

**DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD**  
**EXECUTIVE COMMITTEE**  
**MINUTES OF MEETING**

**March 8, 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, Meghan Cook

**Committee Members Not Present:**

**Staff Present:** Deanna Cada, Heaven Allen

**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 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 2/1/22 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 met with Northwestern Medicine staff and received an update on the Partial Hospitalization Program, and the IOP program is scheduled to open in August of 2022. NM has announced who will be taking over Ms. Volk's position, and it will be divided into two people. Clinical Director will be Karyn Erkfritz-Gay and Operations Director Sabrina Nicholson. Ms. Volk helps with the transition and has a retirement date of April 1<sup>st</sup>. Mike Kokott invited the Executive Committee to the new Emergency Department. Committee members expressed a desire to have the entire Board tour the ED at a later date.

Ms. Cada shared information about This Is My Brave. It will be held at 7:00 pm on Thursday, October 13<sup>th</sup> at the Egyptian Theatre. Team training is starting. Ms. Cada was asked to be the Fidelity Coordinator. Auditions will be held in April.

Ms. Cada reported that ACMHAI Spring Meeting is scheduled for April 25 & 26 (Monday / Tuesday)

Ms. Cada reported that future committee and Board meetings would be in person as the Governor has lifted the mask mandate.

**5. Public Comment**

There was no public comment.

## 6. Old Business

- A. FY2022 Board Conflict of Interest Forms – Ms. Cada has received all forms. No Conflict of interest was indicated except. P. Meier acknowledged that his wife works for Northwestern, P. Meier will not vote on Northwestern topics.

*Ms. Smith moved to accept the Conflict-of-Interest Forms for 2022, seconded by Dr. Stromborg. The motion passed unanimously on a roll call vote. Dr. Stromborg – yes, Ms. Cook – yes, Ms. Smith – yes*

- B. Administrative Assistant Job Search process – Ms. Cada reported that the search was completed offered the position to Heaven Allen, who accepted. Ms. Allen introduced herself.
- C. Policy & Procedure Review – Ms. Cada discussed a couple of policies that needed to be reviewed. Ms. Cada proposed that the Executive Committee handles the review of policies. Ms. Cada will share policies to be reviewed at the next committee meeting.
- D. Grant year 2023 Application Update – Received 56 Applications. There were no new agencies. Ms. Cada sent out an email in regards to Grant Assignments.

## 7. New Business

- A. On the Table Event Discussion May 10 – 16, 2022 – Due to COVID, this event has not been held in 2 years. Ms. Cada proposed whether or not we will hold it this year. The Committee indicated an interest in hosting the event. The discussion about holding the event at Blumen Gardens.
- B. Set Board Retreat Date – July 29, 2022 – The Executive Board announced the date to make sure that everyone was available. The date will be presented to the entire board.

**8. One Year/Three Year Plan update** – Ms. Cada spoke to Ms. Plote she has been working with Health and Family and Consumer Sciences – Jane Rose is in charge of internships for those students, Ms. Rose is working on developing an internship to have a student work with one of the funded agencies on developing services for 0–7-year old’s focusing on the peer mentoring model. Ms. Plote hopes to have an update for April Meeting.

**9. Date of Next Executive Committee Meeting:** 04/5/22 starting at 6:00 pm


## 10. Adjournment

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

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

Respectfully submitted,

  
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Jane Smith, Board President

  
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Heaven Allen, Recording Secretary