

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD
EXECUTIVE COMMITTEE
MINUTES OF MEETING

November 2, 2015

Approved

Committee Members Present: Charles Rose, Marilyn Stromborg

Staff Present: Deanna Cada, Kathy Ostdick

Other Persons Present: Dianne Leifheit, Dick Schluter

1. CALL TO ORDER

Mr. Rose called the meeting to order at 3:53 p.m.

2. AGENDA

Mr. Rose moved to approve the agenda; seconded by Dr. Stromborg. The motion passed unanimously on a voice vote.

3. APPROVAL OF MINUTES

Mr. Rose moved to approve the minutes of the 10/5/15 meeting; seconded by Dr. Stromborg. The motion passed unanimously on a voice vote.

4. OFFICE REPORT

Ms. Cada reported that the Outcomes Committee will be working on the mission statement. On December 2, 2015, Dr. Alicia Schatteman will be facilitating a workshop from 5:00 – 7:00 pm as part of the Outcomes Committee meeting.

Ms. Cada reported that on October 28th two men walked into the office and one stated that he had tried to commit suicide the day before, was taken to the hospital, was released and asked to go to the Ben Gordon Center the next day. At the Ben Gordon Center, he was sent away and told there was a long waiting list that he would be put on. The office helped clear up this error and the client has now received services.

Ms. Cada reported that Jane Lux, Health Department Administrator, called to say that as of January 1, 2016, the County Public Building Commission will be taking over Suite F in the Community Outreach Building.

Children's Home + Aid has asked to cancel their 3-year Presentation scheduled for the November board meeting. Ms. Cada told them we can reschedule for the spring.

5. FY2016 BUDGET

The 2016 budget was discussed and tabled.

6. APPROVED POLICY AD HOC AND CONTRACT AD HOC COMMITTEE MINUTES

The Executive Committee discussed the Policy Ad Hoc and Contract Ad Hoc Committee minutes.

Dr. Stromborg moved to approve the 4/7/15 Policy Ad Hoc Committee meeting minutes and the 5/4/15 Contract Ad Hoc Committee meeting minutes; seconded by Mr. Rose. The motion passed unanimously on a voice vote.

7. 2016 MEETING CALENDAR

The 2016 meeting calendar was discussed.

Mr. Rose moved to approve the 2016 Board and Committee meeting calendar; seconded by Dr. Stromborg. The motion passed unanimously on a voice vote.

8. PERFORMANCE REVIEW – EXECUTIVE DIRECTOR AND ADMINISTRATIVE ASSISTANT

Upcoming performance reviews for the Executive Director and Administrative Assistant were discussed.

9. GRANT PROCESS AND APPLICATION REVISIONS

The grant process and the grant application materials were reviewed.

Mr. Rose moved to present the grant process and grant application materials to the full Board at their next meeting; seconded by Dr. Stromborg. The motion passed unanimously on a voice vote.

10. THREE AND ONE YEAR ANNUAL PLANS

The Three Year and One Year CMHB plans were discussed.

Dr. Stromborg moved to present the Three Year and One Year Plans to the full Board at their next meeting; seconded by Mr. Rose. The motion passed unanimously on a voice vote.

11. DATE OF NEXT EXECUTIVE COMMITTEE MEETING: 11/30/15

12. ADJOURNMENT

The meeting was adjourned at 4:44 p.m.

Respectfully submitted,

Charles G. Rose, Board President

Kathy Ostdick, Recording Secretary