

**DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD**

**FINANCE COMMITTEE**

**MINUTES OF MEETING**

**April 10, 2017**

Approved

**Committee Members Present:** Richard Schluter, Marilyn Stromborg

**Ex-Officio Present:** Jerry Helland

**Other Persons Present:** Dianne Leifheit, Jane Olson

**Office staff:** Deanna Cada, Kathy Ostdick

**1. Call to Order**

Mr. Schluter called the meeting to order at 5:30 p.m.

**2. Agenda Approval**

*Dr. Stromborg moved to approve the agenda; seconded by Mr. Schluter. The motion passed unanimously on a voice vote.*

**3. Minutes**

*Dr. Stromborg moved to approve the minutes of the 3/06/17 meeting; seconded by Mr. Schluter. The motion passed unanimously on a voice vote.*

**4. Office Report**

Ms. Cada reported that she will be going to a County Department Head meeting tomorrow. They will talk preliminarily about the 2018 budget. Also the County has a new travel policy as required by the state.

**5. GY18 Grant Review Status**

Ms. Cada reported that the Hearings are scheduled for Tuesday 4/18/17 starting at 6:00 pm. Each agency that will be attending will be given 12 minutes to discuss any new programs or changes to existing programs.

The Board meeting in April will be Tuesday 4/25/17. Ms. Cada will present her PowerPoint and recommendations at that time.

Mr. Schluter requested that his schedules be emailed to the Board on 4/11/17.

**6. Family Service Agency Capital Request**

Ms. Cada explained the Family Service Agency financial request. FSA is deep into the Medicaid process. Part of that process is acquiring accreditation. Part of the accreditation is having a state fire inspection. That inspection resulted in two findings, the need to close off a stairwell and the need to have an electronic medical records system. FSA is not asking for funding for the stairwell but they are asking for \$28,000 for the electronic medical records system. This amount could come out of the line item for capital for agencies.

Dr. Stromborg and Mr. Helland questioned the ability to share a system that someone else already has.

***Mr. Schluter made a motion to move the request to the Board; seconded by Dr. Stromborg. The motion passed unanimously on a voice vote.***

#### **7. Gracie Center Financial Request**

Ms. Cada explained that Gracie Center was granted \$5,000 to be used for an audit in their GY17 allocation. Due to Gracie Centers's low revenue, a large audit was not necessary, only an audit letter for \$350. Gracie Center is asking if they can use the balance of that money to pay for part-time staff to work in the Pop-Up Shop. The Committee discussed this in length.

***Dr. Stromborg moved to not support this request; seconded by Mr. Schluter. The motion passed unanimously on a voice vote.***

#### **8. One Year Plan Goals**

Ms. Cada shared that there was nothing to report at this time but that during the grant process, we will talk about funding priorities and what is important to the Board.

#### **9. Date of Next Meeting: 5/1/17**

#### **10. Adjournment**

The meeting was adjourned at 6:15 p.m.

Respectfully submitted,

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Richard Schluter, Committee Chair

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Kathy Osttick, Recording Secretary