

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD
MINUTES OF MEETING
January 27, 2020

Approved

Board Members Present: Jane Smith, Meghan Cook, Robert Cook,
Sue Plote, Jennie Geltz, Laurie Emmer

Board Members - Absent: Jerald Helland, Marilyn Stromborg

Other Persons Present:

Office Staff Present: Deanna Cada, Kathy Ostdick

1. Call to Order

The meeting was called to order by the Secretary, Jane Smith at 6:00 PM.

2. Agenda

Ms. Cook moved to approve the agenda; seconded by Ms. Emmer. The motion passed unanimously on a voice vote.

3. Minutes

Ms. Plote moved to approve the minutes of the 12/17/19 Board meeting; seconded by Ms. Cook. The motion passed unanimously on a voice vote.

4. Presentation

The Consumer Advocacy Council of DeKalb County gave their 3-Year presentation. Robert Putz and Sharon Grant attended.

5. Announcements

Ms. Smith shared a flier with the Board about the Genoa Area Community Food Hub, a project of the DeKalb County Community Gardens, is having their grand opening this Thursday 1/30/20.

On Tuesday, 1/28/20, Courtney Hughes, the NIU Professor who is doing the examination of our focus groups is teaching a grant writing course has asked if anyone from the Mental Health Board would like to come talk to her class about what it means to be a funder.

6. Director's Report

Ms. Cada told the Board that she has included an office report in the binder.

Ms. Cada said she can tell how many organizations are working on the on-line grant application. The Health Department is done already. Only about 5 or 6 other agencies are working on theirs.

Ms. Cada shared that the Board members will be getting training on how to read the on-line grant applications in February.

Ms. Ostdick will be out of the office for approximately three weeks starting 2/11/20.

Ms. Cada told the Board that a couple of weeks back, she put an ad in the paper and at the Chamber of Commerce that we have an open Board seat. We had no response at all. Ms. Cada then sent out an email request to our e-newsletter list which is about 120-130 people. We did get responses from three people. Ms. Cada said we will continue the process.

7. Community Input

There was no community input.

8. Finance Reports

Ms. Cook moved to approve the January 2020 agency claims in the amount of \$198,441.42; seconded by Ms. Plote. The motion passed unanimously on a roll call vote.

Ms. Cook moved to approve the January 2020 office claims in the amount of \$2,454.37; seconded by Ms. Emmer. The motion passed unanimously on a roll call vote.

9. Executive Committee

There was no Executive Committee in January.

10. Finance Committee

A. Financial policy updates - tabled

11. Outcomes Committee

The Outcomes Committee met on December 4th. Dr. Schatteman attended to discuss outcomes and performance management. Also discussed was changing the name of the committee to the "Impact Committee".

Ms. Plote moved to change the name of the Outcomes Committee to the Impact Committee; seconded by Ms. Cook. The motion passed unanimously on a voice vote.

12. Old Business

A. Richard J. Schluter Memorial activities

Ms. Cada discussed the drawbacks to several memorial ideas. She also discussed the positive aspects of having a Richard J. Schluter fund to give out to an organization of our choosing to take a class, get further education, maybe an opportunity to apply for a scholarship, something along those lines.

Ms. Cada suggested the Richard J. Schluter Scholarship Fund for Professional Development in the Area of Financial Literacy. The Board loved that title. The Board also decided to wait to vote on the dollar amount tied to this Fund until the absent Board members were in attendance.

B. Executive Director Performance Evaluation - Personnel

1. Closed Session – Personnel Action

Ms. Smith moved to go into Closed Session at 6:58 pm; seconded by Ms. Cook. The motion passed unanimously on a voice vote.

The Board came back into Open Session at 7:02 pm.

Ms. Cook moved to approve a 4% salary increase for Deanna Cada, Executive Director, retroactive to her anniversary date of January 5, 2020; seconded by Ms. Plote. The motion passed unanimously on a roll call vote.

13. New Business

A. February 11, 2020 – Youth Outlook Mission Tour

14. Adjournment

The next meeting will be 2/24/20 starting at 6:00 pm with a 3-year presentation by the Sheriff's Department.

The meeting adjourned at 7:05 pm.

Respectfully submitted,

Jane Smith, Secretary

Kathy Ostdick, Recording Secretary