

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD
MINUTES OF MEETING
August 17, 2020

Approved

Board Members Present: Jane Smith, Marilyn Stromborg, Jerry Helland, Jennie Geltz,
Perry Maier, Laurie Emmer, Sue Plote

Board Members - Absent: Meghan Cook, Robert Cook

Other Persons Present: Chuck Rose

Office Staff Present: Deanna Cada, Kathy Ostdick

1. Call to Order

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

2. Pledge of Allegiance

3. Agenda

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

4. Minutes

Dr. Stromborg moved to approve the minutes of the 6/15/20 Board meeting; seconded by Ms. Plote. The motion passed unanimously on a voice vote.

5. Presentation

There were no presentations.

6. Announcements

Ms. Cada introduced Mr. Maier and welcomed him to the Board. Ms. Cada announced to the Board that it was Ms. Ostdick's birthday and we would be having cake later. Ms. Emmer has been appointed the 1st Female State Commander of the Illinois VFW. Ms. Cada presented the engraved gavel set to Mr. Helland for his 4 years as President of the Board.

7. Director's Report

Ms. Cada reported that the Board has received the 3rd tax distribution for \$30,545.76. The Board received a thank you letter from Open Door for the \$8,700 for Covid-19 assistance.

This coming Saturday, 8/22/20, Ms. Cada will be participating in a back to school event at Hopkins Park, highlighting black culture. Ms. Cada was asked to put together a panel to discuss education, mental health, health care, community assistance, etc.

Mr. Gary Hanson and Mr. Mark Pietrowski asked Ms. Cada to list the community investments in social injustice issues. Ms. Cada did that and returned the document to Mr. Hanson.

Ms. Cada received a phone call from Ms. Tollerud of DeKalb County Community Gardens. Mr. Kenney will be out of the office for a while due to a medical issue and to tell the Board that the storm from last week destroyed their two greenhouses. After insurance pays for what is covered in their policy, Community Gardens may come to the Board for additional financial help in replacing damaged equipment.

8. Community Input

Ms. Plote thanked the Board for the Sympathy cards she received when her mother passed away. Ms. Plote also shared with the Board that there is a place in Sycamore called the Lending Closet that gives/loans out medical equipment like walkers, shower chairs, etc.

9. Finance Reports

Ms. Emmer moved to approve the July 2020 agency claims in the amount of \$232,363.01; seconded by Ms. Plote. The motion passed unanimously on a roll call vote.

Ms. Plote moved to approve the July 2020 office claims in the amount of \$2,254.67; seconded by Mr. Maier. The motion passed unanimously on a roll call vote.

Mr. Helland moved to approve the August 2020 agency claims in the amount of \$195,559.10; seconded by Ms. Plote. The motion passed unanimously on a roll call vote.

Ms. Emmer moved to approve the August 2020 office claims in the amount of \$1,734.56; seconded by Ms. Plote. The motion passed unanimously on a roll call vote.

10. Executive Committee

A. 12 Health Services Drive Real Estate Request for Bid Process and Submission (Closed Session)

Dr. Stromborg moved to go into Closed Session at 6:25 pm; seconded by Ms. Plote. The motion passed unanimously on a voice vote.

The Board returned to Open Session at 6:53 pm.

Dr. Stromborg moved to disqualify the Kishwaukee Hospital Bid and to send out for re-bid, seconded by Ms. Smith. The motion passed unanimously on a voice vote.

B. 12 Health Services Drive lease extension request

Ms. Cada explained the request letter from BGC and a discussion took place.

Mr. Helland moved to delay a decision on this to next month; seconded by Ms. Smith. The motion passed unanimously on a voice vote.

C. Executive/Finance Committee November date reschedule to 11/10/20

The November Executive Committee and Finance Committee meeting date is November 3rd which is a holiday for election day. The Committees will meet one week later on 11/10/20.

D. Board Retreat Discussion/Decision

The Board discussed the September 25 Board Retreat. The meeting would be in the Community Outreach Building. After the Board discussed options, they decided to have the retreat on 9/25/20.

E. Board Member Terms 12/20

Two Board members have terms that will end on 12/31/20.

- i. Meghan Cook has said she would like to stay on for another 4 years.
- ii. Perry Maier said he would like to stay on the Board for an additional 4 years.

11. Finance Committee

A. FY2021 County Budget Approval

Ms. Cada presented the FY2021 County Budget for the Mental Health Board and briefly discussed items on the budget.

Mr. Maier moved to accept the FY2021 County Budget of the DeKalb County Community Mental Health Board, seconded by Dr. Stromborg. The motion passed unanimously on a voice vote.

B. 12 Health Services Drive Real Estate Request for Bid Process and Submission (Closed Session)

This was discussed under the Executive Committee item above.

C. Richard J. Schluter Fund for Professional Development in Financial Literacy

Ms. Cada had put the Board's recommendation into document form for the Richard J. Schluter Fund for Professional Development in Financial Literacy. The Board briefly discussed the topic and agreed that they liked the opportunity that this gave. Ms. Cada said she would contact Mr. Schluter's family to tell them of the memorial for him.

Ms. Smith moved to accept the Richard J. Schluter Fund for Professional Development in Financial Literacy; seconded by Mr. Helland. The motion passed unanimously on a voice vote.

D. BGC GY2021 Contract change request

This was tabled until next month.

12. Impact (Outcomes) Committee

The Impact Committee did not meet this month.

13. Ad Hoc Funds Review Committee

The Impact Committee status was discussed.

14. Ad Hoc Suicide Program Committee

The Board discussed this Ad Hoc Committee and members will be Ms. Smith, Ms. Geltz, Ms. Emmer, and Mr. Helland. Ms. Cada will schedule the first meeting.

15. Old Business

A. Conflict of Interest Forms

Ms. Cada reminded the Board that it was time to fill out their yearly Conflict of Interest form. They could fill it out and leave it with Ms. Cada or Ms. Ostdick when leaving the meeting.

B. Guidelines & Criteria for Capital Funds request

Ms. Cada discussed the Guidelines and Criteria for any capital requests coming before the Board.

Ms. Emmer moved to accept the Guidelines and Criteria for Capital Funds Requests; seconded by Mr. Maier. The motion passed unanimously on a voice vote.

C. One- & Three-Year Plan Update

1. 0-7-year-old – Ms. Cada reported that Courtney Hughes met with 6 different schools and talked to the school nurses and other personnel regarding 0-7-year-old needs. Ms. Hughes is putting together two reports, one comprehensive report for the Board and one summary report for the website.
2. Law Enforcement/Mental Health – Ms. Cada updated the LE/MH initiative. Both the DeKalb and Sycamore Police Departments have been utilizing the position that the Mental Health Board is paying for. The liaison’s name is Abby and both Police Departments have an office for her in their buildings. Ms. Cada has asked Abby to come to the retreat to give a report on her progress.

16. New Business

A. Updated 2020 One Year Plan

The final updated version of the 2020 One Year Plan will be presented at the Retreat for approval.

B. IGA with McHenry County Mental Health Board

Ms. Cada explained that the McHenry County 708 Board is CARF Accredited. One part of that Accreditation is for them to have an alternative office space incase of a disaster. They asked Ms. Cada if we could have an Inter-Governmental Agreement with them to offer office space for each other in case of a disaster. The Board discussed and agreed that Ms. Cada should agree to this IGA.

17. Adjournment

The next meeting will be the Board Retreat on 9/25/20 from 9:00 am to 2:00 pm.

The meeting adjourned at 7:25 pm.

Respectfully submitted,

Jane Smith, Board President

Kathy Ostdick, Recording Secretary