

**DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD**

**FINANCE COMMITTEE**

**MINUTES OF MEETING**

**December 6, 2022**

APPROVED

**Committee Members Present:** Marilyn Stromborg, Jane Smith

**Committee Member Not Present:** Meghan Cook

**Office staff:** Deanna Cada, Heaven Allen

**Other Persons Present:**

**1. Call to Order**

Dr. Stromborg called the meeting to order at 6:33 p.m.

**2. Approval of Agenda**

*Ms. Smith moved to approve the agenda, seconded by Dr. Stromborg. The motion passed unanimously.*

**3. Approval of Minutes**

*Ms. Smith moved to approve the minutes of the 10/04/22 meeting, seconded by Dr. Stromborg. The motion passed unanimously.*

**4. Office Report**

Ms. Cada shared that Adventure Works wrote the board a Thank You Letter for the Special One-time Capital Grant. Ms. Cada announced that she would read the note at the Board Christmas Party.

Ms. Cada announced that the board received the final Property Tax Distribution. Ms. Cada shared that the MHB received \$5,200 more than expected.

Ms. Cada discussed that the Grant Seekers Workshop was held. Ms. Cada shared that the workshop went well, and each question was discussed in detail.

**5. Public Comment**

No Comment

**6. Approval of December 2022 Claims Approval – Tabled until January Board Meeting, Dr. Stromborg was empowered to approve and sign claims for December 2022.**

**7. Old Business**

- A. Executive Director and Administrative Assistant Performance Evaluation and Annual Salary/Wage Review – Closed Session

*Ms. Smith motioned to move into a Closed Session, Seconded by Dr. Stromborg. The motion passed unanimously.*

- B. CEBiB Committee Data Analysis RFQ – Ms. Cada shared that the CEBiB Committee will vote on bringing in NIU CGS to analyze the survey. They quoted that it would cost \$3600 to do the Analysis

- C. Financial Consultant – Agency Reviews – Ms. Cada reported that she met with Betsy Hall, who plans to meet with three agencies per quarter to review their finances and provide education to give more accurate reporting.

## 8. New Business

- A. Funding Guidelines Updates – Ms. Cada shared the updated funding guidelines, to be reviewed at the January 2023 Board Meeting.
- B. Richard J. Schluter Award 2023 – The Award applications will be released to funded agencies in January 2023.
- C. Finance Committee Membership and Leadership – Jane Smith appointed Perry Maier as a member of the Finance Committee and Meghan Cook as Finance Committee Chair in Dr. Stromborg’s absence.

9. One-Year and Three-Year Plan Goals – No Updates

10. Date of next meeting: 01/10/23 at 6:30 p.m.

11. Adjournment

***Dr. Stromborg moved for adjournment at 7:20 pm, seconded by Ms. Smith. The motion passed unanimously.***

Respectfully submitted,

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Dr. Marilyn Stromborg, Committee Chair

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Heaven Allen, Recording Secretary