

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD
MINUTES OF MEETING
May 16, 2005

Board Members Present: Robert Krogman, Doug Fraley, Julia Fullerton, Norm Gilbert, Jeannette Vaupel, Opal Zitka.

Board Members Absent: Regina Parker.

Other Persons Present: Board Staff: Elizabeth Carney.

- I. The DeKalb County Community Mental Health Board meeting was called to order by the Board President, Robert Krogman, at 7:08 p.m.

II. AGENDA

Ms. Zitka moved that the agenda be approved as presented; seconded by Ms. Vaupel. The motion passed.

III. INTRODUCTIONS

None.

IV. MINUTES

Ms. Fullerton moved that the minutes of the April 2005 meeting be approved as presented; seconded by Mr. Gilbert. The motion was approved.

V. CORRESPONDENCE AND ANNOUNCEMENTS

Ms. Carney gave a report on the spring convention of the Association of Mental Health Authorities of Illinois. She presented information on the following workshops:

a. The Illinois Children's Mental Health Partnership. Discussion followed on the importance of building developmental measurements into the educational system in order to help ensure early identification of children who need services and then to link them to services in a timely fashion. More information on the Partnership is available at www.isbe.net.

b. The recent establishment of a 377 Board in Champaign County. Like a Community Mental Health Board, the 377 Board will have the ability to request a tax levy from its governing body, with the funds earmarked for Developmental Disability services.

There was discussion about the possibility of some Board members attending the convention next year, as has been done in the past.

Ms. Carney informed the Board that Dan Templin, Executive Director of the DeKalb County Youth Service Bureau has accepted a position with the DeKalb County Community Foundation. Paul Weiss, Clinical Director of YSB, will serve as the Interim Executive Director.

VI. FINANCE REPORTS

Ms. Zitka moved to approve the April 2005 agency claims as submitted; seconded by Mr. Fraley. On a roll call vote the motion passed unanimously.

Ms. Zitka moved to approve the April 2005 office claims as submitted; seconded by Ms. Vaupel. On a roll call vote the motion passed unanimously.

VII. COMMUNITY INPUT

None.

III. COMMITTEE REPORTS

Personnel Committee: Ms. Vaupel reported that the Committee is still waiting for the report and invoice from the attorney recently hired by the Board. Ms. Carney will follow-up with the attorney's office.

IX. OLD BUSINESS

There was discussion about the process and criteria to be used in the selection of new board members. Mr. Fraley and Ms. Fullerton, with the assistance of Ms. Carney, will meet with prospective members and make recommendations to the Board. An initial meeting date was set for May 20 to select prospective members who will be called for interviews.

As the Grant Year 2006 funding process will continue at the June meeting, there was a review of which Board members will be able to attend the meeting because a number of members have vacation or medical plans. It was determined that a quorum would be present and the funding process could be concluded, if the meeting date were changed to June 13. By consensus the Board changed the meeting date to June 13.

Ms. Carney requested feedback from the Board members on the recently completed funding hearing process. The opinion was that the hearings went well and that the pre-hearing materials provided to the Board members were helpful. The Board expressed appreciation to Ms. Carney for a job well done.

Ms. Carney reported that progress has been made on identifying the HVAC and roofing needs of the Gordon Center. The County's Facilities Manager and Ms. Carney have made an on-site visit; pictures of the roof were passed around. Estimates of the lifespan of the HVAC equipment and roof will be obtained, as well as estimates of their replacement costs. The Gordon Center is to supply the Board with a list each year of the repairs that have been done on the building and HVAC equipment. This information will be used in the formulation of a replacement plan.

Funding Allocations: Ms. Carney requested that the Board review and allocate Cost-of-Living Adjustments (COLAs) at this meeting, and then review new program and expansion requests next month when some additional financial information will be available. After discussion of the programs, the following motions were made and passed.

Mr. Fraley moved that a 3% COLA be given to all currently funded grant-in-aid programs; seconded by Mr. Gilbert. On a voice vote the motion passed unanimously.

Ms. Zitka moved that the following Purchase of Care programs receive a 3% COLA: Developmental Disability Respite, Senior Counseling, General Counseling, Underserved Populations, Individual Care Grants, and Psychiatric Evaluations; but that the amount of the current grant year's expansion for the Developmental Disability Respite Program not be continued for Grant Year 2006 and that this amount not be included in the amount used for the determination of the D.D. Respite COLA; seconded by Mr. Fraley. On a voice vote the motion passed unanimously.

Mr. Gilbert moved that the \$10,312 that was allocated from Special Projects this current Grant Year to DeKalb County Youth Service Bureau for its Early Intervention and Tobacco Intervention Project programs be changed to grant-in-aid status for Grant Year 2006; seconded by Ms. Vaupel. On a voice vote the motion passed unanimously.

X. NEW BUSINESS

The Board discussed the upcoming election of Board officers scheduled for the June meeting. Ms. Vaupel, Chairperson of the Personnel Committee, and the Committee members will present a slate of nominees at the June meeting.

The Board discussed the By-Laws and the importance of reviewing them on a regular basis. They scheduled a formal review for the September meeting.

Ms. Carney reported on her progress in hiring a part-time, temporary clerical staff person; one interview has been held and two more are scheduled. She also presented her rationale for restructuring the Assistant Director position to that of an Administrative Assistant. The Board reviewed the proposed responsibilities, job description, and the proposed salary range. It was clarified that this would be an hourly position, not an exempt position. Mr. Gilbert moved that the Board establish an Administrative Assistant position with a salary range of \$15.49 to \$23.23 per hour, with a starting maximum of \$17.36; seconded by Ms. Zitka. On a roll call vote the motion passed unanimously.

Ms. Carney also discussed her plan to enhance the office's internal bookkeeping system with the assistance of an experienced bookkeeper who works in a county department. The advantage of obtaining this person's services is that she is familiar with the county's claims system, finance reports, and treasurer's reports.

Ms. Carney informed the Board that there had been communication between several mental health providers about the possibility of a merger. In its discussion about this situation the Board identified core values, such as the importance of consumer choice and agency identity, and clarified the role of the CMHB as the County Mental Health Authority in such discussions. The Board instructed Ms. Carney to communicate the Board's thinking about a possible restructuring of the county's mental health services delivery system and its potential impact on the community.

XI. ADJOURNMENT

Mr. Gilbert moved to adjourn the meeting; seconded by Ms. Fullerton. The motion passed and the meeting was adjourned at 9:30 p.m.

Regina Parker, Secretary/Treasurer