

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD
EXECUTIVE COMMITTEE
MINUTES OF MEETING

February 11, 2020

Approved

Committee Members Present: Jerald Helland, Jane Smith

Staff Present: Deanna Cada

Other Persons Present: Cathy Ngoma, Intern

1. Call to Order

Mr. Helland called the meeting to order at 5:00 p.m.

2. Agenda

Ms. Smith moved to approve the agenda; seconded by Mr. Helland. The motion passed unanimously on a voice vote.

3. Approval of Minutes

Ms. Smith moved to approve the minutes of the 12/3/19 meeting; seconded by Mr. Helland. The motion passed unanimously on a voice vote.

4. Office Report

Ms. Cada reported that the on-line grant process is moving along very well. We already have 5 grant submissions.

Ms. Cada and Ms. Ostdick attended the CACDC Meet-n-Greet. It was very nice and well attended.

Ms. Cada introduced Cathy Ngoma, our new intern. Ms. Ngoma has already started a couple projects for Ms. Cada and has been doing a great job.

Ms. Cada met with Kim Volk and Mike Kokott from the Ben Gordon Center. They wanted to discuss utilizing grant dollars for GY21. Ms. Cada said they had a good meeting.

Ms. Cada received a call from WLBK radio. The Newscaster had read our annual report and was intrigued by our 0-7 year old priority. She made an appointment and met with Ms. Cada to discuss the priority and told Ms. Cada that the piece will run all week.

The ACMHAI quarterly meeting will be 4/26/20 and 4/27/20. Board members are invited.

Ms. Cada received a 211 update from Dawn Littlefield, Executive Director of United Way. 211 was an initiative of United Way but has not turned out as well as hoped.

5. Open Board Position process

Ms. Cada reported that the office has received 5 letters of interest.

6. Logo Usage/Partner Agencies

Ms. Cada reported that per our contract, our partner agencies are required to acknowledge us on their website. Do we want the agencies to use our new logo and, if so, Ms. Cada can send the logo out with an email stating such.

7. Executive Director Performance Evaluation Policy and Procedure

The Committee discussed the Executive Director performance evaluation policy and procedure.

Ms. Smith made a motion to move the Executive Director Evaluation Policy and Procedure to the full Board for review and approval; seconded by Mr. Helland. The motion passed unanimously on a voice vote.

8. One Year and Three Year Plan Goals

Ms. Cada heard from Courtney Hughes, NIU. She should have results of maps done by mid-March.

9. Date of Next Executive Committee Meeting: The January 2020 meeting will be cancelled. The February meeting will be 2/11/20.

10. Adjournment

The meeting was adjourned at 5:24 p.m.

Respectfully submitted,

Jerald Helland, Board President

Deanna Cada, Recording Secretary