

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD
MINUTES OF MEETING
March 18, 2024

APPROVED

Board Members Present: Jane Smith, Perry Maier, Robert Cook, Laurie Emmer
Board Members - Absent: Meghan Cook, Sue Plote, Marilyn Stromborg
Other Persons Present: Opportunity House staff
Office Staff Present: Deanna Cada, Heaven Allen

1. Call to Order

The President, Jane Smith, called the meeting to order at 6:01 p.m.

2. Pledge of Allegiance

President Smith led the Pledge of Allegiance.

3. Agenda

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

Agency Presentation – Opportunity House – Tom Matya – Executive Director; Austin Schroeder – Marketing Coordinator; Carol Parsons – Support; Johanna Blocker – Assistant Support; Crystal Holcraft – Day Services

4. Minutes

Mr. Maier moved to approve the minutes of the 1/22/2024 Board meeting, seconded by Ms. Emmer. The motion passed unanimously.

5. Announcements

None

6. Director's Report

- Ms. Cada expressed the CEBIB Committee wanted to get out into the community more. Ms. Cada is engaging the community by signing up for two opportunities. The community resource fair is on March 28th from 5:00 to 8:00 pm, where the Mental Health Board will have Jennifer Curtain as a resource for individuals. Also, the Mental Health Board is signed up for the DeKalb Local Showcase on April 25th; Ms. Cada has interest from CEBIB Committee members to join her at the showcase.
- Ms. Cada shared that the ACMHAI Spring Business Meeting will be held April 25-26 in Springfield, IL. They will be focusing on I/DD and certifications. If board members are interested, contact Ms. Cada.
- Ms. Cada updated the board with information about Adventure Works. Katie Watts has stepped down as Executive Director, and several key staff will leave in May. Lynette Spencer returned as the interim Executive Director.
- Ms. Cada shared that the DeKalb County Board has selected a New County Board Chair: Ellingsworth Webb.
- Ms. Cada shared that she is participating in a Kishwaukee Hospital/ Valley West Hospital Community Needs Assessment Focus Group and one-on-one Discussions.

7. Community Input

None

8. Finance Reports

A. Monthly budget report: January 2024 & February 2024

B. Claims – Agency and office for February 2024 & March 2024 – Action Needed

Ms. Emmer moved to approve the February 2024 agency claims for \$476,390.80, seconded by Dr. Cook. The motion passed unanimously on a roll call vote. Dr. Cook-Yes, Ms. Smith-Yes, Ms. Emmer -Yes, Ms. Geltz- Yes, Mr. Maier-Yes

Ms. Geltz moved to approve the February 2024 Office claims for \$342.93, seconded by Mr. Maier. The motion passed unanimously on a roll call vote. Dr. Cook-Yes, Ms. Smith-Yes, Ms. Emmer -Yes, Ms. Geltz- Yes, Mr. Maier-Yes

Ms. Smith moved to approve the March 2024 agency claims for \$247,866.88, seconded by Dr. Cook. The motion passed unanimously on a roll call vote. Dr. Cook-Yes, Ms. Smith-Yes, Ms. Emmer -Yes, Ms. Geltz- Yes, Mr. Maier-Yes

Ms. Smith moved to approve the March 2024 office claims for \$2,490.55, seconded by Ms. Emmer. The motion passed unanimously on a roll call vote. Dr. Cook-Yes, Ms. Smith-Yes, Ms. Emmer -Yes, Ms. Geltz- Yes, Mr. Maier-Yes

9. Executive Committee

- a. Board Member Vacancy – Update – Ms. Cada discussed the Candidates and their attributes; Board Members discussed their options for the board member vacancy.

Ms. Smith moved to approve the slate of recommendation for the board member vacancy with the board 1st pick as Lana Haines and 2nd pick as Kim Volk to be sent to the county board chair for selection, seconded by Mr. Maier. The motion passed unanimously on a roll call vote. Dr. Cook-Yes, Ms. Smith-Yes, Ms. Emmer -Yes, Ms. Geltz- Yes, Mr. Maier-Yes

- b. Spring 2024 NIU Public Health Intern – Miyauna Guyton – Miyauna Guyton presented herself to the board and discussed what she has been working on during her time as an intern with the mental health board
- c. Board Retreat Reschedule – Friday, July 19, 2024, 9:00 – 2:30 p.m. – Ms. Cada discussed that this time is the one that works for most members

10. Finance Committee

- a. Grant Year 2025 Grant Application & Process - Board members were given their assignments and grant spreadsheets to begin evaluating for the GY25 Grant process. Board Members were reminded that the Grant Presentations Meeting will be on April 9th, 2024, at 6:00 pm
- b. Administrative Assistant Wage Correction-Update – Ms. Cada updated the board members about the Administrative Assistant Wage Correction so that it is aligned with the county.
- c. Professional Development – Dr. Tim Wahlberg – Action Needed

Mr. Maier moved to approve the Professional Development Training with Dr. Tim Wahlberg for the amount of \$2,500, seconded by Dr. Cook. The motion passed unanimously on a roll call vote. Dr. Cook-Yes, Ms. Smith-Yes, Ms. Emmer -Yes, Ms. Geltz- Yes, Mr. Maier-Yes

- d. State of Illinois—Audit Threshold Requirement Changes—Action Needed—Ms. Cada tabled this discussion as the mental health board will update its Policy and Procedure with

the language of the Audit Threshold Requirement, and the Board will vote on those changes.

- e. Youth Outlook Future Outlook Conference Request – Action Needed

Ms. Geltz moved to approve the support of the Youth Outlook Future Conference for the amount of \$3,000 for credentialing, seconded by Mr. Maier. The motion passed unanimously on a roll call vote. Dr. Cook-Yes, Ms. Smith-Yes, Ms. Emmer -Yes, Ms. Geltz- Yes, Mr. Maier-Yes

- f. RJS Award for Financial Literacy – Action Needed

Ms. Smith moved to approve the RJS Award Recipients VAC in the amount of 1,500 for Professional Development and RAMP in the amount of \$1,500 for financial tools from the Special Projects Fund, seconded by Mr. Maier. The motion passed unanimously on a roll call vote. Dr. Cook-Yes, Ms. Smith-Yes, Ms. Emmer -Yes, Ms. Geltz- Yes, Mr. Maier-Yes

- g. YMCA Summer Staff Training Request – Action Needed – Ms. Cada tabled this discussion until the April Board meeting; there is not enough information to vote on.

- h. NM/CSP Capital Improvement Request – Action Needed

Ms. Smith moved to approve the Northwestern Medicine Capital Improvement for a bathroom renovation at the First Street location in the amount of \$5,950 from the Capital Fund Request Grant, seconded by Ms. Emmer. The motion passed on a roll call vote. Dr. Cook-Yes, Ms. Smith-Yes, Ms. Emmer -Yes, Ms. Geltz- Yes, Mr. Maier-Abstained

- i. First Responder Family Wellness Program Funding Request – Action Needed

Ms. Smith moved to approve the additional \$30,000 to the First Responder Program, seconded by Mr. Maier. The motion passed on a roll call vote. Dr. Cook-Abstained, Ms. Smith-Yes, Ms. Emmer-Yes, Ms. Geltz-Abstained, Mr. Maier-Yes

- j. CESSA Conference Request – Action Needed

Ms. Smith moved to approve the cost of the CESSA Conference up to the amount of \$3,277.00, seconded by Mr. Maier. The motion passed unanimously on a roll call vote. Dr. Cook-Yes, Ms. Smith-Yes, Ms. Emmer -Yes, Ms. Geltz- Yes, Mr. Maier-Yes

- k. Board Development Proposal – Action Needed

Ms. Smith moved to approve the Board Development opportunity with Consultant Katie Watts in the amount of \$2,500, seconded by Dr. Cook. The motion passed unanimously on a roll call vote. Dr. Cook-Yes, Ms. Smith-Yes, Ms. Emmer -Yes, Ms. Geltz- Yes, Mr. Maier-Yes

11. Impact Committee –

March Meeting was canceled – The Next Meeting will be on April 15th at 5:00 pm

12. CEBIB Committee

March Meeting Cancelled – The next Meeting will be May 28th

13. Ad Hoc Young Child Behavioral Healthcare Committee

March Meeting Cancelled – The next Meeting will be on May 15th.

14. Old Business

- a. One-Year & Three-Year Plan Update – Ms. Cada discussed the suicide committee has resumed and is working to engage the community soon with training. Ms. Cada shared there has been an uptick in suicide ideations within the community, and clinicians are asking how to handle these situations.
- b. Ms. Cada shared that LePrint worked with a local widow who lost her husband to suicide to share a letter to the community

15. New Business

None

16. Adjournment

1. Next Board Meeting
 - a. April 9, 2024, at 6:00 p.m. – Agency Presentations
 - b. April 15, 2024, at 6:00 p.m. – Regular Board Meeting

Ms. Smith adjourned the meeting at 7:33 pm.

Respectfully submitted,

Jane Smith, Board President

Heaven Allen, Recording Secretary