

# **DeKalb County Community Mental Health Board**

**2500 N. Annie Glidden Rd., Suite B, DeKalb, Illinois 60115**

## **Executive Committee Meeting Agenda**

September 5, 2023

6:00 – 6:30 p.m.

In-Person Meeting – Conference Room West

**DRAFT**

1. Call to order
2. Approval of the agenda
3. Approval of Minutes August 8, 2023
4. Office Report
5. Public Comment
6. Old Business
  - A. DCCMHB Office Staff Succession Plan Development
7. New Business
  - A. DCCMHB By-Laws Review
  - B. Creation Young Child Behavioral Healthcare Ad Hoc Committee
8. One-Year/Three-Year Plan Update
  - A. Feedback – Young Child Consultant
  - B. Prior Plan Status & 2023-2024 Annual Plan
9. Date of next meeting: October 3, 2023, at 6:00 p.m.
10. Adjournment

# **DeKalb County Community Mental Health Board**

**2500 N. Annie Glidden Rd., Suite B, DeKalb, Illinois 60115**

## **Executive Committee Meeting Agenda**

September 5, 2023

6:00 – 6:30 p.m.

In-Person Meeting – Conference Room West

**DRAFT**

1. Call to order
2. Approval of the agenda
3. Approval of Minutes August 8, 2023
4. Office Report
5. Public Comment
6. Old Business
  - A. DCCMHB Office Staff Succession Plan Development
7. New Business
  - A. DCCMHB By-Laws Review
  - B. Creation Young Child Behavioral Healthcare Ad Hoc Committee
8. One-Year/Three-Year Plan Update
  - A. Feedback – Young Child Consultant
  - B. Prior Plan Status & 2023-2024 Annual Plan
9. Date of next meeting: October 3, 2023, at 6:00 p.m.
10. Adjournment

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

**August 8, 2023**

**DRAFT**

**Committee Members Present:** Jane Smith, Marilyn Stromborg

**Committee Members Not Present:** Meghan Cook

**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**

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

**3. Approval of Minutes**

*Dr. Stromborg moved to approve the minutes of the 06/06/23 meeting, seconded by Ms. Smith. The motion passed unanimously.*

**4. Office Report**

Ms. Cada shared that Safe Passage is having a ribbon cutting this Thursday from 5-7 p.m.

Ms. Cada announced that Karyn for NM has officially moved on to her new position in NM. Sabrina has taken over her position duties.

Ms. Cada announced that Intern Angela Mayer completed her internship. Ms. Cada expressed gratitude for Ms. Mayer's help with the CEBIB Survey Analysis.

Ms. Cada shared that the DCNP Non-Profit Day will be on Wed. Sept 27<sup>th</sup> – More details will come in the following weeks

**5. Public Comment**

There was no public comment.

**6. Old Business**

None

**7. New Business**

**A. Young Child Consultant RFP Opening – Possible Action –**

Ms. Cada announced that 2 RFPs were received for the Young Child Consultant position.

Ms. Cada led committee members through the evaluation. A recommendation was made to get additional information from the applicants.

**B. DCCMHB Office Staff Succession Plan Development –** Ms. Cada shared that the best practice is to start succession planning before the need exists. This comes from the Strategic Planning process. A deliberate planning process will begin for future needs.

- C. Transparency Improvements – Utilization of Website – Ms. Cada shared with committee members that we are currently not sharing our meeting packets, and for the sake of transparency, it would be a good idea.
- D. Executive Director – Conflict of Interest – Youth Outlook and Family Service Agency of DeKalb. – Ms. Cada discussed her conflict of interest with the Family Service Agency and Youth Outlook. Executive Committee noted the Conflict.
- E. Board Retreat Feedback – Ms. Cada led the discussion on feedback from the board retreat

**8. One-Year/Three-Year Plan update**

A. Prior Plan Status & 2023-2024 Annual Plan– Ms. Cada discussed that with the strategic plan, the board could begin to work on this.

**9. Date of Next Executive Committee Meeting:** 9/05/2023 at 6:00 pm

**10. Adjournment**

The meeting was adjourned at 6:27 p.m.

*Dr. Stromborg moved for adjournment, seconded by Ms. Smith. The motion passed unanimously.*

Respectfully submitted,

---

Jane Smith, Board President

---

Heaven Allen, Recording Secretary

## **COUNTY OF DEKALB**

### **Position Description**

#### **Executive Director, DeKalb County Community Mental Health Board (DCCMHB)**

#### **DISTINGUISHING FEATURES OF WORK:**

Provides leadership for all aspects of the work of the DCCMHB to address the mission of the Board including implementation of the Board Strategic Plan. Administers the day-to-day operations of the DCCMHB. Subject to Board direction and approval, plans, develops and coordinates the community based, countywide network of mental health, developmental disabilities, and substance abuse services. Monitors services and funding to ensure fulfillment of Mental Health Board goals and objectives.

#### **RESPONSIBILITIES INCLUDE:**

1. Provides leadership for implementation of the DCCMHB Strategic Plan that incorporates the priorities of the Community Assessment.
2. Evaluates the network of DeKalb County mental health services, assesses areas of need, develops program proposals to address those needs, and makes recommendations to the Board on funding proposed services.
3. Consults with provider agencies on program proposals and funding options.
4. Implement processes for annual grant application cycle. Reviews, analyzes, summarizes and prepares recommendations on applications submitted to the DCCMHB.
5. Monitors mental health provider agencies to ensure the accomplishment of service objectives and delivery of contracted services including documentation of program outcomes. Develops and monitors service contracts and various inter-agency agreements.
6. Serves as Mental Health Board liaison to the general public and the County Board, promotes public awareness of Mental Health Board activities, where necessary acts as an ombudsman between consumers and agency staff, provides information and makes referrals in response to inquiries, participates in county mental health forums, and attends and participates in a variety of meetings and activities.
7. Prepares budgets and manages the financial activities of the Board. Prepares the required one and three year plans subject to Board approval. Maintains necessary records. Prepares other required and sometimes detailed reports.
8. Provides timely and accurate reports to the Board on a regular basis including monthly director reports and the annual report of Board activities.
9. Hires, supervises and manages the activities of Mental Health Board staff including office schedule.
10. Serves as the lead official for the County's disaster mental health services including maintaining the County's disaster mental health plan.
11. Performs other duties as required or assigned

## **REQUIREMENTS:**

### **Education**

Possession of a Master's degree in public administration, psychology, social work, or related field.

### **Experience**

Five years progressively responsible experience in administrative role required. Development and management of public funds and grant experience. Experience in the mental health field and/or social services preferred.

The following skills and abilities are highly desirable for this position.

### **Knowledge Base**

- a. Causes, nature, and treatment of mental illness, developmental disabilities, and substance abuse including best practices in each field.
- b. Administrative principles and practices.
- c. Local, state and Federal funding practices, especially fee for service and Medicaid funding of local human services.

### **Skills Base**

- a. Ability to plan for, coordinate, and monitor a countywide, community based, multiple agency behavioral health care system including support services for developmental disabilities and substance abuse services.
- b. Ability to assess needs and develop plans of action.
- c. Ability to work with diverse service providers and promote inter-agency cooperation.
- d. Ability to administer funding to multiple programs in multiple provider organizations using a variety of funding approaches.
- e. Ability to monitor funded program outcomes and ensure agency compliance with DCMHB contract requirements.
- f. Ability to communicate effectively both orally and in writing.
- g. Competence in the use of computer applications such as word processing, spread sheets, databases and Internet applications.
- g. Ability to supervise personnel.
- h. Ability to establish and maintain satisfactory working relationships with DCMHB members, consumers and their families, service providers, public officials, and the general public.

**DeKalb County  
Community Mental Health Board**

**Constitution  
And  
By-Laws**

**Reviewed and Approved 11/15/2021**

**DeKalb County Community Mental Health Board**  
**DeKalb County, Illinois**

**Constitution**

The Community Mental Health Act 405 ILCS 20/ (enclosed) (House Bill Number 708, approved June 26, 1963), as amended, shall serve as the CONSTITUTION of the DeKalb County Community Mental Health Board.

SAID BILL BEING:

An Act relating to community mental health facilities and services, including facilities and services for individuals with substance use disorder and those individuals having a developmental disability and providing for state grants-in-aid to assist local communities in establishing and operating such facilities and services.

A copy of The Community Mental Health Act 405 ILCS 20/ is attached hereto and made ~~a part and parcel~~ part and parcel of this CONSTITUTION by specific reference herewith.



**DeKalb County Community Mental Health Board**  
**By-Laws Amended and Adopted 11/15/2021**

**Article I: Name**

The name of this organization shall be the DeKalb County Community Mental Health Board.

**Article II: Objectives**

Under the authority of the Illinois Community Mental Health Act, the DeKalb County Community Mental Health Board is established to plan, develop, fund, and monitor mental health services for DeKalb County residents. The duties and powers of the board are specified in the Constitution. The activities of the board shall be guided by goals, objectives, and policies developed and revised during the annual planning process.

**Article III: Membership**

A. Makeup

The membership of this Board shall consist of nine (9) persons. Every effort shall be made to have the County and its communities represented; or at least representation shall be maintained from the north, east, south, and west, as well as from DeKalb and Sycamore. Board appointees shall be chosen with reference to their specific fitness for such office and their interest in the general field of behavioral health. Fitness shall be defined as the individual's representation, by virtue of residence, of a specific geographic population in the county; and the individual's interest in providing necessary behavioral healthcare services. Consideration should be given to ensuring a breadth of professions to enrich the Board. Due consideration should be given to maintaining a diversity of makeup on the Community Mental Health Board, and representation by at least one primary or secondary mental health consumer is recommended.

B. Appointment

Board nominees will be considered as to their qualifications with reference to preceding (A) by the whole Board, or a majority thereof, and successfully meeting these requirements will be forwarded to the DeKalb County Board Chairperson for formal appointment, as required by law.

C. Term of Office

The term of office of each member of this Board shall be four (4) years, or until their successor shall have been duly appointed upon official notification by letter from the DeKalb County Board.

Current Board members, after satisfactory attendance and service to the Board, shall, upon application, be eligible for reappointment to a new term.

D. Removal from Office

1. Any member of this Board may be removed by the Chairperson of the DeKalb County Board, with the recommendation of the DeKalb County Board or Executive Committee of the DeKalb County Community Mental Health Board, for neglect of duty, misconduct, or malfeasance in office, after being given a written statement of the charges and an opportunity to be heard thereon. Attendance of Board meetings of fifty (50) percent or less in a nine (9) month period may be considered neglect of duty.

2. A member may attend by way of video or audio conference in compliance with the Open Meetings Act, which provides that a member of a public body may attend a meeting by audio or video conference if the member is prevented from physically attending because of: (1) personal illness or disability; (2) employment purposes or the business of the public body; or (3) a family or other emergency.
3. When a change of circumstance affects a member's ability ~~to actively participate~~to participate actively, a written statement will be requested indicating when they will be able to resume active participation. Such a statement will also be requested when a member misses three (3) consecutive meetings without notifying the Board. A written resignation may be requested and secured due to neglect of duty when the aforementioned statement is requested and has not been received within 30 days. Board discretion may be used in cases involving extraordinary illness or other circumstances.

E. Compensation

No member of this Board shall receive compensation as such; or shall be financially interested, either directly or indirectly, in any contracts entered into by the Board. Board members will abide by the Conflict-of-Interest policy. Board members may, however, receive remuneration for traveling expenses and out-of-pocket expenses in connection with special meetings, workshops, or forum sessions ~~which that~~ they may attend as representatives of this Board, or other expenses incurred, all of which shall be approved by the Board.

**Article IV: Officers**

The Officers of the DeKalb County Community Mental Health Board shall be a President, Vice-President, and Secretary; and shall be elected from the membership of the Board as hereinafter set forth. Their term of office shall be one (1) year. Officers may serve for four consecutive terms in the same office. A Board member may serve additional terms in an office previously held for four (4) terms if they have not held the same office for at least one (1) year. The Treasurer shall at all times be the duly qualified and acting County Treasurer of DeKalb County, Illinois. In the event of an officer vacancy, the Board is empowered to fill that vacancy at the next regularly scheduled meeting.

- A. The duties ~~of the Officers of the DeKalb County Community Mental Health Board shall be those which are of the DeKalb County Community Mental Health Board Officers shall be those~~ customary for such officers; (See Robert's Rules of Order), or as may hereinafter be provided by the Board.
- B. The DeKalb County Community Mental Health Board shall hold a meeting prior to July 1 of each year, at which officers shall be elected for the ensuing year beginning July 1.
- C. The DeKalb County Community Mental Health Board Officers shall constitute the Executive Committee, ~~as well as -and~~ the immediate ~~past president~~ past president.
  1. In emergencies, when a quorum is not present to act on pressing or emergency matters, the Executive Committee is empowered to act on behalf of the Board in any action that would not require a roll call vote.
  2. By a roll call vote, the Board may empower the Executive Committee to act on matters ~~which that~~ ordinarily require a roll call vote.
  3. Any action taken by the Executive Committee shall be reported to the Board at the next scheduled Board meeting.
  4. The Board President shall serve as an ex-officio member of Board Committees other than the Executive and Finance Committee. of all Board committees.

## Article V: Committees

Standing committees of the DeKalb County Community Mental Health Board will include: (1) Executive; (2) Finance; and (3) Impact. Committees may meet no less than quarterly or as often as is necessary to carry out the business of the Board. Executive and Finance Committees shall meet at least five (5) business days prior to the full Board Meeting.

- A. Executive Committee: This committee shall consist of the Board officers as provided for in Article IV of this document. Duties include:
1. Planning for implementation of the strategic plan in collaboration with the Executive Director.
  2. Setting the agenda and calendar for all scheduled meetings of the Board with the Executive Director, at the direction of the President.
  3. Recommending the annual budget to the full Board for approval.
  4. Biennial review of policies and procedures (unless assigned to another committee) ~~and~~ institution, institution of changes, additions, and deletions, and recommendation of changes to the Board for approval.
  5. Review and recommendation of training needs for the Board, including annual review of the strategic plan.
  6. Serving as a resource to the Executive Director and the Board to assist with personnel matters.
  7. At least annually, conducting performance review of the Executive Director, reviewing employee compensation with recommendations forwarded to the Board for review and approval.
  8. Development of a slate of officers for the coming year (unless assigned to another committee).
  9. Hearing and resolution of any appeals of personnel decisions made by the Executive Director.
  10. Conduct a search for a new Executive Director when the position is open.
- B. Finance Committee: This committee shall consist of three (3) Board members recommended by the Executive Committee and appointed by the Board President. Duties include:
1. Oversight, planning, and accountability for Board finances, including forwarding all recommendations to the Board.
  2. Review and approval of the annual grant process for agency funding.
  3. Conducting the annual review of grant applications and ~~recommend~~ recommending awards for all agency funding. Review the financial resources of the Board on an annual basis.
- C. Impact Committee: This committee shall consist of at least three (3) Board members recommended by the Executive Committee and appointed by the Board President. This committee was previously the Outcomes Committee. Duties include:
1. Determine, measure, and review the Impact of the DeKalb County Community Mental Health Board.
  2. Evaluate and R review agency outputs and outcomes on their grant application.
  3. Evaluate and R review agency outputs and outcomes annually and make recommendations to the Board about capturing impact.
- D. Ad Hoc Committees: The President of the Board shall appoint ad hoc committees as may be deemed necessary or advisable by the Board, and the President shall be an ex-officio member of each committee. The duties of the committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made to the Board. Ad hoc

committee members shall be appointed by the President of the Board. Ad hoc committees shall act in an advisory capacity only.

## Article VI: Meetings

- A. The DeKalb County Community Mental Health Board shall hold regular monthly meetings on the day of the month to be determined or approved by the Board annually. Public notice of regular meeting dates shall be given as required by law.
- B. The DeKalb County Community Mental Health Board may hold special meetings, which may be called by the President upon written request signed by two (2) members of the Board, and filed with the Secretary and staff; who shall forward notice of such special meeting to the members at least five (5) days prior to said meeting and the Secretary or staff shall give such other notice as may be required by law.
- C. Robert's Rules of Order shall be the official order of conduct for all meetings.
  - (a) No motion shall be debated before it has been seconded; when seconded, it shall be stated by the Chair before being debated, and every such motion shall be reduced to writing and made a part of the Board's minutes state the name of the moving member and seconder
  - (b) Only board members shall have the right to have matters placed on the agenda. All matters to be placed on the agenda shall originate from a standing or ad-hoc committee, unless the Executive Committee votes by a two-thirds majority to place such item on the agenda
  - (c) A matter not on the agenda may be discussed upon a motion made, seconded, and passed by the majority of members voting. No final action may be taken on items not part of the published agenda for that meeting.
- D. All members must participate in the Open Meetings Act (OMA) training and pass the exam within three (3) months of appointment to the Board. Board members are expected to adhere to all rules in the OMA. The Board adheres to all rules of the OMA.
- E. The Board will follow 5 ILCS120/7(e)(4) of the Open Meetings Act "Attendance by a means other than physical presence" Subject to the requirements of Section 2.06 but notwithstanding any other provision of law, an open or closed meeting subject to this Act may be conducted by audio or video conference, without the physical presence of a quorum of the members as long as stated conditions are met including a disaster declaration as indicated in Public Act 101-640, the Government Emergency Administration Act. A disaster declaration by the Governor or the Director of the Illinois Department of Public Health includes a declaration related to public health concerns because of a disaster as defined in Section 4 of the Illinois Emergency Management Act.
- F. The Board will follow 5ILCS 100/Illinois Administrative Procedures Act when developing a Public Hearing event.
- F. No unauthorized person or persons may enter into or remain in the designated seating area for the DeKalb County Community Mental Health Board.

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Normal, Indent: Left: 0"

G. Community Input - A time shall be provided on the agenda of each regular meeting of the DeKalb County Community Mental Health Board for members of the public to be heard. Such time, in total, shall not exceed 30 minutes. Each person desiring to be heard shall be allotted three minutes to address the Board, and each speaker shall identify themselves by name. No member of the public may address the Board on any issue that has been the subject of a properly noticed and legally held public hearing, conducted by a hearing officer. Time limits may be waived by a vote of the majority of the Board members present.

## Article VII: Quorum and Voting

### A. Quorum

1. A quorum shall be a majority of the ~~current sitting~~ current sitting members of the DeKalb County Community Mental Health Board.
2. A quorum must be present to conduct all regular business which requires voting with the exception of committee meetings.

### B. Voting

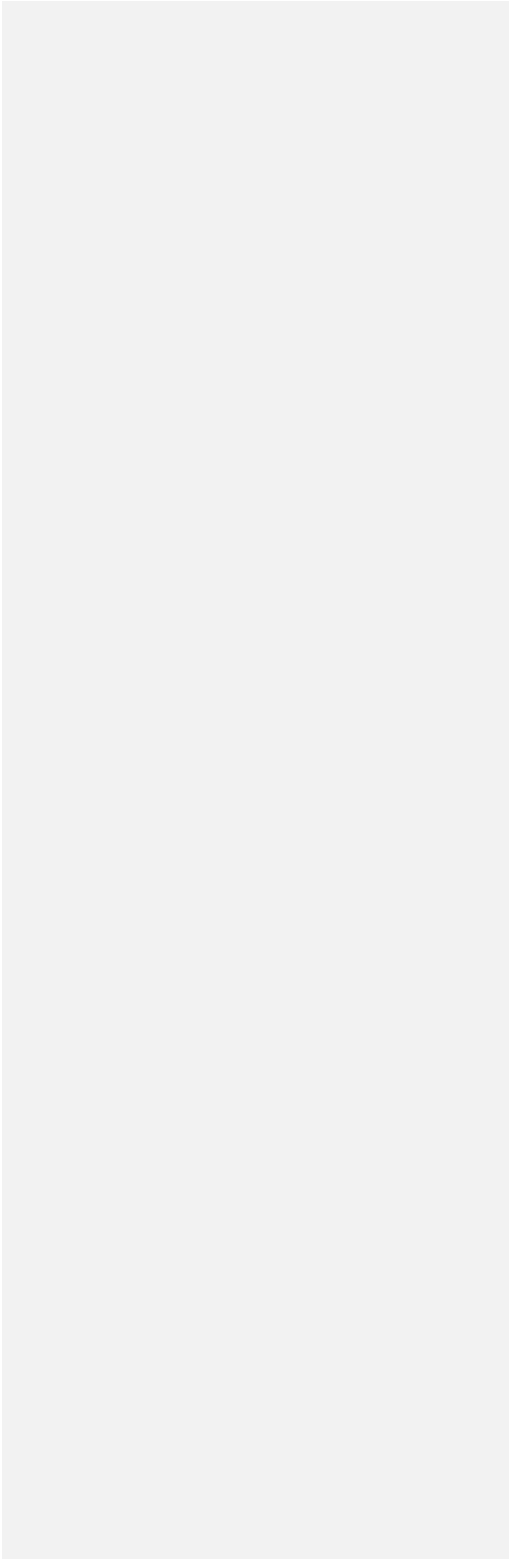
1. All questions presented before the DeKalb County Community Mental Health Board shall be decided by voting a simple majority of the quorum.
2. A roll call vote is required when voting on financial matters, and in the case described in Article IV, Section C and E.
3. A roll call vote is required for all decisions presented before the DeKalb County Community Mental Health Board when remote/electronic meetings occur per Public Act 101-640.

## Article VIII: Fiscal Year

The fiscal year of the DeKalb County Community Mental Health Board shall commence on the first day of January and end ~~of on~~ the thirty-first day of December in each year.

## Article IX: Budget and Disbursements

- A. At one or more properly convened meetings, the DeKalb County Community Mental Health Board shall consider and adopt a proposed budget ~~prior to the end of the fiscal period for the forthcoming fiscal year, which budget before the end of the fiscal period for the forthcoming fiscal year, which~~ shall be submitted to the ~~Finance Committee~~ proper representative of the DeKalb County Board.
- B. The DeKalb County Community Mental Health Board shall act on all items of payroll and other bills incurred since the last meeting, ~~the~~ The votes shall be by roll call and recorded as such, and shall review at least quarterly the fiscal status of the Board.
- C. The DeKalb County Community Mental Health Board shall conduct an annual review of salary ranges and increments for any and all staff members as outlined in the personnel policies as may be established by the Board.
- D. The DeKalb County Community Mental Health Board shall keep a complete record of all receipts and disbursements. This record shall be compared at appropriate intervals, at least annually, or through the County Audit process, with the records of the County Treasurer, and the DeKalb County Community Mental Health Board shall submit such report or reports thereof as may from time to time be required.



**Article X: Amendments to By-laws**

The By-Laws shall be reviewed every two (2) years. The DeKalb County Community Mental Health Board may amend these By-Laws by a vote of no less than five (5) of the appointed members of said Board, provided that a written notice of the proposed changes be sent to each member at least two (2) weeks before the meeting at which the By-Laws are to be amended.