

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD

FINANCE COMMITTEE

MINUTES OF MEETING

January 16, 2024

APPROVED

Committee Members Present: Jane Smith, Meghan Cook, Marilyn Stromborg (via Zoom), Perry Maier

Committee Member Not Present:

Office staff: Deanna Cada, Heaven Allen

Other Persons Present:

1. Call to Order

Ms. Cook called the meeting to order at 6:15 p.m. *

*Due to deteriorating Weather the meeting was started early

2. Approval of Agenda

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

3. Approval of Minutes

Ms. Smith moved to approve the minutes of the 12/05/2023 meeting, seconded by Mr. Maier. The motion passed unanimously.

4. Office Report

- Ms. Cada discussed that she is continuing to speak with Dan Templin in regards to the Foundant merge, Ms. Cada states soon there will be a proposal regarding the financial aspect of the plan.
- Ms. Cada shared that, she recently interacted with community member who was having a substantial amount of financial issues regarding their rent. With the help of Family Service Agency Ms. Cada gave direct assistance and the community member was able to keep their home.
- Ms. Cada shared, Safe Passage had their audit and outlined Mental Health Board dollars specifically, Ms. Cada shared it was nice to see that the financial literacy provided to the agencies is helping!

5. Public Comment

No Comment

6. Approval of January 2024 Claims Approval –

- a. Ms. Smith moved to approve January 2024 Agency Claims for the amount of \$238,571.66, seconded by Mr. Maier. The motion passed unanimously on a roll call vote. Ms. Smith-Yes, Ms. Cook- Yes, Mr. Maier – Yes*
- b. Ms. Smith moved to approve January 2024 Office Claims for the amount of \$2,286.01 seconded by Mr. Maier. The motion passed unanimously on a roll call vote. Ms. Smith-Yes, Ms. Cook- Yes, Mr. Maier – Yes*

7. Old Business

- a. Unallocated Funds Discussion – Vision Grant Program – Possible Action Needed – Ms. Cada discussed with the committee that the board has not utilized much of the unallocated funds, Ms. Cada provided committee members, with a Vision Grant proposal that will be on a rolling basis for current funded agencies to be used within the year.

Ms. Cook moved to forward the Vision Grant Program Proposal to the full board, seconded by Ms. Smith. The motion passed unanimously on a roll call vote. Ms. Smith-Yes, Ms. Cook- Yes, Mr. Maier – Yes

- b. Community Investment Funding – Final Report – Ms. Cada reported to the committee that all the money in the Community Investment Fund has been expended.
- c. Special One-Time Grant Funding – 3rd Quarter Reports – Ms. Cada reported that most of the money for the Special One-Time Grant Fund has been expended. AID is utilizing the last of their funds to put in a door.
- d. First Responder Family Wellness Program Annual Update – Ms. Cada reported that the first Responder Program, which was started in 2018, currently has utilized

8. New Business

- a. Grant Year 2025 Grant Application & Process
 - i. Draft timeline – Ms. Cada distributed the Draft of the Grant timeline, Committee and board members will have the spreadsheets around March 5th
- b. DCCMHB Fiscal Year 2023 – Fiscal Review – Ms. Cada highlighted that the Mental Health board has not expended their unallocated funds due to higher interest collected, the Board went over on the line-item contribution to agencies, but did not spend almost that amount in special projects.
- c. CACDC/FSA Updates – Possible Action – Ms. Cada shared with the committee that FSA has presented their CACDC Grant request in the amount of \$23,100. Ms. Cada described that the CACDC board members will act as an advisory committee. The committee members discussed.

Ms. Cook moved to forward the FSA/CACDC Mid -Year Grant Request to the Full Board, Seconded by Ms. Smith. The motion passed unanimously on a roll call vote. Ms. Smith-Yes, Ms. Cook- Yes, Mr. Maier – Yes

- d. Administrative Assistant Classification – Possible Action – Ms. Cada reported to the committee that while looking through the budget book for the County, The Mental Health Administrative Assistant had a beginning salary of \$20.53/hr which is higher than the current pay of the Administrative Assistant. Ms. Cada described that if we raise the salary up to the range of the starting position. Ms. Cada will look at the budget and bring a dollar amount to the next finance committee meeting to discuss.

9. One-Year and Three-Year Plan Goals

- e. Awaiting whole Board approval

10. Date of next meeting: February 6, 2024, at 6:30 p.m.

11. Adjournment

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

Respectfully submitted,

Meghan Cook, Committee Chair

Heaven Allen, Recording Secretary