

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD

FINANCE COMMITTEE

MINUTES OF MEETING

March 2, 2015

Approved

Committee Members Present: Dick Schluter, Marilyn Stromborg

Other Persons Present: Chuck Rose, Dianne Leifheit

Office staff: Deanna Cada, Kathy Ostdick

1. CALL TO ORDER

Mr. Schluter called the meeting to order at 3:30 p.m.

2. AGENDA APPROVAL

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

3. MINUTES

Dr. Stromborg moved to approve the amended minutes of the 1/5/15 meeting; seconded by Mr. Schluter. The motion passed unanimously on a voice vote.

4. OFFICE REPORT

Ms. Cada discussed the Donor's Forum workshop that she attended on how to read financial statements for non-profits.

5. RESERVE BALANCE

The CMHB unrestricted reserve balance was discussed. This will be discussed further at the next Finance Committee meeting.

6. GY16 GRANT REVIEW

The Finance Committee reviewed the GY16 requests and the process timeline.

7. BGC FINANCIALS REQUESTED

Mr. Schluter reviewed the financial information request sent to the Ben Gordon Center on 1/28/15. Ms. Cada added that Mr. Flora from the Ben Gordon Center informed her that the Ben Gordon Center Board was constructing a response to the CMHB request but that it was not completed as of yet.

Mr. Schluter distributed an example of a trend analysis that he had compiled on all agencies last year and stated that he would be going through the GY16 grant applications to update the analysis. Ms. Cada added that at the Donor's Forum training she had just attended, best practice dictates that trend analyses be requested from all agencies submitting grant applications.

8. BGC REQUEST

The Ben Gordon Center submitted a request for \$54,675 for services not covered by Medicare and/or Insurance. The Committee discussed the request in length.

Dr. Stromborg moved to forward the Ben Gordon Request dated February 20, 2015 to the full board for approval; seconded by Mr. Schluter. The motion passed unanimously on a voice vote.

9. AGENCY CONTRACTS REVIEW

Ms. Cada discussed the need to fully review the agency contracts and shared some areas that needed clarification. Mr. Rose suggested that an ad hoc committee be convened for this purpose.

10. DATE OF NEXT MEETING: 4/16/15

11. ADJOURNMENT

The meeting was adjourned at 4:35 P.M.

Respectfully submitted,

Richard Schluter, Committee Member

Kathy Ostdick, Recording Secretary