed as of 9/8/14; seconded by Ms. Luxton. The motion passed unanimously on a voice vote.

The Committee reviewed closed session minutes for approval.

Dr. Schoenfeld moved that for the Executive Committee closed session minutes from 3/31/14, 5/5/14, 6/2/14, 6/30/14, 7/23/14, 8/4/14, and 8/11/14, all will be approved, all will be posted except 3/31/14 and 6/30/14, and the tapes will be destroyed at the appropriate time frame; seconded by Ms. Luxton. The motion passed unanimously on a voice vote.

15. APPROVE BOARD MEETING AGENDA

The Committee reviewed and edited the Board meeting agenda.

16. CLOSED SESSION

Ms. Luxton moved to go into Closed Session at 6:05 p.m.; seconded by Dr. Schoenfeld. The motion passed unanimously on a voice vote.

Dr. Schoenfeld moved to return to Open Session at 6:40 p.m.; seconded by Ms. Luxton. The motion passed unanimously on a voice vote.

17. DATE OF NEXT EXECUTIVE COMMITTEE MEETING: 10/6/14

17. ADJOURNMENT

The meeting was adjourned at 6:46 p.m.

Respectfully submitted,

Cynthia Luxton, Vice President

Kathy Ostdick, Recording Secretary