

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD
MINUTES OF MEETING
January 23, 2023

APPROVED

Board Members Present: Perry Maier, Kristen Quinn, Robert Cook, Meghan Cook, Jane Smith, Sue Plote

Board Members Absent: Laurie Emmer, Jennie Geltz, Marilyn Stromborg

Other Persons Present: Angie Nelson, Erika Fleck, and Cassie Schnorr, Epilepsy Advocacy Network
Robert Putz, CACDC Founder

Office Staff Present: Deanna Cada, Heaven Allen

1. Call to Order

Ms. Smith called the meeting to order at 6:00 pm.

Ms. Allen took attendance. Perry Maier, Kristen Quinn, Robert Cook, Meghan Cook, Jane Smith, and Sue Plote was present. There is a quorum for the meeting.

2. Pledge of Allegiance

Ms. Smith led the Pledge of Allegiance.

3. Agenda

Mr. Maier moved to approve the agenda seconded by Ms. Quinn. The motion passed unanimously with all in favor.

4. Minutes

Mr. Maier moved to approve the minutes of the 11/21/2022 Board Meeting seconded by Ms. Plote. The motion passed unanimously with all in favor.

5. 3 Year- Presentation – Epilepsy Advocacy Network

Epilepsy Advocacy Network Administrator, Angie Nelson, gave their 3-year presentation

6. Announcements

Ms. Cada acknowledged Bob Putz, CACDC Founder, for his hard work over the years and presented him with a certificate of dedication.

7. Director's Report

Ms. Cada reported that she had been asked to present to groups in Dekalb County, recently Ms. Cada shared that she completed a presentation with the Sycamore Rotary and has been asked by the Dekalb Rotary to present along with various NIU classes, the Health Department, and sitting on a panel for the DCEDC.

Ms. Cada announced that she had been invited to participate in the Region 1 statewide CESSA Planning Group. CESSA is the law that separates behavioral health from the law. The law is set to be in place on July 1. Northwestern Medicine is our provider who will be going out on these calls.

Ms. Cada Discussed that the board has received its End of the Year 2022 Financial Report for Budget Utilization, and that the board was \$118,000 over budget, which allowed us to use more of the balance

that we acquired over the years. These expenses came from the Capitol One Time Grants, new equipment, and advertisements for the open position.

Ms. Cada reported that she held a meeting with the Guardianship group. The group feels they are ready to present/ train professionals and non-profits who may be involved in Guardianship. A workshop is under development.

Ms. Cada shared that there has also been an interest in Trauma training.

8. Community Input

None

9. Finance Reports

A. Monthly budget report: November & December 2022

Ms. Cook reviewed the monthly budget reports for December 2022.

B. Claims

January 2023 Claims were Discussed. **December 2022 Claims have been tabled until Feb. Board Meeting.**

Ms. Smith moved to approve the January 2023 agency claims in the amount of \$314,807.05, seconded by Mr. Maier. The motion passed unanimously on a roll call vote. Ms. Smith- Yes, Ms. Cook – Yes, Ms. Quinn -Yes, Ms. Plote-Yes, Mr. Cook- Yes, Mr. Maier – Yes

Ms. Smith moved to approve the January 2023 office claims for \$1,472.95, seconded by Ms. Quinn. The motion passed unanimously on a roll call vote. Ms. Smith- Yes, Ms. Cook – Yes, Ms. Quinn -Yes, Ms. Plote-Yes, Mr. Cook- Yes, Mr. Maier – Yes

10. Executive Committee

A. DCCMHB Strategic Planning status – Ms. Cada announced that next week on Tuesday, January 31st, the board will meet at the Dekalb County History Center for the Strategic Planning Workshop. The Board will be meeting from 9-3 pm

Ms. Cada reminded board members to look over the “Homework” and bring ideas.

B. FY2023 Conflict of Interest Forms- Ms. Cada shared that in addition to the board’s conflict of interest forms, the County’s Statement of Economic Interest forms will be sent out shortly. Ms. Smith inquired about instructions; Ms. Cada announced that those would also accompany the form.

Closed Session (Exception (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees)

a. Annual Personnel Performance Review Discussion

Mr. Cook moved to go into Closed Session at 6:48 pm to discuss the Annual Personnel Performance Review Discussion, seconded by Ms. Cook. The motion passed unanimously on a roll call vote as follows: Ms. Smith- Yes, Ms. Cook – Yes, Ms. Quinn -Yes, Ms. Plote-Yes, Mr. Cook- Yes, Mr. Maier – Yes.

The Board left the closed session at 6:54 pm

11. Finance Committee

A. Annual Employee Performance Review Compensation –

Mr. Cook moved to give Ms. Allen the following salary increase of 2.25% retroactive to January 1, 2023, seconded by Ms. Cook. The motion passed unanimously on a roll call vote as follows: Ms. Smith- Yes, Ms. Cook – Yes, Ms. Quinn -Yes, Ms. Plote-Yes, Mr. Cook- Yes, Mr. Maier – Yes.

Ms. Cook moved to give Ms. Cada the following salary increase of 5% retroactive to her anniversary date of January 5, 2023, seconded by Ms. Plote. The motion passed unanimously on a roll call vote as follows: Ms. Smith- Yes, Ms. Cook – Yes, Ms. Quinn -Yes, Ms. Plote-Yes, Mr. Cook- Yes, Mr. Maier – Yes

B. Clean-Up Motion, Amount for Special One-Time Grant Program

Ms. Quinn moved to amend the motion passed on November 21, 2022, to approve the One Time Special Grant by striking the amount of \$268,000 and inserting the amount of \$237,635, seconded by Ms. Smith. The motion passed unanimously on an all-in-favor vote.

C. CEBiB Committee Data Analysis RFQ & Contract- Ms. Cada reported that the committee received one reply to the RFQ to complete the analysis from the NIU Center of Governmental Studies. They are able to do what we need them to do. It has been presented to the CEBiB Committee and Finance Committee and would like to move forward with approval for \$3,600.

Ms. Cook moved to approve the NIU Center of Governmental Studies to complete the CEBiB Survey Data Analysis for the amount of \$3,600, seconded by Ms. Plote. The motion passed unanimously on a roll call vote. Ms. Smith- Yes, Ms. Cook – Yes, Ms. Quinn -Yes, Ms. Plote-Yes, Mr. Cook- Yes, Mr. Maier – Yes

D. CACDC Financial Request - \$5,000 Request- Ms. Cada shared that she spoke with Kathy Ostidick in regard to the increased need for financial assistance from consumers who utilize the CACDC. Current economic hardships – direct financial assistance, rent, heating, electricity. Ms. Ostidick is looking for an increase to assist with current economic hardships, help with direct financial assistance for rent assistance, and heating and electricity bills. The Full Board Discussed.

Ms. Plote moved to approve the \$5,000 request for the CACDC, seconded by Mr. Cook. The motion passed unanimously on a roll call vote. Ms. Smith- Yes, Ms. Cook – Yes, Ms. Quinn -Yes, Ms. Plote-Yes, Mr. Cook- Yes, Mr. Maier – Yes

E. Family Wellness Program Utilization Update– Ms. Cada reported that the Family Wellness Program has been available to the Sycamore Police and Fire department and the Dekalb fire department for the past 2-3 years. There has been the utilization of the program, and Ms. Cada shared the report of use with the board, with roughly 24 individuals using the program. There are 2 agencies that are used currently Sugar Grove Wellness and KM institute.

F. Richard J. Schluter Award 2023 – Ms. Cada announced that applications had been released and agencies have until March 1, 2023. This Award assists with financial education for staff, volunteers, or board members.

G. Grant Year 2024 Timeline Draft – Ms. Cada reviewed the timeline for the grant process.

12. Impact Committee -

None

13. CEBiB Committee

A. Next Steps: Data Analysis – NIU has until March to complete the analysis.

B. Next CEBiB Meeting – February 9th, 2023

14. Old Business

None

15. New Business

Ms. Cada addressed that there is a need for crisis and grief response in the community. Ms. Cada discussed that it would go through the finance committee first, but we are able to utilize our emergency fund for these needs.

16. Adjournment

Next Meeting – February 27, 2023, at 6:00 p.m.

Agency Presentation: Family Service Agency of Dekalb County

Mr. Cook moved to adjourn, seconded by Mr. Maier. The motion passed unanimously with all in favor.

Respectfully submitted,

Jane Smith, Board President

Heaven Allen, Recording Secretary