

# **DeKalb County Community Mental Health Board**

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

## **Executive Committee Meeting Agenda**

July 9, 2024, 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 June 4, 2024
4. Office Report
5. Public Comment
6. Old Business
  - A. Annual Policy & Procedure Review
  - B. Foundant Shared Service Update
  - C. Committee Membership – Possible Action
7. New Business
  - A. Board Retreat Final Planning
8. One-Year/Three-Year Plan Update
  - A. Young Child Initiative
  - B. CEBiB Updates and Strategies
9. Date of the next meeting: August 6, 2024, at 6:00 p.m. or Summer Recess?
10. Adjournment

**DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD  
EXECUTIVE COMMITTEE  
MINUTES OF MEETING**

**June 4, 2024**

*Draft*

**Committee Members Present:** Perry Maier, Jane Smith, Marilyn Stromborg

**Committee Members Not Present:** Meghan Cook,

**Staff Present:** Deanna Cada, Heaven Allen

**Other Persons Present:**

**1. Call to Order**

Ms. Smith called the meeting to order at 6:07 p.m.

**2. Agenda**

*Dr. Stromborg moved to approve the agenda, seconded by Mr. Maier. The motion passed unanimously.*

**3. Approval of Minutes**

*Dr. Stromborg moved to approve the minutes of the 05/07/24 meeting, seconded by Mr. Maier. The motion passed unanimously.*

**4. Office Report**

Ms. Cada shared she met with Terri Sparks form Community Foundation, will be leaving to start a position with CDH. Ms. Cada shared she will be missed at the foundation but will still be around in the community.

Ms. Cada shared that the Mental Health Board Funded Workplace wellness for Dekalb Co. Employees. Ms. Cada shared that she will be meeting Lori Grubbs staff tomorrow on June 8<sup>th</sup> to discuss self-care and peer support

Ms. Cada shared she is assisting the Community Foundation with hiring a new Assistant, there will be interviews on Thursday

Ms. Cada shared that this month for guest DJ we will have Youth Outlook joining us in honor of Pride Month.

Ms. Cada discussed with the committee the changes in the Mental Health Board Laws

Ms. Cada announced to the committee that the Annual Report is completed and will be distributed at the June Board Meeting

**5. Public Comment**

There was no public comment.

**6. Old Business**

- A. **Annual Policy & Procedure Review** – Ms. Cada disseminated the Policy and Procedure packet to the executive committee to review. Committee will discuss and review in July.
- B. **Foundant Shared Service Update** – Ms. Cada shared a draft of a contract between the Mental Health Board and the Community Foundation for Foundant Shared Service, Ms. Cada asked committee members to review to discuss suggestions at July meeting.

#### 7. New Business

- A. **Executive Director Crisis Succession Policy**—Ms. Cada disseminated a copy of an Executive Director Crisis Succession Policy to be reviewed.

*Dr. Stromborg moved to approve the Executive Director Crisis Succession Policy to move to the full board, seconded by Mr. Maier. The motion passed unanimously.*

- B. **DeKalb Area Alano Club Tour** – Ms. Cada shared that on June 17<sup>th</sup> at 6pm to do a tour of the facility before our Board Meeting.

- C. **Committee Members Discussion**– Ms. Cada tabled conversation to June Board Meeting

#### 8. One-Year/Three-Year Plan update –

- A. Young Child Initiative – Ms. Cada discussed Iris and meeting with Hilary to see how to structure and partner. Ms. Cada discussed that NM is not a part of Iris currently due to security, but other NM facilities are apart of different Iris communities, and Ms. Cada will work with Hilary and NM to get them onboard
- B. CEBiB Updates and Strategies – Ms. Cada discussed investing in pop up opportunities and building up community engagements.

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

#### 10. Adjournment

The meeting was adjourned at 6:23 p.m.

*Dr. Stromborg moved for adjournment, seconded by Ms. Smith. The motion passed unanimously.*

Respectfully submitted,

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Jane Smith, Board President

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Heaven Allen, Recording Secretary

# DeKalb County Community Mental Health Board

## Policies and Procedures

Board Vacancy Policy	Approved 1.23.2017 Reviewed & Approved 8.15.2022
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### Purpose

Per DeKalb County Community Mental Health Board (CMHB) by-laws, the membership of the CMHB shall consist of nine (9) persons. Every effort shall be made to have the County and its communities represented, or at least representation shall be maintained from the north, east, south, and west, as well as from DeKalb and Sycamore. Board appointees shall be chosen ~~with reference to~~ their specific fitness for such office and their interest in the general field of mental health. Fitness shall be defined as the individual's representation, by residence, of a specific geographic population in the country (sic) and the individual's interest in providing necessary mental health services. Due consideration should be given to maintaining a diversity of makeup on the CMHB, ~~and representation by at least one primary or secondary mental health consumer is recommended.~~

Per statute (405 ILCS 20/3a) Sec. 3a – Members of the community mental health board shall be residents of the government unit and, as nearly as possible, be representative of interested groups of the community such as local health departments, ~~medical societies~~, local comprehensive planning agencies, hospital boards, lay associations concerned with mental health, developmental disabilities, and substance abuse, and individuals with professional or lived experience in mental health, developmental disabilities, and substance abuse. ~~as well as the general public.~~ General public representation may also be considered for appointment when there are gaps in the board's duties and qualifications that cannot be filled from the above-stated categories. Only one member of the CMHB shall be a member of the governing body. No member of the community mental health board may be a full-time or part-time employee of the Department of Human Services or a board member, employee, or any other individual receiving compensation from any facility or service operating under contract to the board.

Board nominees will be considered ~~as to their qualifications with reference to preceding by the whole Board, for their qualifications with reference to preceding by the whole Board~~ or a majority thereof. Successfully meeting these requirements will be forwarded to the DeKalb County Board Chairman for a formal appointment, as ~~required by law~~ law requires.

### Procedures

Upon notification of a Board vacancy, CMHB staff will post a vacancy ~~notification in the local newspaper and various online newsletters (DCNP, Chambers of Commerce).~~ Board members will be asked to recommend possible new members to the Board notice in the local newspaper

and various online newsletters (DCNP, Chambers of Commerce). Board members will be asked to recommend possible new members.

An ad-hoc Interview Committee consisting of at least two Board members and the Executive Director will be convened. Staff will review ~~resumes/letters of intent from potential candidates~~ potential candidates' resumes/letters of intent, keep the board membership criteria, and recommend qualified candidates to the Interview Committee.

The Interview Committee will ~~perform the first round of interviews and recommend appropriate candidates for a second interview with the full Board~~ conduct the first round of interviews and, if desired, recommend appropriate candidates for a second interview with the full Board.

Those candidates determined qualified by the full CMHB shall then be referred to the ~~Chairman~~ Chairperson of the DeKalb County Board with a recommendation they are appointed to the DeKalb County Community Mental Health Board, as required by law.

# DeKalb County Community Mental Health Board

## Policies and Procedures

<b>Executive Director Performance Evaluation Policy &amp; Procedure</b>	<b>Approved: 2/24/2020 Reviewed &amp; Approved: 8/15/2022</b>
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### Purpose

The Executive Director shall have an ~~annual formal performance evaluation~~ annual performance evaluation by the DeKalb County Community Mental Health Board (MHB) of Directors.

### Procedures

Members of the MHB will complete a performance evaluation tool based on the performance of the Executive Director. It is the board member's fiduciary duty and obligation to evaluate the Executive Director. Neither the Board President nor any other entity can take away the right to evaluate the Executive Director. The Board President will share the performance evaluation results with the Executive Director ~~in December of every year~~ every year in December.

### *Evaluation Criteria*

The evaluation criteria will focus on job duties and prior year goals for which the Executive Director is responsible and will include a review of the specific accountabilities outlined in the Executive Director's job description, including:

- Implementation of the MHB Strategic Plan
- Evaluation of the network of DeKalb County ~~behavioral healthcare~~ Behavioral Healthcare services
- Process annual grant application cycle
- Serve as Mental Health Board liaison to the general public and County Board
- Prepares budgets, annual plans, and required reports
- Completion of goals as determined in the annual performance evaluation
- Supervision of the Administrative Assistant

### *Timing of Evaluation*

The performance evaluation process will begin with the October Executive Committee meeting, ~~with the Performance Evaluation tool handed out to all Board Members at the Full Board meeting in October. Any salary/benefit changes will be discussed at the November Finance~~



Committee meeting. The Board will vote on the performance evaluation and salary/benefit changes at the Full Board meeting in November, and the tool will be handed out to all Board Members at the October Full Board meeting. Any salary/benefit changes will be discussed at the November Finance Committee meeting. The Board will vote on the performance evaluation and salary/benefit changes at the November Full Board meeting.

### ***Conduct of Evaluation***

At the October Executive Committee meeting, the Committee will begin to plan for the annual Executive Director performance evaluation. Gathering information will include any means agreed upon by the Executive Committee and the Executive Director. The Executive Committee may request:

- A review of monthly Executive Director reports and meeting minutes from the past year
- Executive Director self-evaluation
- Feedback from staff and other stakeholders
- Other materials, as requested

### ***Findings and Recommendations***

Board members will individually complete the Executive Director Performance Evaluation tool and submit it to the Administrative Assistant by the first Monday in November. The Administrative Assistant will compile all responses onto a copy of the Executive Director Performance Evaluation tool. The Full Board will review the compiled evaluation tool at the November meeting and vote on acceptance of the Evaluation and any salary/benefit changes. The Board President will share the Performance Evaluation and any salary/benefit changes with the Executive Director by the 15<sup>th</sup> of December. The Performance Evaluation tool will be signed by the Executive Director and the President of the Board and placed into the Executive Director's personnel file.

# DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD

## Policies and Procedures

FINANCIAL POLICY	Revised and Approved 2/24/2020 Reviewed & Approved: 8/15/2022
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**Purpose:** “Financial policies are a key element of sound fiscal administration.” (Kavanagh, v)

The purpose of the DeKalb County Community Mental Health Board’s (CMHB) financial policy is to serve as a foundation for ~~long and short range planning, to facilitate decision making, and to provide guidance to staff for handling the day-to-day business of the Board~~ long- and short-range planning, facilitate decision-making, and provide guidance to staff for handling the board's day-to-day business.

**Reserves:**

The CMHB shall maintain a fund balance at a level that will provide ~~for~~ a positive cash balance for operating expenses throughout the fiscal year.

One-time revenue sources other than the tax levy allotment, which are substantial in nature, will be held in reserves until such time as the CMHB identifies a specific use.

End of fiscal year revenue over expenses in all line items, except Capital Set-Aside –12 Health Services Drive, DeKalb IL (7743) at the indicated funding level, will be placed into the CMHB’s internal unrestricted/unallocated reserve fund. The internal unrestricted/unallocated reserve fund ~~to be utilized for Contributions to Agencies in the areas of emergency requests, special requests, grant allocation, pilot projects, professional development~~ is to be utilized for Contributions to Agencies in the areas of emergency requests, special requests, grant allocation, pilot projects, professional development, and other expenditures as approved by the Board.

**Internally Restricted Funds**

*Operating Reserve:*

Adequate fund reserves will be maintained so as not to jeopardize the ~~financial position of the CMHB in the event of a major, unplanned occurrence, such as an inability to collect tax levy or delay in getting CMHB's financial position in the event of a major, unplanned occurrence, such as an inability to collect tax levy or a delay in receiving~~ tax levy funds.

The target fund level of the Operating Reserve is to maintain a balance ~~up to \$600,000.00 but not less than \$500,000.00 as of January 1 of each fiscal year, of up to \$600,000.00 but not less than \$500,000.00 as of January 1 of each fiscal year~~ unless otherwise directed by the CMHB. This target fund level is based ~~upon~~ on the following:

- Up to three months ~~of~~ of operating costs for the CMHB office,



- including personnel services and office expenses.
- Up to three months of grant & fee for service (contribution to agencies) claims to all funded agencies.

**Emergency Fund Reserve/Contribution to Agencies (Line Item 8201)**

Capital and emergency requests from any eligible agency, as specified by the CMHB.

The target fund level of the Emergency Funds/Contributions to Agencies Reserve is to maintain a balance of \$100,000.00 as of January 1 of each fiscal year, unless otherwise directed by the CMHB. This target fund level is based ~~upon-on~~ the following:

- Historical requests for funding of prior Building Modifications/Emergency Funds have generally not exceeded \$50,000 in an 8-year period.

*Capital Set-Aside – 12 Health Services Drive, DeKalb, IL (~~Line item 7743~~) Reserve:*

The CMHB ~~internal-internally~~ restricted ~~fund-funds for maintenance and repairs of the building at 12 Health Services Drive, DeKalb, IL~~ ~~are for maintaining and repairing the building at 12 Health Services Drive, DeKalb, IL.~~

The target fund level of the Capital Set-Aside – 12 Health Services Drive, DeKalb IL Reserve is to maintain a balance of \$125,000.00 as of January 1 of each fiscal year, unless otherwise directed by the CMHB. This target fund level is based ~~upon-on~~ the following:

- 5% of building replacement cost ~~as~~-based on ~~the~~ 2014 building appraisal. This amount should allow for ~~maintenance and repairs of the building~~ ~~building maintenance and repairs~~ at 12 Health Services Drive, DeKalb, IL.

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**Funding**

Revenues

The CMHB's primary source of revenue is from property tax dollars. The CMHB will utilize its funding application process to maximize the purchasing value of its allocations.

Expenditures

The CMHB will pay current expenditures with current revenue.

Funding should be appropriated ~~which provides for to ensure~~ the orderly replacement of the Board's office equipment, per the Equipment Replacement policy.

The CMHB will not use long-term debt (over one year) for current operations.

The CMHB will incur debt only after a comprehensive review of the situation and ~~evaluating-evaluation of~~ options for internal borrowing.

Expenditures for capital and emergency requests will be funded from the ~~line-item line-item~~ Emergency Fund/Contribution to ~~the~~ Agencies ~~line item, Line Item 8201~~.

Additional funding can be drawn from the CMHB's internal, unrestricted/unallocated reserve fund, after careful review of the funding request and the Board's financial situation.

## Controls

Expenditures for capital repairs and equipment replacement for the building at 12 Health Services Drive, DeKalb, ~~IL, will be made from line item, Capital Set Aside – 12 Health Services Drive, DeKalb IL, IL, will be made from line item, Capital Set-Aside – 12 Health Services Drive, DeKalb, IL, Line Item 7743.~~ If additional funding is needed in a fiscal year, the Board may draw from the ~~line item line-item~~ Emergency Fund/Contribution to Agencies, ~~Line Item 8201~~. If these combined amounts are ~~not adequate~~inadequate, the Board may also draw from its internal, unrestricted/unallocated reserve fund.

### Controls

A financial system should be utilized which will provide for on-going budgetary control.

The CMHB will cooperate with the DeKalb County Government ~~in maintaining~~to maintain a fixed asset inventory.

Internal control procedures should be documented and periodically reviewed, including review by the County's auditors.

The CMHB will monitor contract compliance by agencies that receive Board funding. In-kind donations to entities will be valued close to market value.

The CMHB will adopt and maintain a balanced budget, including ~~usage of unrestricted/unallocated reserve fund to balance using the unrestricted/unallocated reserve fund to balance the~~ budget.

The CMHB will approve an annual plan ~~prior to the adoption of~~before adopting the next fiscal year's budget.

The County Treasurer invests in the Mental Health Fund and reports activity in the Fund to the CMHB and the subsequent balance in the Fund. The County Treasurer will report to the CMHB on a biennial basis.

The CMHB will review its revenue and expenditures, ~~as compared to the current fiscal year budget, at least quarterly at least quarterly compared to the current fiscal year budget.~~

The CMHB will participate in the annual external DeKalb County Government audit process.

## Allocations

CMHB funding shall be funding of "last resort."

CMHB funding to agencies is contingent upon the Board receiving adequate revenue throughout the Grant Year.

Allocations from the line item, ~~Contribution to Agencies, 8201, shall be for grants, purchase of service contracts, Special Projects— one time Contribution to Agencies, shall be for grants, purchase of service contracts, Special Projects, or~~ pilot projects, Board Initiatives, and the like, without any guarantee that funding will continue beyond the contract period.

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The CMHB will communicate to entities that apply for and receive funding that ~~it is the requirement of the Board that the entities follow best practices in their governance and fundraising, including full financial disclosure for their entity, for each program for which funding is being sought, and for its~~the Board requires them to follow best practices in their governance and fundraising, including full financial disclosure for their entity, for each program for which funding is being sought, and for their foundation and holding company, as applicable.

The CMHB will attempt to maximize the value of allocations through systematic financial and programmatic evaluation of funding requests.

**Review**

The CMHB shall review these policies at least biennially, or more often as needed.

Sources used in the development of these policies:

1. DeKalb County Government Financial Policy, Fiscal Year 2007
2. *Financial Policies: Design and Implementation: Putting Recommended Budget Practices into Action*. Government Finance Officers Association Budgeting Series, volume 7. Kavanagh, Shayne, and Williams, Wright Anderson. Government Finance Officers Association, Chicago. 2004

Reviewed: 6/18/18

Revised: 6/18/18

Revised & Approved: 2/24/2020

Reviewed & Approved: 8/15/2022



# DeKalb County Community Mental Health Board

## *Committee Assignments 2024*

Committee	Members	Committee Responsibilities
<b>Executive Committee</b>	Meghan Cook, President Marilyn Stromborg, Vice President Perry Maier, Secretary	<p>Meets once per month for Board meeting preparation.</p> <p>Meets once per year to develop a slate of officers for the coming year. The committee contacts candidates, obtains their agreement to the nomination, and presents the slate at the Board's annual meeting.</p> <p>Conducts the Director's annual evaluation. Hears and resolves any appeals of personnel decisions made by the Director. Conducts the search for a new Director when the position is open.</p>
<b>Finance Committee</b>	Marilyn Stromborg, Chair Meghan Cook Perry Maier	<p>Examples: Review financial issues, evaluate and monitor fiscal policy, review and make recommendations regarding the funding process, etc.</p>
<b>Impact Committee</b>	Perry Maier, Chair Sue Plote Robert Cook Jane Smith Lana Haines	<p>Monitor the utilization and effectiveness of grants and purchase of service programs. Monitor appropriate outcomes for grants and purchase of service.</p>
<b>CEBiB Committee</b>	Robert Cook, Chair Marilyn Stromborg Perry Maier	<p>To explore and assist with implementing quality behavioral healthcare options intentionally inclusive and equitable for all DeKalb County residents.</p>

\* The Board President is an ex officio member of all Board committees.

## **DeKalb County Community Mental Health Board**

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

*“Through leadership and funding, the DeKalb County Community Mental Health Board supports access to high-quality behavioral healthcare services for DeKalb County residents.”*

**Board Retreat – In-Person Meeting – Sycamore Golf Clubhouse – Riverview Room**

**July 19, 2024**

**9:00 – 2:30 p.m.**

**DRAFT**

1. Call to order
2. Agenda – review and approval
3. Minutes – approval of minutes for 6/17/2024
4. Director’s Report - Tabled
5. Community Input/Public Comment
6. Finance Reports
  - a. Monthly Budget Report: June 2024
  - b. Claims: Agency and office for July 2024– Action Needed
7. Executive Committee
  - a. Annual Policy & Procedure Review – Possible Action
  - b. Committee appointments – Discussion
  - c. Board Development – Katie Watts
8. Finance Committee
  - a. Sycamore Police Department Funding Request – Action Needed
9. CEBiB Committee
10. Impact Committee
11. Ad Hoc Young Child Behavioral Healthcare Committee
12. Old Business
  - a. One-year & Three-year Plan Updates
  - b. Strategic Plan Review – Discussion
13. New Business
14. Adjournment – Next Board Meeting – August 19, 2024 at 6:00 p.m.  
Agency Presentation – Elder Care Services