

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD
EXECUTIVE COMMITTEE
MINUTES OF MEETING

January 16, 2024

APPROVED

Committee Members Present: Jane Smith, Meghan Cook

Committee Members Not Present:

Staff Present: Deanna Cada, Heaven Allen

Other Persons Present: Marilyn Stromborg (Via Zoom), Perry Maier

1. Call to Order

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

2. Agenda

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

3. Approval of Minutes

Ms. Cook moved to approve the minutes of the 12/05/24 meeting, seconded by Ms. Smith. The motion passed unanimously.

4. Office Report

Ms. Cada shared that the Board held its Grant Seekers Workshop in December. Ms. Cada stated the workshop went well; Ms. Betsy Hull presented the new Budget template and NFIT form and received good feedback.

Ms. Cada shared that ACMHAI's winter business meeting was held in December, Ms. Cada attended virtually, and Ms. Heaven Allen attended in person. Ms. Cada shared that Brenda Huber presented at the business meeting and was very informative about Children's Mental Health and how to utilize the public health model to achieve a system of care.

Ms. Cada shared she attended a City of DeKalb meeting that discussed handling the migrant population that has started arriving in towns outside of Chicago. Ms. Cada discussed what the DeKalb plans to do if buses arrive here.

Ms. Smith Appointment Perry Maier to the Executive Committee from January 2024 until April 2024.

5. Public Comment

There was no public comment.

6. Old Business

A. DCCMHB Office Staff Succession Plan Development – Action Needed

Ms. Cook moved to forward the DCCMHB Office Staff Succession Plan to the full board, seconded by Mr. Maier. The motion passed unanimously.

7. New Business

- A. Grant Year 2025 Grant Application & Process
 - i. Draft timeline Ms. Cada presented the Grant Process Timeline to the committee for review. Ms. Cada discussed that the “Special” Meeting for Grant Hearings is already included on the schedule.
- B. FY2024 Conflict of Interest Forms- Ms. Cada distributed the Conflict-of-Interest forms to the committee members to complete. Ms. Cada announced the form will also be provided to the full board, and a digital copy has also been sent out.
- C. Board Member Vacancy – Ms. Cada announced that the Mental Health Board would have a vacancy. Ms. Kirsten Quinn accepted a position with Opportunity House and has stepped down from the board. Ms. Cada shared that the office staff will be posting a recruitment notice in the upcoming week.
- D. Executive Director 2024 Vacation Schedule – Ms. Cada shared a copy of the Executive Director Vacation Schedule
- E. Spring 2024 Public Health Intern – Ms. Cada shared with the committee that the office will have a new public health intern; Ms. Cada discussed that she will be in contact with her within the week.

8. One-Year/Three-Year Plan update

- A. For the whole Board review

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

10. Adjournment

The meeting was adjourned at 6:18 p.m.

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

Respectfully submitted,

Jane Smith, Board President

Heaven Allen, Recording Secretary