

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD
EXECUTIVE COMMITTEE
MINUTES OF MEETING

February 1, 2022

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

This meeting was held fully remote through the Zoom platform

APPROVED

Committee Members Present: Jane Smith, Marilyn Stromborg

Committee Members Not Present: 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. Smith. The motion passed unanimously on a roll call vote. Dr. Stromborg – yes, Ms. Smith – yes.

3. Approval of Minutes

Dr. Stromborg moved to approve the minutes of the 1/4/22 meeting, seconded by Ms. Smith. The motion passed unanimously on a roll call vote. Dr. Stromborg – yes, Ms. Smith – yes.

4. Office Report

Ms. Cada shared an article from the Daily Chronicle about the Board's support of the Arts in Action program through the Community Investment Funds.

Ms. Cada shared information about Open Meetings Act training. The State of Illinois training portal is inactive. Ms. Cada has contacted the State's Attorney Office about the training. That office will look into providing training to DeKalb County stakeholders.

Ms. Cada reported that Kim Volk, Director BHS at Northwestern Medicine, will be retiring as of April 2022.

Ms. Cada will be on vacation from 2/28/2022 – 3/4/2022.

Ms. Smith will not be at the full Board meeting on March 21, 2022.

5. Public Comment

There was no public comment.

6. Old Business

- A. FY2022 Board Conflict of Interest Forms – Ms. Cada has received four forms to date. Forms will be reviewed at the March 2022 Executive Committee meeting.
- B. Administrative Assistant Job Search process – Ms. Ostdick did provide an overview of duties before her retirement date on 1/31/2022. Ms. Cada discussed the status of the CACDC role that Ms. Ostdick fulfilled and how that will be covered moving forward. Two interviews are scheduled in the next couple of weeks.

7. New Business

- A. Policy & Procedure Review – Annual time to review policy and procedures internal to DCCMHB and the appropriate County policies and procedures.
- B. CACDC Support – Ms. Cada discussed the changes to CACDC support with the retirement of Ms. Ostdick. Ms. Cada will talk with the CACDC leadership about moving forward without the support of Ms. Ostdick.

8. **One Year/Three Year Plan update** – One Year Plan is complete and needs to be submitted to the County Board. Ms. Cada gave an update on the Community Survey Focus Group. The feedback was helpful and informative. Ms. Cada has talked with Ms. Plote about the 0 – 7-year-old priority and how to move forward in that area.

9. **Date of Next Executive Committee Meeting:** 03/8/22 starting at 6:00 pm

10. Adjournment

The meeting was adjourned at 6:20 p.m.

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

Respectfully submitted,

Jane Smith, Board President

Deanna Cada, Recording Secretary