

DeKalb County Community Mental Health Board

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

Executive Committee Meeting Agenda

March 5, 2024

6:00 – 6:30 p.m.

In-Person Meeting – Conference Room West

Join Zoom Meeting

<https://us02web.zoom.us/j/83320276275>

Meeting ID: 833 2027 6275

DRAFT

1. Call to order
2. Approval of the agenda
3. Approval of Minutes February 6, 2024
4. Office Report
5. Public Comment
6. Old Business
 - A. Grant Year 2025 Grant Process
 - B. FY2024 Conflict of Interest Forms – For Review
 - C. Board Member Vacancy – Interview Process and Schedule
 - D. Annual Policy & Procedure Review
7. New Business
 - A. DeKalb County Sheriff's Department 3 Year Update
 - B. DeKalb Area Alano Club Site Visit
8. One-Year/Three-Year Plan Update
9. Date of the next meeting: April 2, 2024, at 6:00 p.m.
10. Adjournment

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD
EXECUTIVE COMMITTEE
MINUTES OF MEETING

February 07, 2024

Draft

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

Committee Members Not Present:

Staff Present: Deanna Cada, Heaven Allen

Other Persons Present: Marilyn Stromborg (Via Zoom)

1. Call to Order

Ms. Smith called the meeting to order at 6:00 p.m.

2. Agenda

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

3. Approval of Minutes

Mr. Maier moved to approve the minutes of the 01/16/24 meeting, seconded by Ms. Cook. The motion passed unanimously.

4. Office Report

Ms. Cada reminded the committee that she is meeting with providers via Zoom to discuss suicide prevention on Thursday.

Ms. Cada shared on February 9 that there is a second guest DJ spot. Ms. Cada invited NM to speak on updates with The Living Room and the relocation of the NAMI support group.

Ms. Cada updated the committee about the office needing a new coat of paint and will follow up with facilities.

Ms. Cada announced AID has a ribbon cutting on February 15 @ 12:15 pm for their new office space reveal

5. Public Comment

There was no public comment.

6. Old Business

- A. Grant Year 2025 Grant Process – Ms. Cada shared that applications are coming in. Currently, four have been submitted. Ms. Cada discussed adapting the public health model to determine where the programs we fund fall within those tiers with the committee.
- B. FY2024 Conflict of Interest Forms – For Review – Ms. Cada reviewed the Conflict-of-Interest Forms with the committee. Ms. Smith signed off on the conflict-of-interest forms. The committee still needs to review Board Member Jennie Geltz's form.
- C. Board Member Vacancy – Interview Process and Schedule – Ms. Cada shared that the board has received three letters of interest and three more potentials. The committee

discussed how to proceed with interviews. The committee decided to conduct the initial interviews through Zoom. Ms. Cada will figure out dates and times.

7. New Business

- a. Board Retreat Reschedule – Friday, July 19, 2024, 9:00 – 2:30 p.m. -Ms. Cada shared the updated Board Retreat Date.
- b. Annual Policy & Procedure Review – Ms. Cada provided the policy and procedures for review; committee members will review them and bring questions to the next meeting.

8. One-Year/Three-Year Plan update

A. Strategic Review

- i. Young Child Behavioral Healthcare Updates – Ms. Cada discussed the state of the Young Child Behavioral Healthcare Committee. The committee discussed where the responsibility would fall.

9. Date of Next Executive Committee Meeting: March 5, 2024, at 6:00 p.m.

10. Adjournment

The meeting was adjourned at 6:42 p.m.

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

Respectfully submitted,

Jane Smith, Board President

Heaven Allen, Recording Secretary

DeKalb County Community Mental Health Board

Policies and Procedures

Ad Hoc Community Committees	Approved 9/20/2021 Reviewed & Approved 8/15/2022
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Purpose

The purpose of ad hoc community committees is to advise the DeKalb County Community Mental Health Board from a DeKalb County resident perspective.

Procedures

An ad hoc community committee is any committee or task force created by the Mental Health Board to ~~give advice on~~ advise subjects and perform ~~such~~ other functions as prescribed by the Mental Health Board. An ad hoc community committee may be formed for short periods or specific tasks. Ad Hoc Community Committee meetings may be subject to the Illinois Open Meetings Act if the Open Meetings Act rules are met.

The President of the DeKalb County Community Mental Health Board may invite and appoint community members to ad hoc community committees. Ad Hoc Community Committees are created by the motion of the Mental Health Board. Ad Hoc Community Committee meetings will be scheduled at a time appropriate for staff coverage.

Volunteers on ad hoc community committees should have a strong interest and willingness to serve on the committee. Volunteers shall expect to interpret community opinions, attitudes, and needs for the Mental Health Board, review programs and services, analyze problems and needs; ~~offer new proposals and advise on changes in programs and policies;~~ offer new proposals and advise on changes in programs and policies, and utilize Mental Health Board staff to make recommendations to the ~~full~~ entire Mental Health Board.

The benefits of engaging an ad hoc community committee include:

- Assisting the Mental Health Board when formulating public policy and helping transform policy decisions into action.
- Providing a more thorough review of complex and significant matters to advise the Mental Health Board that focuses on specific community issues.
- Providing expertise.
- Giving the community a forum for discussion in greater depth than is possible within the Mental Health Board meetings.

When an ad hoc community committee is formed, the committee will develop a specific statement of purpose and function. Upon completion of purpose and function, the ad hoc community committee will be disbanded on a vote of the community committee members ~~and/or~~ and upon a determination by the Mental Health Board President. The Mental Health Board President will approve the final minutes of any disbanded committee.

Per the Community Mental Health Act statute, the Board may (405 ILCS 20/3e Section (1) (i) *“Consult with other appropriate private and public agencies in the development of local plans for the most efficient delivery of mental health, developmental disabilities, and substance use disorder services.”*

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD
Board Member/Officer/Committee Member Annual Conflict of Interest Statement

Name: Jennifer Gelts

Date: 2/6/24

Position – Are you
A voting Board Member? Yes No
An Officer? Yes No Position
Committee member? Yes No

I affirm the following:

- a. I have received a copy of the DCCMHB Conflict of Interest Policy. JH (initial)
- b. I have read and understand the policy. JH (initial)
- c. I agree to comply with the policy. JH (initial)

Disclosures:

- a. Do you or any of your close family members have a financial interest (current or potential), including compensation arrangement, as defined in the Conflict-of-Interest Policy with the CMHB (i.e., receiving pay for any type of service)?
Yes No
If yes, please describe it:

- b. Do you or any of your close family members have an ownership, investment, or decision-making interest in any entity with which the CMHB has a transaction or arrangement, or compensation that could potentially be construed as affecting your votes or actions on this board (i.e., owner, part owner, employed by, on the board of, or volunteering (affiliation) for any CMHB funded agencies or vendors)?
Yes No
If yes, please describe it:

I attest that all potential conflicts of interest have been disclosed, as provided in the Conflicts of Interest Policy and described herein.

J Gelts
Signature of Board Member/Officer/Committee Member

2/6/24
Date

Date reviewed by Executive Committee _____

DeKalb County Community Mental Health Board
Policies and Procedures

Agency Site Visit Policy	Adopted: 11/18/2019 Reviewed & Approved: 8/25/2022
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Purpose

To enhance DeKalb County Community Mental Health Board (DCCMHB) Members' knowledge and familiarity with funded partner agencies, Board Members may request to conduct Agency Site visits of funded agencies.

Procedures

Board Member(s) shall notify the Executive Director of interest/intent in performing a site visit at a DCCMHB-funded agency. The Board Member(s) will provide the Executive Director with the agency's name and potential dates/times for the visit. The Executive Director will schedule a date/time with the agency and notify the Board Member(s) of the scheduled site visit. Board Members are not required to conduct agency site visits. Board Members are encouraged to attend scheduled events at funded agencies to become familiar with agency locations, programs, and services. Board Member(s) who schedule Agency Site visits directly with the agency shall notify the Executive Director of the date of the intended visit. At agency site visits, Board Member(s) are encouraged to ask the agency personnel:

- 1. Tell me something that I don't know about your agency**
- 2. What does a "typical" day look like at your agency/program?**
- 3. How can the MHB improve its non-monetary assistance to your agency?**

Board Members should report to the full Board either in writing or verbally any overall impressions of the site visit, any challenges for the agency, and how the Board may be able to assist the agency. The intention of agency site visits is for education and knowledge-building purposes.

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD

Statement of Board Responsibility

Revised and approved 1/24/2022, 8/15/2022

As a member of the DeKalb County Community Mental Health Board, I have a responsibility to:

1. Acknowledge that the primary function of the board is to establish policies to plan, fund, review, and evaluate mental health services, substance use disorder services, and developmental disability services;
2. Devote time, thought, and study to the duties and responsibilities of a board member so that I may render effective and creditable service and review agenda and supporting materials before the board and committee meetings;
3. Participate in the annual evaluation of the Executive Director, including completion of written evaluation and examination of supporting materials within the determined deadlines, as set by the Executive Committee;
4. Work with my fellow board members with mutual respect, recognizing that differences of opinion will occur during vigorous debates on points of issue;
5. Base my personal decision upon all available facts in each situation, vote my honest conviction in every case, be unswayed by partisan bias of any kind, and abide by and uphold the final majority decision of the board;
6. Remember at all times that as an individual, I have no legal authority outside the meetings of the board and will conduct my relationships with the staff, the local citizenry, and all media of the community based on this fact;
7. Follow conflict of interest policies and not use my position as a board member to benefit myself or any other individual or agency apart from the interest of the DeKalb County Community Mental Health Board;
8. Recognize that it is as essential for each board member to understand and evaluate the mental health services of the community as it is to plan for the business of the board;
9. Work toward effective board service to my community in a spirit of teamwork and commitment to supporting mental health services, substance use disorder, and developmental disabilities services;
10. To regularly attend board and assigned committee meetings; when absence is unavoidable, notify the Board office or Board President as soon as possible by phone, letter, email, text, or in person, pursuant to DeKalb County Community Mental Health Board Constitution & By-Laws, Article III Membership, Section D1.

DeKalb County Community Mental Health Board
Policies and Procedures

Claims Approval Policy	Board Approved: 9/23/19 Reviewed & Approved: 8/15/2022
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The Finance or Executive Committee has the authority to pre-approve monthly claims to be submitted to the ~~full-entire~~ Mental Health Board for payment based on the committee's motion and roll call vote. The Finance Committee, by roll call vote, may appoint a Board Officer to approve monthly claims when the Finance Committee as a whole is unavailable. All claims must be approved either before or after the claims cycle by the entire Mental Health Board.

The Finance or Executive Committee has the authority to post-approve monthly claims after approval of the ~~full-entire~~ Mental Health Board if the due dates for claims fall ~~so that~~ in a manner where pre-approval is not possible. This allows the claims to be reviewed by the Finance or Executive Committee before or after submission to the Finance Department for processing.

The ~~full-entire~~ board will then approve all claims at the board's regularly scheduled meeting.

The Chairperson of the Finance Committee or the Board President has the authority to sign off on the processing of Mental Health Board claims once approved by the Finance or Executive Committee.

Original/adopted: 2/21/11

Reviewed: 2/9/15

Revised and approved: 2/9/15

Revised: 6/14/2019

Approved: 9/23/19

Reviewed & approved:

8/15/2022

J/Policies and Procedures/Claims Approval Policy revised.

**DeKalb County Community Mental Health Board
Policies and Procedures**

Personnel Policy – Benefit Time	Revised & Approved 6/18/18 Reviewed & Approved 8/15/2022
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VACATION

For Administrator/Executive Director:

Vacation time for the Administrator/Executive Director will be determined by agreement between the DeKalb County Community Mental Health Board and the Administrator/Executive Director on an annual basis as part of the annual review. The Board has the final determination of the Administrator/Executive Director’s vacation time.

The Administrator/Executive Director will notify the Board President in advance of any time off in excess of three consecutive days. Without prior Board approval, no more than ten working days may be taken consecutively. No more than five vacation days may be carried over to the next year without Board notification. Annually, the Administrator/Executive Director shall not exceed six weeks/30 days of vacation time.

~~For Staff:~~

<u>For Staff:</u> Years of Employment	Weeks of Vacation
1	2
2-10	3
11+	4

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CMHB staff will notify the Executive Director in advance of any time off. Without prior Director approval, no more than ten working days may be taken consecutively. Without prior Director notification, no more than five vacation days may be carried over to the next year. CMHB staff shall not exceed six weeks/30 days of vacation time annually.

SICK LEAVE

It is accumulated at the rate of one day per month. Sick leave can accumulate to a maximum of 30 days.

Holidays

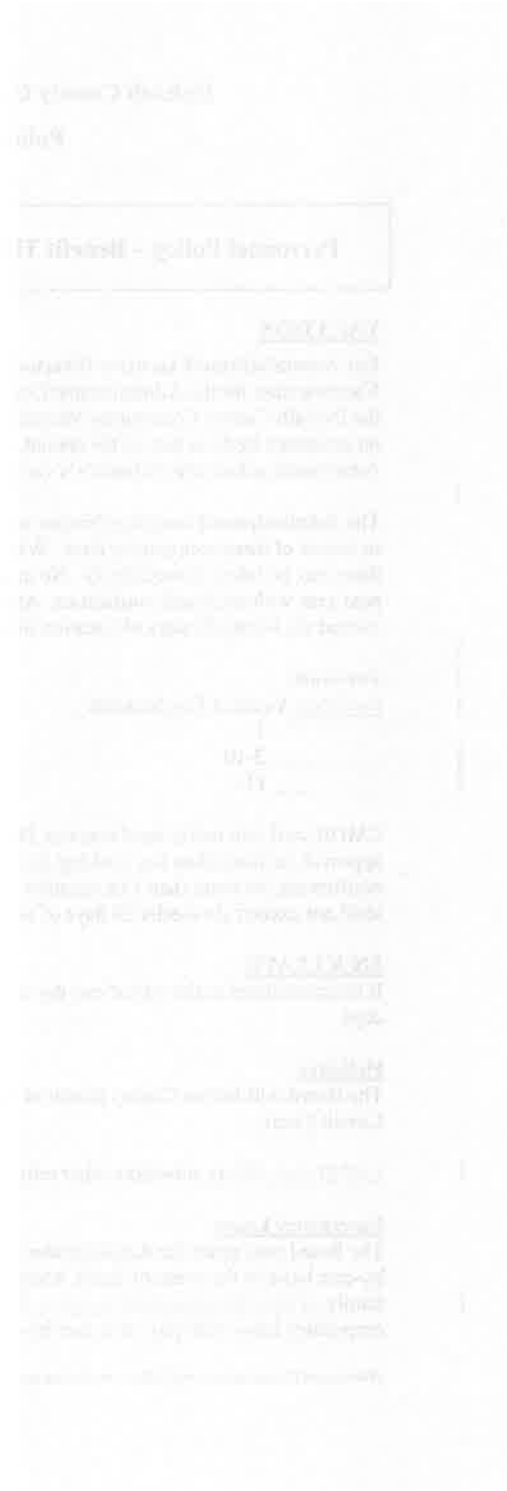
The Board will follow County practices in closing its offices on holidays as set annually by the Circuit Court.

~~CMHB staff may~~ substitute other religious holidays by agreement with the Board.

Emergency Leave

The Board may grant the Administrator/Executive Director emergency leave with pay on a case-by-case basis in the event of death, severe illness, or other emergencies involving the immediate family of the Administrator/Executive Director. The Administrator/Executive Director may grant emergency leave with pay on a case-by-case basis in death, severe illness, or other emergencies

affecting the immediate family of CMHB staff.



Leaves of Absence

The Board may grant an unpaid leave of absence to an Administrator/Executive Director for a period determined by the Board. Such leave will comply with appropriate State and Federal Laws. The Administrator/Executive Director may grant an unpaid leave of absence to CMHB staff for a period determined by the Director. Such leave will comply with appropriate State and Federal laws.

Jury Duty

Leave with pay shall be granted to employees called for jury duty. The Board will pay the difference between the employee's salary and the per diem paid for jury duty.

Administrator's/Executive Director's Compensation

The time-off package is considered part of the Administrator's/Executive Director's compensation and is negotiable if the Board wishes to offer incentives to attract or keep qualified Administrators/Executive Directors.