

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD
EXECUTIVE COMMITTEE
MINUTES OF MEETING

October 6, 2020

Approved

Committee Members Present: Jane Smith, Meghan Cook

Staff Present: Deanna Cada, Kathy Ostdick

Other Persons Present: Sarah Beste

1. Call to Order

Ms. Smith called the meeting to order at 5:05 p.m.

2. Agenda

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

3. Approval of Minutes

Ms. Cook moved to approve the minutes of the 09/01/20 meeting; seconded by Ms. Smith. The motion passed unanimously on a voice vote.

4. Office Report

Ms. Cada reported that the first Suicide Programming Ad Hoc Committee meeting took place on 9/23/20. Ms. Geltz volunteered to be the Chairperson.

Ms. Cada told the Committee that NIU and the City of DeKalb are bringing in Dr. John Powell for a social justice/racial inequality program on 10/22/20 entitled “Belonging”. This will be a virtual meeting.

Ms. Cada shared that Safe Passage curated a show at the PIC Museum on sexual assault. Attendees have to sign up for a time slot for social distancing.

Ms. Cada sent out the Capital Fund Guidelines and the Richard R. Schluter award information to our funded agencies.

Ms. Christensen from the Regional Office of Education gave Ms. Cada an update on the transition assistance to teachers, school nurses, etc. Ms. Christensen put out a statement that a nine-week program on Brain Health and Wellness workshops kicks off on October 15th. This is mostly for school professionals to support professional development.

5. Conflict of Interest Forms Review

The Committee reviewed the last two Conflict of Interest forms. Both were approved.

6. 12 Health Services Drive

A. Lease request

Ms. Cada researched rules for this type of request. A decision needs to be made to either accept or deny the request.

Ms. Smith made a motion to move the request to the full Board for review; seconded by Ms. Cook. The motion passed unanimously on a voice vote.

Ms. Cada informed the Committee that Mr. Kokott, NW Medicine, called Ms. Cada to mend relationships and discuss the building status. Mr. Kokott suggested that the NM Board meet with the CMHB Board. Ms. Cada said that she would check with our attorney to make sure that correct protocol is used.

B. Request for Bid status

This was discussed above.

7. 2021 Board Meeting Dates – for informational purposes

Meeting dates for 2021 were distributed to the Committee.

8. Executive Director and Administrative Assistant Performance Reviews

Ms. Cada reminded the Committee that performance reviews for the Executive Director and Administrative Assistant are due. Ms. Cada performs the review for Ms. Ostdick and the Executive Committee and Board perform the review for Ms. Cada. The review policy and evaluation form for the Executive Director were distributed. Ms. Smith told the Committee that the written reviews would be due to the office by 11/5/20.

9. One Year Update FY2020 and Three-Year Plan Goals

Ms. Cada discussed the One Year Plan for 2020.

10. Date of Next Executive Committee Meeting: 11/10/20

11. Adjournment

The meeting was adjourned at 5:34 p.m.

Respectfully submitted,

Jane Smith, Board President

Kathy Ostdick, Recording Secretary