

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

January 10, 2023

APPROVED

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

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 6:00 p.m.

2. Agenda

Ms. Cook moved to approve the agenda, seconded by Mr. Maier. The motion passed unanimously.

3. Approval of Minutes

Ms. Cook moved to approve the minutes of the 12/06/22 meeting, seconded by Mr. Maier. The motion passed unanimously.

4. Office Report

Ms. Cada announced she would be teaching at NIU for an NNGO

Ms. Cada shared that she has been asked to do multiple presentations, including the Sycamore Rotary Club and then a couple for NIU classes

Ms. Cada discussed that she is working with CESSA implementation

5. Public Comment

There was no public comment.

6. Old Business

- A. Strategic Planning: Next Steps – Ms. Cada reminded the group that the strategic planning meeting for the board is on January 31st

7. New Business

- A. Policy & Procedure Development – Purchasing Policy – Ms. Cada discussed updating the board purchasing policy, which was taken from the County.
- B. Asst Disposal Decisions- Ms. Cada discussed the process for asset disposal.
- C. Grant Year 2024 Grant Application & Process – Ms. Cada shared the GY24 timeline for informational purposes.
- D. FY2023 Conflict of Interest Forms – Ms. Cada will hand out COI forms at the January 2023 Board Meeting.
- E. Office Purchase – Executive Director Laptop – Ms. Cada needs a new laptop. Her current laptop is over six years old. The replacement policy indicates a 5-year replacement timeline.

8. **One-Year/Three-Year Plan update** – Ms. Cada indicated that the Strategic Planning process and the CEBiB survey results would inform the next plans.

9. **Date of Next Executive Committee Meeting:** 02/07/23 starting at 6:00 pm

10. Adjournment

The meeting was adjourned at 6:18 p.m.

Ms. Cook moved for adjournment, seconded by Mr. Maier. The motion passed unanimously.

Respectfully submitted,

Jane Smith, Board President

Heaven Allen, Recording Secretary