

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD
EXECUTIVE COMMITTEE
MINUTES OF MEETING

August 8, 2023

APPROVED

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 27th – 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