

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD
EXECUTIVE COMMITTEE
MINUTES OF MEETING

December 7, 2021

Approved

Committee Members Present: Jane Smith, Marilyn Stromborg, Meghan Cook

Staff Present: Deanna Cada

Other Persons Present:

1. Call to Order

Ms. Smith called the meeting to order at 6:01 p.m.

2. Agenda

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

3. Approval of Minutes

Ms. Cook moved to approve the minutes of the 11/2/21 meeting; seconded by Dr. Stromborg. The motion passed unanimously on a voice vote.

4. Office Report

Ms. Cada reported on the ACMHAI Winter Membership meeting that took place December 2 – 3 in Chicago, IL. There was excellent information provided regarding workforce and human resources information. Ms. Cada will ensure that board members have access to the recorded information.

Ms. Cada reported on the Illinois Mental Health Task Force Regional Councils and Resource Mapping Workshops that will take place virtually in 2022. Ms. Cada will be participating in these workshops and providing the State of Illinois with information about the work in DeKalb County.

Ms. Cada officially thanked Board Members Meghan & Robert Cook and Laurie Emmer for their donations to the “Let’s Talk Turkey” and “Feed the Need” philanthropic events.

Ms. Cada reported on the positive feedback received about the Suicide Awareness Event and the status of the free QPR community training.

Ms. Cada reminded the committee of the holiday party scheduled for Tuesday, December 14, 2021. This is a social event only and no business will occur.

Ms. Cada gave an update on the status of Ms. Ostdick and planned time off for the month of December 2021.

5. Public Comment

There was no public comment.

6. Old Business

A. Open Board Seat process -

Ms. Cada reported that Ms. Quinn is schedule to be appointed to the Mental Health Board at the County Board meeting on December 8, 2021.

B. One Year/Three Year Plan update – No action

7. New Business

A. Board Responsibilities Review & Updates – The Board Responsibilities document changes were submitted for review. Committee members made recommendations and changes will be brought to the January 2022 committee meeting.

B. Impact Committee Members – Ms. Cada is checking with Board Members to determine interest for participating on the Impact Committee. To date Mr. Meier and Ms. Smith have committed. Ms. Cada will follow up with Ms. Plote.

C. Administrative Assistant Job Search process – Ms. Cada presented the job listing and description for the Administrative Assistant job search. The Committee agreed on a posted starting wage of \$18.50 with the notation of flexible schedule. Ms. Cada will be posting the position by the end of the month.

8. Date of Next Executive Committee Meeting: 01/4/22 starting at 6:00 pm

9. Adjournment

The meeting was adjourned at 6:36 p.m.

Respectfully submitted,

Jane Smith, Board President

Deanna Cada, Recording Secretary