

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD
EXECUTIVE COMMITTEE
MINUTES OF MEETING

January 4, 2022

The President of the DeKalb County Community Mental Health Board has determined that an in-person meeting is not practical or prudent because of a disaster.

This meeting was held fully remote through Zoom platform

APPROVED

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

Staff Present: Deanna Cada, Kathy Ostdick (left at 6:40 p.m.)

Other Persons Present:

1. Call to Order

Ms. Smith called the meeting to order at 6:04 p.m.

2. Agenda

Dr. Stromborg moved to approve the agenda; seconded by Ms. Cook. The motion passed unanimously on a roll call vote. Dr. Stromborg – yes, Ms. Cook – yes, Ms. Smith – yes.

3. Approval of Minutes

Dr. Stromborg moved to approve the minutes of the 12/7/21 meeting; seconded by Ms. Cook. The motion passed unanimously on a roll call vote. Dr. Stromborg – yes, Ms. Cook – yes, Ms. Smith – yes.

4. Office Report

Ms. Cada reported on she attended a tour of the Self-Help Legal Center at the DeKalb County Courthouse. The Mental Health Board is a partner of the Center and will be working on ways to support the Center.

Ms. Cada reported that the new DCCMHB Member, Kristen Quinn was appointed by the DeKalb County Board at the 12/8/2022 Board Meeting.

Ms. Cada reported that the CEBiB Committee will be hosting a Focus Group to review the Community Survey on Tuesday, January 25, 2022.

Ms. Cada reported on the Covid-19 surge impact, partner agencies are affected by Covid-19.

Ms. Cada is scheduled for vacation out of the county January 17 – January 22, 2022, she is making contingency plans if there are any Covid-19 impacts.

5. Public Comment

There was no public comment.

6. Old Business

A. Board Responsibilities Reviews & Update – Ms. Cada shared the updated document.

Dr. Stromborg moved to forward the document to the full Board for approval, seconded by Ms. Cook. The motion passed unanimously on roll call vote. Dr. Stromborg – yes, Ms. Cook – yes, Ms. Smith – yes

B. Administrative Assistant Job Search process – Ms. Ostlick will be working remotely for the most part until her retirement date. Ms. Cada is moving forward with the hiring process.

C. One Year/Three Year Plan update – Ms. Cada reported that the journal article co-authored by Courtney Hughes, Ethan Spann and Deanna Cada will be published in the Journal of Community Mental Health. Ms. Cada reported that one of the police/social workers has left the position.

7. New Business

A. Covid 19 Response/Meetings 2022 – Ms. Cada reported that Committee & Board Meetings will be fully remote during the Covid-19 surge and Governor declared a State of Emergency.

B. Guardianship/Involuntary Commitment Resources – Ms. Cada reported that Colleen Park, Family Service Agency is working on mapping the Guardianship/Involuntary Committee process to share with the community. Ms. Cada approved \$950.00 to Family Service Agency to pay for cost associated with this process.

C. GY 2023 Grant Application & Process – Ms. Cada presented the Grant Year 2023 timeline to the Committee.

D. FY 2022 Conflict of Interest Forms – Ms. Cada notified the Committee that it is time to complete the DCCMHB Conflict of Interest of Interest Form. Ms. Cada will digitalize the form for completion by Board Members.


8. Date of Next Executive Committee Meeting: 02/1/22 starting at 6:00 pm

9. Adjournment


The meeting was adjourned at 6:24 p.m.

Dr. Stromborg moved for adjournment, seconded by Ms. Cook. The motion passed unanimously on roll call vote. Dr. Stromborg – yes, Ms. Cook – yes, Ms. Smith – yes.

Respectfully submitted,



Jane Smith, Board President



Deanna Cada, Recording Secretary