

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD
MINUTES OF MEETING
September 20, 2021

Approved

Board Members Present: Jane Smith, Marilyn Stromborg Perry Maier, Robert Cook, Meghan Cook, Sue Plote, Laurie Emmer, Jennie Geltz (by Zoom and not voting)

Board Members - Absent:

Other Persons Present:

Office Staff Present: Deanna Cada, Kathy Ostdick

1. Call to Order

The meeting was called to order by the President, Jane Smith, at 6:30 pm.

2. Pledge of Allegiance

3. Agenda

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

4. Minutes

Ms. Emmer moved to approve the minutes of the 8/16/21 Board meeting; seconded by Ms. Plote. The motion passed unanimously on a voice vote.

5. Announcements

There were no announcements.

6. Director's Report

Ms. Cada informed the Board that there will be a presentation at the Egyptian Theatre called Leading with Joy. There will be room to distance.

Ms. Cada told the Board that our new intern, Andrew Bucher, has started and could not be at this Board meeting tonight.

Ms. Cada said that Northwestern Medicine has asked to be put on our agenda for the November Board meeting to give an update on programs at the Ben Gordon Center.

Ms. Cada informed the Board that the office hosted an Agency Director's Meeting by Zoom. Agencies are needing resources on vaccine and mask regulations and rules from an HR Perspective. Ms. Cada reached out to an HR Attorney who specialized in this topic and called her. The attorney shared her opinions with Ms. Cada. Ms. Cada asked her if she would give a workshop on pandemic issues and employees. The attorney is thinking about it and will let Ms. Cada know.

Ms. Cada told the Board that we received both the 4th and 5th tax distribution. There is still one more distribution. We are expecting to be approximately \$25,000 short of our 2021 budgeted tax levy.

Ms. Cada also told the Board that Ms. Ostdick will be retiring 5/1/22. Ms. Cada and Ms. Ostdick are updating the job description. Ms. Cada will start interviewing about the 1st of December.

7. Community Input

Ms. Christianson was going to present their report in person but was unable to do so. The Board briefly discussed the report findings.

8. Finance Reports

A. Monthly budget report: July and August 2021

Dr. Stromborg reviewed the monthly budget reports for July and August 2021.

B. Claims

September 2021 Claims were discussed.

Ms. Plote moved to approve the September 2021 agency claims in the amount of \$198,441.53; seconded by Ms. Cook. The motion passed unanimously on a roll call vote.

Mr. Cook moved to approve the September 2021 office claims in the amount of \$1,305.30; seconded by Mr. Cook. The motion passed unanimously on a roll call vote.

9. Executive Committee

A. Ad Hoc Community Advisory Committees Policy –
The Board briefly discussed the policy.

Dr. Stromborg moved to approve the Ad Hoc Community Advisory Committees Policy; seconded by Ms. Emmer. The motion passed unanimously on a voice vote.

B. Open Board Seat update –

Ms. Cada informed the Board that they now have two Board Seat candidates. Dr. Stromborg, Robert Cook, and Perry Meier will be the Interview Committee. Ms. Cada will set up a date and time to meet with candidates by Zoom.

C. By-laws Revision – 30-day review –

Ms. Cada told the Board that she attended an Open Meetings Act presentation and made a few more By-Law changes. Dr. Stromborg had previously given Ms. Cada some changes to consider. Mr. Cook discussed several more changes. Ms. Cada will update the document and send it out electronically after the meeting to stay within the 30-day Board review timeline.

10. Finance Committee

A. FY2022 DCCMHB Budget revision –

Ms. Cada told the Board about the revision to the overall levy dollar amount for the Mental Health Board. She adjusted the numbers to match the levy.

Mr. Meier moved to approve the 2022 DeKalb County Community Mental Health Board Budget; seconded by Ms. Plote. The motion passed unanimously on a roll call vote.

B. Adventure Works Behavioral Healthcare Workforce Grant request –
The Board discussed the Adventure Works request.

Mr. Meier moved to approve the Adventure Works Behavioral Healthcare Workforce Grant request in the amount of \$6,750; seconded by Ms. Plote. The motion passed unanimously on a roll call vote.

C. NM 12 Health Services Drive – Roof Repair request –

The Board discussed the Ben Gordon Center building roof repair cost request. The Board asked Ms. Cada to have the Ben Gordon Center get a couple more bids for the CMHB Board to review.

D. Agency GY2021 – Agency Grant reconciliation –

Ms. Cada discussed the Agency grant reconciliation chart.

1. DeKalb County Treatment Court reallocation request –

Drug Court had some grant dollars left over due to employee shortages. They asked to reallocate the funds. The Board discussed the request and concluded that Drug Court could use some of the money for cell phones and a laptop but that the rest of the money had to be returned to the Mental Health Board.

Ms. Cook moved to approve the request for Drug Court to purchase a laptop and cell phones for a total of \$3,220 with the unused portion of the GY21 grant and that the remaining unused dollars in the GY21 grant for the amount of \$2,985.38 will have to be returned to the Mental Health Board; seconded by Ms. Plote. The motion passed unanimously on a roll call vote.

E. DeKalb County Community Gardens Capital Fund request –

Ms. Cada reviewed the DeKalb County Community Gardens capital request with the Board. Board members discussed the request.

Ms. Cook moved to approve a DeKalb County Community Gardens capital request in the amount of \$25,000; seconded by Ms. Emmer. The motion was passed unanimously on a roll call vote.

Ms. Plote moved to go into Closed Session at 7:10 pm; seconded by Ms. Cook. The motion passed unanimously on a voice vote.

11. Closed Session (Exception (6) The setting of a price for sale or lease of property owned by the public body)

The Board returned to Open Session at 7:15 pm.

12. Ad Hoc Suicide Programming Committee -

A. Next Meeting September 29, 2021

13. Ad Hoc CEBIB Committee

A. Next meeting September 23, 2021

14. Old Business

A. One Year and Three-Year Plan update –

Ms. Cada and Ms. Plote met to discuss the 0–7-year-old priority. Ms. Cada said they had a good discussion.

Ms. Cada called the NIU Digital Marketing Department and set up an appointment to meet. At the meeting, they discussed developing 20 pages of information for social media usage, will look at our two Facebook pages and give us feedback on how to merge the two pages, and they will look at our website and give feedback. The cost will be approximately \$500 and there may be extra costs if they redesign our website.

15. New Business

There was no new business.

16. Adjournment

The meeting was adjourned at 7:22 PM.

Next meeting is October 18, 2021 starting at 6:30 pm.

Respectfully submitted,

Jane Smith, Board President

Kathy Ostdick, Recording Secretary