

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD

FINANCE COMMITTEE

MINUTES OF MEETING

February 6, 2024

APPROVED

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

Office staff: Deanna Cada, Heaven Allen

Other Persons Present: Marilyn Stromborg (via Zoom)

1. Call to Order

Ms. Cook called the meeting to order at 6:45 pm

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 01/16/2023 meeting, seconded by Mr. Maier. The motion passed unanimously.

4. Office Report

- Ms. Cada shared that she met with Betsy Hull. Ms. Hull offered to continue her services through the GY 2025 grant process.
- Ms. Cada discussed the “Still I Rise” Scholarship. Ms. Cada shared the full \$5,000 will be sent to NIU, and then they will draw down when they have a recipient
- Ms. Cada shared that there have been a couple of incidents of snafus with processing checks to larger facilities such as Ben Gordon and NIU. Mental Health Board Staff will continue to work through this process.
- Ms. Cada announced that the office purchased new chairs.
- Ms. Cada shared that she will be meeting with Elder Care to discuss a federal funding issue.
- Ms. Cada updated the committee on the client who received assistance.
- Ms. Cada shared with the committee that she will meet with the Community Foundation to continue the discussion of the shared services.

5. Public Comment

No Comment

6. Approval of February 2024 Claims Approval –*

- a. *Ms. Cook moved to approve February 2024 Agency Claims for \$242,329.26, seconded by Ms. Smith. The motion passed unanimously on a roll call vote. Ms. Smith-Yes, Ms. Cook-Yes, Mr. Maier – Yes*
- b. *Ms. Cook moved to approve February 2024 Office Claims for \$342.93, seconded by Ms. Smith. The motion passed unanimously on a roll call vote. Ms. Smith-Yes, Ms. Cook- Yes, Mr. Maier – Yes*

*Draft of claims were approved

7. Old Business

- a. Grant Year 2025 Grant Process

- i. Updated Business Associate Agreements – Ms. Cada discussed the business associate agreement to cover confidentiality concerns with funded agencies. Ms. Cada shared that these will be distributed with the grant contracts.
- b. Administrative Assistant Wage Correction – Action Needed – Ms. Cada discussed the wage correction for the Administrative Assistant Position. The committee discussed retroactive pay to January 1, 2024.

Mr. Maier moved to approve the wage correction for the administrative assistant position (\$21.62 per hour) retroactive to January 1, 2024, seconded by Ms. Smith. The motion passed unanimously on a roll call vote. Ms. Smith-Yes, Ms. Cook- Yes, Mr. Maier – Yes

- c. Hope Haven Psychiatry Issue – Update – Ms. Cada discussed that she received a final resolution with the psychiatry that found no fault, and the Mental Health Board will resume payments for Psychiatry with Hope Haven.

8. New Business

- a. Professional Development Offering – Dr. Tim Wahlberg: Action Needed – Ms. Cada followed up with the committee regarding working with Dr. Tim Wahlberg, a national expert working with the neuro-divergent population.

Mr. Maier moved to forward Dr. Wahlberg's Quote for Engagement of \$2,500 to the Full Board for approval, seconded by Ms. Cook. The motion passed unanimously on a roll call vote. Ms. Smith-Yes, Ms. Cook- Yes, Mr. Maier – Yes

- b. State of Illinois – Audit Threshold Requirement Changes: Possible Action – Ms. Cada discussed with the committee, with the rising cost audits, changing requirements that would not require organizations with a budget under \$500,000 to complete a full audit.

Mr. Maier moved to forward the State of Illinois- Audit Threshold Requirement Change to the Full Board for approval, seconded by Ms. Smith. The motion passed unanimously on a roll call vote. Ms. Smith-Yes, Ms. Cook- Yes, Mr. Maier – Yes

- c. Youth Outlook – Future Outlook Conference Request: Action Needed- Ms. Cada shared Youth Outlook will be holding a conference and would like to provide special project funding to support educational and professional development.

Ms. Smith moved to forward the Youth Outlook conference request recommendation of \$3000 for Credentialing to the Full Board for approval, seconded by Mr. Maier. The motion passed unanimously on a roll call vote. Ms. Smith-Yes, Ms. Cook- Yes, Mr. Maier – Yes

9. One-Year and Three-Year Plan Goals - No Updates

10. Date of next meeting: March 5, 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