

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD

FINANCE COMMITTEE

MINUTES OF MEETING

March 7, 2022

APPROVED

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

Committee Member Not Present: Marilyn Stromborg

Office staff: Deanna Cada, Heaven Allen

Other Persons Present:

1. Call to Order

Ms. Cook called the meeting to order at 6:35 p.m.

2. Approval of Agenda

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

3. Approval of Minutes

Mr. Maier moved to approve the minutes of the 2/7/23 meeting, seconded by Ms. Smith. The motion passed unanimously.

4. Office Report

- Ms. Cada shared that the funded agencies want to bring Trauma Training back to Dekalb County. The County brought Raul Almazar from SAMSHA a couple of years back, and it was well received. Ms. Cada pulled together a group to discuss bringing Trauma Training with Raul back and is currently negotiating to have him come back out. Ms. Cada discussed possibly holding a series of sessions around Trauma topics. Ms. Cada shared that there is much interest, and a funding request will be brought to the committee.
- Ms. Cada discussed the committee fee-for-service (FFS) contracts. Ms. Cada shared that we had moved to FFS. The board cannot see outcomes with this model due to funding individuals and not a program. Ms. Cada shared that we only have three agencies using the FFS model. Many questions have arisen, and the decision is to write these into written guidelines or move away from the model and move towards Grant based. Committee members discussed the options of the two. Ms. Cada expressed that with the Grant model, the board can have more control over the utilization of funds. Ms. Cada will work on a proposal for the next committee meeting.
- Ms. Cada reported that the CACDC is still struggling. Currently, they are not compliant with the minimum number of board members required. Ms. Cada stated that she let Ms. Sharon Grant know that if they do not get a third member, we would be unable to fund them. Ms. Cada reported that the CACDC has begun to do educational presentations again. Still, she stated that the problem is that no member can access a credit card to purchase presentation material. Ms. Cada discussed with the board how to operate the CACDC. Ms. Cada will talk with the CACDC and keep the Finance Committee posted on the discussions.

5. Public Comment

No Comment

6. Approval of March 2023 Claims Approval

- a. *Mr. Maier moved to approve the March 2023 agency claims for \$223,434.50, seconded by Ms. Smith. The motion passed unanimously on a roll call vote. Ms. Smith-Yes, Ms. Cook-Yes, Mr. Maier- Yes*
- b. *Mr. Maier moved to approve the March 2023 Office claims in the amount of \$9,736.67, seconded by Ms. Smith. The motion passed unanimously on a roll call vote. Ms. Smith-Yes, Ms. Cook- Yes, Mr. Maier - Yes*

7. Old Business

- A. Financial Consultant 2023 Workplan – Updates - Ms. Cada discussed that Betsy Hull was working with Tiffany Tucker from B.L.A.C. Inc. Due to missing the grant deadline, Ms. Hull would like to voluntarily continue working with Ms. Tucker to get her to a place where she is more financially stable. Ms. Cada announced that we are looking to hold a workshop for NFIT in June before the new funding cycle begins. Ms. Hull will also do training for the board on how to interpret the tool. Ms. Cada discussed if the board is willing to put money towards Ms. Hull to do One- on- One consulting with agencies identified as struggling. Ms. Cada suggested possibly applying the funds we would have used for the RJS Award towards these consultations. Ms. Cada brought to the board to think about what the goal of the workshop is for the Agencies
- B. Community Investment Fund & Capital Fund Reports– Ms. Cada shared the community investment fund outcomes as of 3/7/23. There are still a few organizations that have not expended all their funds. Once they have, Ms. Cada will present the final report.

8. New Business

- A. Grant Year 2024 Process & Update
 - i. Grant Application Evaluation Assignments- Ms. Cada presented the committee members with their grant application assignments. Ms. Cada reported that the tally sheet would be printed and mailed to board members.
 - ii. Agency Presentation Schedule – Ms. Cada discussed with committee members; the current list of Agencies that will need to present. Ms. Cada reported on additional agencies she would like to hear from; Dekalb Area Alano Club, Association for Individual Development, and Hope Haven. Ms. Cada shared that she would let the board know the final presentation schedule.
 - iii. Quarterly Reporting – Ms. Cada reported that Ms. Allen is working on follow-up reports for the GY2024 Grant cycle.
 - C. CEBiB Event – May 16, 2023 – Action Needed – Ms. Cada presented that she is asking to present a budget for the event. This budget will include the price of the documentary, concessions, and Egyptian Theatre rental. Ms. Cada recommends a budget of up to \$15,000 to take to the CEBiB Committee on Thursday.
- Mr. Maier moved to approve the CEBiB Event Budget up to \$15,000 to bring to the full board with details, seconded by Ms. Smith. The motion passes unanimously on a roll call vote. Ms. Smith – Yes, Ms. Cook- Yes, Mr. Maier- Yes*
- D. RJS Financial Literacy Application – Action Needed – Ms. Cada announced that there were no applicants for the literacy scholarship. Ms. Cada discussed that the board might be able to reallocate these funds
 - E. Fee for Service/ Medicaid Rates Review – Possible Action – Tabled to a later date
 - F. NM – CIT Training Request – Action Needed

Mr. Maier moved to approve the NM CIT training request up to \$20,000 to move to the full board, seconded by Ms. Smith. The motion passes unanimously on a roll call vote. Ms. Smith – Yes, Ms. Cook- Yes, Mr. Maier- Yes

G. Momentive Renewals – April 25, 2023 – Ms. Cada discussed that the renewal for SurveyMonkey is coming up. She stated that it is recommended to cancel the membership as it is no longer needed. Ms. Cook asked if it was possible to retain the data after ending the membership. Ms. Cada responded that the information could still be obtained and used during the data analysis.

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

10. Date of next meeting: 04/04/23 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