

**DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD**

**FINANCE COMMITTEE**

**MINUTES OF MEETING**

**January 10, 2023**

APPROVED

**Committee Members Present:** Jane Smith, Meghan Cook, Perry Maier

**Committee Members Virtually Present:** Marilyn Stromborg,

**Committee Member Not Present:**

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

**Other Persons Present:**

**1. Call to Order**

Ms. Cook called the meeting to order at 6:30 p.m.

**2. Approval of Agenda**

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

**3. Approval of Minutes**

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

**4. Office Report**

Ms. Cada reported that she would be preparing a final report for the Community Investment Fund Grant Program.

Ms. Cada discussed Fiscal Year 2022 Budget highlighting the areas where the Board is over budget due to events throughout the year. The Board did intentionally utilize fund balance.

Ms. Cada announced that the approved grant funding amount of \$100,000 was transferred to Court Services.

**5. Public Comment**

No Comment

**6. Approval of January 2023 Claims Approval**

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

*b. Ms. Smith moved to approve the January 2023 Office claims in the amount of \$1,472.95, seconded by Mr. Maier. The motion passed unanimously on a roll call vote. Ms. Smith-Yes, Ms. Cook- Yes, Mr. Maier - Yes*

**7. Old Business**

A. Executive Director and Administrative Assistant Performance Evaluation and Annual Salary/Wage Review – Closed Session – The full board will discuss this at the January 23 meeting.

- B. CEBiB Committee Data Analysis RFQ – Ms. Cada shared that the CEBiB Committee elected NIU CGS to complete the Data Analysis; the Finance committee reviewed.

***Ms. Smith motioned to move to recommend NIU CGS to complete CEBiB Data Analysis to be voted on by the full board, Seconded by Mr. Maier. The motion passed unanimously.***

- C. Financial Consultant -Tabled until February Meeting

## **8. New Business**

A. Financial Request – CACDC – The CACDC requested an additional \$5,000 in funding to support the increased community need for direct financial assistance.

***Mr. Maier motioned to increase funds by \$5,000 to be voted on by the full board, Seconded by Ms. Smith. The motion passed unanimously.***

B. Family Wellness Program Utilization Update – Ms. Cada discussed the Family Wellness Program for First Responders. Ms. Cada announced that it was going well and provided a written report.

- C. Executive Director Laptop Purchase

***Mr. Maier motioned to approve the laptop purchase up to \$1600, seconded by Ms. Cook. The motion passed unanimously on a roll call vote. Ms. Smith – Yes, Mr. Maier – Yes, Ms. Cook – Yes***

D. Grant Year 2024 Grant Application & Process – Ms. Cada reviewed the timeline with the committee.

**9. One-Year and Three-Year Plan Goals** – Ms. Cada discussed that the 3 Year Plan would be updated after the CEBiB Survey Data Analysis is completed.

10. Date of next meeting: 02/07/23 at 6:30 p.m.

11. Adjournment

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

Respectfully submitted,

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Meghan Cook, Committee Chair

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Heaven Allen, Recording Secretary