

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD

FINANCE COMMITTEE

MINUTES OF MEETING

February 8, 2022

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 6:31 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 1/10/22 meeting, seconded by Mr. Maier. The motion passed unanimously.

4. Office Report

- Ms. Cada reported meeting with two new grant applicants (Acts of Grace and 4-C). Ms. Cada announced that she is expecting a few more new applicants within the cycle
- Ms. Cada reported that organizations that ask for increased funding within the Cost -of -Living Adjustment (COLA) amount don't need to present to the Board, per past practice. The COLA amount for this year is 8.7%. As long as there is no new programming and it is less than the COLA amount, the Organization will not need to present it to the Board.
- Ms. Cada discussed that she saw on a listserv an article that reported that NIU received \$238,000 to train school personnel and first responders to recognize the signs of mental health challenges. Ms. Cada has contacted the requestor to discuss support and partnership opportunities.
- Ms. Cada shared that the new laptop is working well!

5. Public Comment

No Comment

6. Approval of February 2023 Claims Approval

- a. Ms. Smith moved to approve the February 2023 agency claims for \$222,170.33, 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 February 2023 Office claims in the amount of \$3,792, 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. Funding Guidelines Updates – Ms. Cada discussed that the finance committee approved the financial guidelines in November, which she will put on the agenda for the February Board Meeting. Mr. Maier brought up a few different corrections within the guidelines, and Ms. Cada will update these corrections.
- B. Financial Consultant 2023 Workplan – Ms. Cada shared that Betsy Hull’s contract will be renewed with the board through December 2023. Ms. Cada shared that Ms. Hull is currently advising organizations to assist them with their financials. Ms. Hull is working with B.L.A.C. to get them to use QuickBooks and Epilepsy Advocacy Network to improve their financial reporting. Lastly, she continues to help with the CACDC and keep an eye on their finances. Ms. Cada announced that Ms. Hull developed the (N-FIT) Nonprofit Financial Indicator Tool. This tool will help organizations see how finances impact their programs and budgets and then utilize the information with their boards and the DCCMHB. There will be a pilot piece and then a workshop with those who piloted the program to discuss how it works within their organizations. The Four Organizations that have agreed to pilot the program are Adventure Works, Elder Care Services, Family Service Agency, and Dekalb County Community Gardens—hoping to train the rest of the agencies in March.

8. New Business

A. Sycamore Police Department Reallocation Request- Ms. Cada discussed that the Sycamore Police Department was approved for \$9,000 in funding for Peer Support Training that was not utilized. Ms. Cada said they would like to use \$2,500 for the peer support program. The Finance committee discussed the reallocation.

Ms. Smith motioned to reallocate up to \$5000 for the Peer Support program, Seconded by Mr. Maier. The motion passed unanimously.

B. Building Leader’s Advocating for Change (B.L.A.C) Update– Ms. Cada discussed that Tiffany Tucker, the founder of B.L.A.C., has found a new location with a lower cost. With this change, Ms. Tucker asked to reallocate \$2000 from construction to moving costs (i.e., Truck and Supplies). The Finance committee discussed the reallocation.

Mr. Maier motioned to approve the reallocation of \$2000 from construction costs to moving costs with the submission of receipts. The motion passed unanimously.

C. Adventure Works Request – For Informational Purposes – Ms. Cada announced that after the success of the county-wide wellness program with Adventure Works, she would like to bring them back to repeat the program and utilize their different wellness techniques. The cost to have Adventure Works present is \$550.

9. One-Year and Three-Year Plan Goals – Ms. Cada discussed that these are currently in process and will be presented as part of the retreat.

10. Date of next meeting: 03/07/23 at 6:30 p.m.

11. Adjournment

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

Respectfully submitted,

Meghan Cook, Committee Chair

Heaven Allen, Recording Secretary