

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD
EXECUTIVE COMMITTEE
MINUTES OF MEETING

October 3, 2023

APPROVED

Committee Members Present: Jane Smith, Marilyn Stromborg

Committee Members Not Present: Meghan Cook

Staff Present: Deanna Cada, Heaven Allen

Other Persons Present: Perry Maier

1. Call to Order

Ms. Smith called the meeting to order at 6:01 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 09/05/23 meeting, seconded by Ms. Smith. The motion passed unanimously.

4. Office Report

Ms. Cada shared that she participated in a RAMP focus group to aid their strategic plan.

Ms. Cada was asked to present to the DeKalb Township direct assistance participants. She stated there was a good turnout.

Ms. Cada met with reps from the fire department about behavioral healthcare and wanted to access the police social worker. Ms. Cada shared that the police department was on board with this idea.

Ms. Cada shared that Mr. Maier, Ms. Allen, and herself attended Non-profit Day. Mr. Maier and Ms. Allen shared their experience.

Ms. Cada shared that she attended a Birth to 8 meeting that discussed the need within our community.

Ms. Cada shared that Ms. Smith and she presented to the Health & Human Services Committee.

Ms. Cada announced that she will be the keynote speaker for Museum Day on Oct. 19th to discuss "How to Prioritize When Everything is a Priority."

Ms. Cada shared that the board purchased a sympathy gift for Mr. & Mrs. Cook for Ms. Cook's Mother's passing.

5. Public Comment

There was no public comment.

6. Old Business

- A. DCCMHB Office Staff Succession Plan Development – Ms. Cada expressed the need to develop a succession plan for office staff. Ms. Cada gave the executive committee a list of attributes of an executive director and asked them to rank them for the next meeting
- B. DCCMHB By-Laws Review – Needs Action

Ms. Smith motioned to move By-Laws to the Full Board, and Dr. Stromborg Seconded. The motion passed unanimously.

7. New Business

- A. DCMHB FY2024 Board & Committee Meeting Dates – For Informational Purposes – Ms. Cada distributed the dates for the FY2024 Meeting dates to have committee members look over
- B. Executive Director & Administrative Assistant Performance Reviews – Ms. Cada announced that performance reviews are approaching and asked committee members if they needed any additional information compiled
- C. Breathing and Blinking Workshop – November 16, 2023 – Ms. Cada announced the change of date for the Breathing & Blinking Workshop
- D. CEBiB Survey Town Hall – November 6, 2023 – Ms. Cada discussed the preparations for the Town Hall

8. One-Year/Three-Year Plan update

- A. Young Child Behavioral Health Ad-Hoc Committee Update – Ms. Cada shared that she met with Ms. Sue Plote to develop an Ad Hoc Committee Invite list

9. Date of Next Executive Committee Meeting: November 7, 2023, at 6:00 p.m.

10. Adjournment

The meeting was adjourned at 6:25 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