

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD
EXECUTIVE COMMITTEE
MINUTES OF MEETING

March 20, 2020

Approved

Committee Members Attending by Phone: Jerald Helland, Jane Smith, Marilyn Stromborg

Staff Present: Deanna Cada, Kathy Ostidick

Other Persons Present:

Due to the Covid-19 Pandemic, Board and Committee meetings will be held by means other than in person until further notice. See DeKalb County Community Mental Health Board By-laws and Illinois Governor Emergency Order Number 2020-87

The DeKalb County Community Mental Health Board By-laws state:

In emergencies, when a quorum is not present to act on pressing or emergency matters, the Executive Committee is empowered to act on behalf of the Board in any action that would not require a roll call vote.

The Illinois Governor's Emergency Order No. 2020-7 states that due to the Covid-19 Pandemic, public bodies may meet in a manner other than in person to conduct business.

2. Agenda

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

3. Emergency Funding Procedure – Covid-19 Response

Ms. Cada had previously email an Emergency Funding Procedure and Policy to the Executive Committee for review. This policy pertains to the Covid-19 Pandemic and funding from the DeKalb County Community Mental Health Board.

The Committee discussed the portion of the policy that pertained to funding for our partner agencies.

Ms. Smith moved to approve the Emergency Funding Procedure & Policy related to funding for Grant and Fee-for-Service contracts during the Covid-19 Pandemic Emergency; seconded by Mr. Helland. The motion passed unanimously on a voice vote.

The Committee then discussed guidelines for the Executive Director to make emergency financial decisions on a case-by-case basis.

Ms. Smith moved to approve guidelines for the Executive Director to make decisions on emergency funding up-to \$30,000 per agency with a total cap for all agencies of up-to \$100,000; seconded by Mr. Helland. The motion passed unanimously on a roll call vote.

The Committee discussed two agencies that have maxed out their fee-for-service dollars before the end of the grant year, Adventure Works and the Ben Gordon Center.

Ms. Smith moved to grant Adventure Works an additional \$20,400 and the Ben Gordon Center an additional \$89,600 to be paid through the end of GY20; seconded by Mr. Helland. The motion passed unanimously on a roll call vote.

Ms. Cada told the Committee that she is working with other groups on messaging for the crisis.

Ms. Cada told the Committee that she has gotten emails from consumers thanking everyone for still having open agencies.

4. DeKalb County Government – Covid-19 Response

Ms. Cada told the Committee what DeKalb County has put together so far.

Dr. Stromborg joined the Committee by phone at this time. The Committee briefly caught her up on what was discussed up to this time.

5. Adjournment

The meeting was adjourned at 10:46 a.m.

Respectfully submitted,

Jerald Helland, Board President

Kathy Ostdick, Recording Secretary



SPRINGFIELD, ILLINOIS

FILED
INDEX DEPARTMENT
MAR 16 2020
IN THE OFFICE OF
SECRETARY OF STATE

*See pg 3 for
Open mtg about
suspension of rule*

March 16, 2020

Executive Order 2020 - 07

EXECUTIVE ORDER IN RESPONSE TO COVID-19
(COVID-19 EXECUTIVE ORDER NO. 5)

WHEREAS, in late 2019, a new and significant outbreak of Coronavirus Disease 2019 (COVID-19) emerged; and,

WHEREAS, COVID-19 is a novel severe acute respiratory illness that can spread among people through respiratory transmissions and present with symptoms similar to those of influenza; and,

WHEREAS, certain populations are at higher risk of experiencing more severe illness as a result of COVID-19, including older adults and people who have serious chronic medical conditions such as heart disease, diabetes, or lung disease; and,

WHEREAS, despite efforts to contain COVID-19, the World Health Organization and the Centers for Disease Control (CDC) indicate that it is expected to spread; and,

WHEREAS, in communities with confirmed COVID-19 cases, the CDC currently recommends mitigation measures, including practicing social distancing, staying at home when sick, staying home when a household member is sick with respiratory disease symptoms or when instructed to do so by public health officials or a health care provider, and keeping away from others who are sick; and,

WHEREAS, the CDC currently recommends the cancellation or postponement of in-person events that consist of 50 people or more; and,

WHEREAS, social distancing, which consists of maintain at least a six-foot distance between people, is the paramount strategy for minimizing the spread of COVID-19 in our communities; and,

WHEREAS, the Illinois Department of Public Health recommends Illinois residents avoid group dining in public settings, such as in bars and restaurants, which usually involves prolonged close social contact contrary to recommended practice for social distancing; and,

WHEREAS, frequently used surfaces in public settings, including bars and restaurants, if not cleaned and disinfected frequently and properly, also pose a risk of exposure; and,

WHEREAS, current testing availability has identified further spread of confirmed cases throughout the State of Illinois, and it is expected that increased testing capacity would demonstrate that COVID-19 is circulating in communities across Illinois that currently have not identified a confirmed case; and,

WHEREAS, the number of suspected COVID-19 cases in Illinois is increasing exponentially and across more locations in Illinois, indicating that drastic social distancing measures are needed, even in communities where confirmed cases have not yet been identified, to reduce the number of people who become sick at any given time and the possibility of exhausting our health care resources; and,

WHEREAS, the ongoing spread of COVID-19 and the danger the virus poses to the public's health and wellness require the reduction of on-premises consumption of food and beverages; and

WHEREAS, State agencies have been directed to temporarily reduce activities and workforce to core mission functions and essential operations, encouraging working remotely where possible; and,

WHEREAS, the Liquor Control Act of 1934, 235 ILCS 5, "shall be liberally construed, to the end that the health, safety, and welfare of the People of the State of Illinois shall be protected"; and,

WHEREAS, I, JB Pritzker, Governor of Illinois, declared all counties in the State of Illinois as a disaster area on March 9, 2020 ("Gubernatorial Disaster Proclamation"); and,

WHEREAS, on March 11, 2020, the World Health Organization characterized the COVID-19 outbreak as a pandemic; and,

WHEREAS, it is necessary and appropriate for the State of Illinois to immediately take measures to protect the public's health in response to this COVID-19 outbreak;

THEREFORE, by the powers vested in me as the Governor of the State of Illinois, and pursuant to Sections 7(1), 7(2), 7(3), and 7(8) of the Illinois Emergency Management Agency Act, 20 ILCS 3305, I hereby order the following:

Section 1. Beginning March 16, 2020 at 9 p.m. through March 30, 2020, all businesses in the State of Illinois that offer food or beverages for on-premises consumption—including restaurants, bars, grocery stores, and food halls—must suspend service for and may not permit on-premises consumption. Such businesses are permitted and encouraged to serve food and beverages so that they may be consumed off-premises, as currently permitted by law, through means such as in-house delivery, third-party delivery, drive-through, and curbside pick-up. In addition, customers may enter the premises to purchase food or beverages for carry-out. However, establishments offering food or beverages for carry-out, including food trucks, must ensure that they have an environment where patrons maintain adequate social distancing. Businesses located in airports, hospitals, and dining halls in colleges and universities are exempt from the requirements of this Executive Order. Hotel restaurants may continue to provide room service and carry-out. Catering services may continue.

Section 2. Beginning March 18, 2020, all public and private gatherings in the State of Illinois of 50 people or more are prohibited for the duration of the Gubernatorial Disaster Proclamation. A public or private gathering includes community, civic, public leisure, faith-based events, sporting events with spectators, concerts, conventions, and any similar event or activity that brings together 50 or more people in a single room or a single space at the same time. This includes venues such as fitness centers/health clubs, bowling alleys, private clubs, and theatres. This does not include venues that provide essential goods or services such as grocery stores, hospitals, pharmacies, gas stations, banks/credit unions, and shelters. This order amends Section 1 of EO 2020-04, which prohibited gatherings of 1,000 people or more.

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Section 3. Pursuant to Sections 7(2) and 7(3) of the Illinois Emergency Management Act, the Illinois State Police, the Illinois Department of Public Health, the State Fire Marshal, and the Illinois Liquor Control Commission are directed to cooperate with one another and to use available resources to enforce the provisions of this Executive Order with respect to entities under their jurisdiction under Illinois law.

Section 4. Nothing in this Executive Order shall amend or supersede the authority of the Illinois Department of Public Health pursuant to Section 2310-15 of the Department of Public Health Powers and Duties Law, 20 ILCS 2310/2310-15.

Section 5. During the duration of the Gubernatorial Disaster Proclamation, the provision of the Unemployment Insurance Act, 820 ILCS 405/500(D), requiring a one-week waiting period for unemployment insurance claims is suspended for claimants who are unemployed and who are otherwise eligible for unemployment insurance benefits.

Section 6. During the duration of the Gubernatorial Disaster Proclamation, the provisions of the Open Meetings Act, 5 ILCS 120, requiring or relating to in-person attendance by members of a public body are suspended. Specifically, (1) the requirement in 5 ILCS 120/2.01 that "members of a public body must be physically present" is suspended; and (2) the conditions in 5 ILCS 120/7 limiting when remote participation is permitted are suspended. Public bodies are encouraged to postpone consideration of public business where possible. When a meeting is necessary, public bodies are encouraged to provide video, audio, and/or telephonic access to meetings to ensure members of the public may monitor the meeting, and to update their websites and social media feeds to keep the public fully apprised of any modifications to their meeting schedules or the format of their meetings due to COVID-19, as well their activities relating to COVID-19.



JB Pritzker, Governor

Issued by the Governor March 16, 2020
Filed by the Secretary of State March 16, 2020

FILED
INDEX DEPARTMENT
MAR 16 2020
IN THE OFFICE OF
SECRETARY OF STATE

DeKalb County
Community Mental Health Board

Constitution

And

By-Laws

Reviewed and Approved 1/25/16

DeKalb County Community Mental Health Board
DeKalb County, Illinois

Constitution

The Community Mental Health Act 405 ILCS 20/ (enclosed) (House Bill Number 708, approved June 26, 1963) as amended, shall serve as the CONSTITUTION of the DeKalb County Community Mental Health Board.

SAID BILL BEING:

An Act relating to community mental health facilities and services including facilities and services for the alcoholic, the drug-addicted, and the developmentally disabled, and providing for state grants-in-aid to assist local communities in establishing and operating such facilities and services.

A copy of The Community Mental Health Act 405 ILCS 20/ is attached hereto and made a part and parcel of this CONSTITUTION by specific reference herewith.

DeKalb County Community Mental Health Board

By-Laws Amended and Adopted 5/18/15

Article I: Name

The name of this organization shall be the DeKalb County Community Mental Health Board.

Article II: Objectives

Under the authority of Illinois Community Mental Health Act, the DeKalb County Community Mental Health Board is established to plan, develop, fund, and monitor mental health services for DeKalb County residents. The duties and powers of the board are specified in the Constitution. The activities of the board shall be guided by goals, objectives, and policies developed and revised during the annual planning process.

Article III: Membership

A. Makeup

The membership of this Board shall consist of nine (9) persons. Every effort shall be made to have the County and its communities represented, or at least representation shall be maintained from the north, east, south, and west, as well as from DeKalb and Sycamore. Board appointees shall be chosen with reference to their specific fitness for such office and their interest in the general field of mental health. Fitness shall be defined as the individual's representation, by virtue of residence, of a specific geographic population in the country, and the individual's interest in providing necessary mental health services. Due consideration should be given to maintaining a diversity of makeup on the Community Mental Health Board, and representation by at least one primary or secondary mental health consumer is recommended.

B. Appointment

Board nominees will be considered as to their qualifications with reference to preceding (A) by the whole Board, or a majority thereof, and successfully meeting these requirements will be forwarded to the DeKalb County Board Chairman for formal appointment, as required by law.

C. Term of Office

The term of office of each member of this Board shall be four (4) years, or until his/her successor shall have been duly appointed upon official notification by letter from the DeKalb County Board. Current Board members, after satisfactory attendance and service to the Board, shall upon application, be eligible for reappointment to a new term.

D. Removal from Office

1. Any member of this Board may be removed by the Chairman of the DeKalb County Board, with the recommendation of the DeKalb County Board, for neglect of duty, misconduct, or malfeasance in office, after being given a written statement of the charges and an opportunity to be heard thereon. Attendance of Board meetings of fifty (50) percent or less in a nine (9) month period may be considered neglect of duty.
2. A member may attend by way of video or audio conference in compliance with the Open Meetings Act which provides that a member of a public body may attend a meeting by audio or video conference if the member is prevented from physically attending because of: (1) personal illness or disability; (2) employment purposes or the business of the public body; or (3) a family or other emergency.
3. When a change of circumstance affects a member's ability to actively participate, a written statement will be requested indicating when they will be able to resume active participation. Such

a statement will also be requested when a member misses three (3) consecutive meetings without notifying the Board. A written resignation may be requested and secured due to neglect of duty when the aforementioned statement is requested and has not been received within 30 days. Board discretion may be used in cases involving extraordinary illness or other circumstances.

E. Compensation

No member of this Board shall receive compensation as such, or shall be financially interested, either directly or indirectly, in any contracts entered into by the Board. Board members will abide by the Conflict of Interest policy. Board members may, however, receive remuneration for traveling expenses and out-of-pocket expenses in connection with special meetings, workshops, or forum sessions which they may attend as representatives of this Board, or other expenses incurred, all of which shall be approved by the Board.

Article IV: Officers

The Officers of the DeKalb County Community Mental Health Board shall be a President, Vice-President, and Secretary, and shall be elected from the membership of the Board as hereinafter set forth. Their term of office shall be one (1) year. Officers may serve for four consecutive terms in the same office. A Board member may serve additional terms in an office previously held for four (4) terms if they have not held the same office for at least one (1) year. The Treasurer shall at all times be the duly qualified and acting County Treasurer of DeKalb County, Illinois. In the event of an officer vacancy, the Board is empowered to fill that vacancy at the next regularly scheduled meeting.

- A. The duties of the Officers of the DeKalb County Community Mental Health Board shall be those which are customary for such officers, (See Robert's Rules of Order), or as may hereinafter be provided by the Board.
- B. The DeKalb County Community Mental Health Board shall hold a meeting prior to July 1 of each year at which officers shall be elected for the ensuing year beginning July 1.
- C. The DeKalb County Community Mental Health Board Officers shall constitute the Executive Committee, as well as the immediate past-president.
 - 1. In emergencies, when a quorum is not present to act on pressing or emergency matters, the Executive Committee is empowered to act on behalf of the Board in any action that would not require a roll call vote.
 - 2. By a roll call vote, the Board may empower the Executive Committee to act on matters which ordinarily require a roll call vote.
 - 3. Any action taken by the Executive Committee shall be reported to the Board at the next scheduled Board meeting.
 - 4. The Board President shall serve as an ex-officio member of all Board committees.

Article V: Committees

Standing committees of the DeKalb County Community Mental Health Board will include: (1) Executive; (2) Finance; and (3) Outcomes. Committees may meet no less than quarterly or as often as is necessary to carry out the business of the Board.

- A. Executive Committee: This committee shall consist of the Board officers as provided for in Article IV of this document. Duties include:

1. Planning for implementation of the strategic plan in collaboration with the Executive Director.
 2. Setting the agenda and calendar for all scheduled meetings of the Board with the Executive Director.
 3. Recommending the annual budget to the full Board for approval.
 4. Biennial review of policies and procedures (unless assigned to another committee) and institution of changes, additions, and deletions, and recommendation of changes to the Board for approval.
 5. Review and recommendation of training needs for the Board, including annual review of the strategic plan.
 6. Serving as a resource to the Executive Director and the Board to assist with personnel matters.
 7. At least annually, conducting performance review of the Executive Director and all employees, reviewing employee compensation with recommendations forwarded to the Board for review and approval.
 8. Development of a slate of officers for the coming year (unless assigned to another committee).
 9. Hearing and resolution of any appeals of personnel decisions made by the Executive Director.
 10. Conduct a search for a new Executive Director when the position is open.
- B. Finance Committee: This committee shall consist of three (3) Board members recommended by the Executive Committee and appointed by the Board President. Duties include:
1. Oversight, planning, and accountability for Board finances including forwarding all recommendations to the Board.
 2. Review and approval of the annual grant process for agency funding.
 3. Conducting the annual review of grant applications and recommend awards for all agency funding. Review the financial resources of the Board on an annual basis.
- C. Outcomes Committee: This committee shall consist of three (3) Board members recommended by the Executive Committee and appointed by the Board President. Duties include:
1. Review agency outcomes on their grant application.
 2. Assist agencies in writing appropriate, measurable outcomes.
 3. Review agency outcomes data quarterly.
 4. Review agency outcomes annually and make recommendations.

Article VI: Meetings

- A. The DeKalb County Community Mental Health Board shall hold regular monthly meetings on the day of the month to be determined or approved by the Board annually. Public notice of regular meeting dates shall be given as required by law.
- B. The DeKalb County Community Mental Health Board may hold special meetings which may be called by the President upon written request signed by two (2) members of the Board, and filed with the Secretary, who shall forward notice of such special meeting to the members at least five (5) days prior to said meeting and the Secretary shall give such other notice as may be required by law.
- C. Robert's Rules of Order shall be the official order of conduct for all meetings.
- (a) No motion shall be debated before it has been seconded; when seconded, it shall be stated by the Chair before being debated, and every such motion shall be reduced to writing and made a part of the Board's minutes state the name of the moving member and seconder
 - (b) Only board members shall have the right to have matters placed on the agenda. All matters to be placed on the agenda shall originate from a standing or ad-hoc committee, unless the Executive Committee votes by a two-thirds majority to place such item on the agenda

(c) A matter not on the agenda may be discussed upon a motion made, seconded and passed by majority of members voting. No final action may be taken on items not part of the published agenda for that meeting.

- D. All members must participate in the Open Meetings Act (OMA) training and pass the exam within three (3) months of appointment to the Board. Board members are expected to adhere to all rules in the OMA. The Board adheres to all rules of the OMA.
- E. The Board will follow 5ILCS 100/Illinois Administrative Procedures Act when developing a Public Hearing event.
- F. No unauthorized person or persons may enter into or remain in the seating area for the DeKalb County Community Mental Health Board.
- G. Community Input - A time shall be provided on the agenda of each regular meeting of the DeKalb County Community Mental Health Board for members of the public to be heard. Such time, in total, shall not exceed 30 minutes. Each person desiring to be heard shall be allotted three minutes to address the Board and each speaker shall identify himself by name and address. No member of the public may address the Board on any issue that has been the subject of a properly noticed and legally held public hearing, conducted by a hearing officer. Time limits may be waived by a vote of the majority of the Board members present.

Article VII: Quorum and Voting

A. Quorum

- 1. A quorum shall be a majority of the current-sitting members of the DeKalb County Community Mental Health Board.
- 2. A quorum must be present to conduct all regular business which requires voting with the exception of committee meetings.

B. Voting

- 1. All questions presented before the DeKalb County Community Mental Health Board shall be decided by voting a simple majority of the quorum.
- 2. A roll call vote is required when voting on financial matters, and in the case described in Article IV, Section C.

Article VIII: Fiscal Year

The fiscal year of the DeKalb County Community Mental Health Board shall commence on the first day of January and end of the thirty-first day of December in each year.

Article IX: Budget and Disbursements

- A. At one or more properly convened meetings, the DeKalb County Community Mental Health Board shall consider and adopt a proposed budget prior to the end of the fiscal period for the

forthcoming fiscal year, which budget shall be submitted to the Finance Committee of the DeKalb County Board.

- B. The DeKalb County Community Mental Health Board shall act on all items of payroll and other bills incurred since the last meeting, the votes shall be by roll call and recorded as such, and shall review quarterly the fiscal status of the Board.
- C. The DeKalb County Community Mental Health Board shall conduct an annual review of salary ranges and increments for any and all staff members as outlined in the personnel policies as may be established by the Board.
- D. The DeKalb County Community Mental Health Board shall keep a complete record of all receipts and disbursements. This record shall be compared at appropriate intervals, at least annually, or through the County Audit process, with the records of the County Treasurer, and the DeKalb County Community Mental health Board shall submit such report or reports thereof as may from time to time be required.

Article X: Amendments to By-laws

The By-Laws shall be reviewed every two (2) years. The DeKalb County Community Mental Health Board may amend these By-Laws by a vote of no less than five (5) of the appointed members of said Board, provided that a written notice of the proposed changes be sent to each member at least two (2) weeks before the meeting at which the By-Laws are to be amended.