

# DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD

## MINUTES OF MEETING

December 10, 2007

Approved

**Board Members Present:** Charles Rose, Doug Fraley, Janice Abizaid, Eileen Dubin, Robert Krogman, Jeannette Vaupel, Cynthia Luxton, Karen Wilkerson

**Board Members -Excused Absence:** None

**Board Members - Absent:** None.

**Other Persons Present:** None

**Office Staff Present:** Elizabeth Carney, Kathy Ostdick

### I. CALL TO ORDER

The meeting was called to order by the President, Mr. Rose, at 6:08 p.m.

### II. AGENDA

*Ms. Vaupel moved to approve the agenda; seconded by Mr. Fraley. The motion passed unanimously on a voice vote.*

### III. INTRODUCTIONS

There were no introductions.

### IV. MINUTES

*Mr. Krogman moved to approve the minutes of the October 2007 Board meeting; seconded by Ms. Abizaid. The motion passed unanimously on a voice vote.*

### V. COMMUNITY INPUT

There was no community input.

### VI. CORRESPONDENCE AND ANNOUNCEMENTS

Ms. Vaupel's letter of resignation was shared with the Board. Mr. Rose thanked Ms. Vaupel for her hard work over the last 3 years. Mr. Rose then presented her with a Certificate of Recognition. Board members added their expressions of appreciation.

Ms. Carney mentioned that Ms. Dubin had attended a leadership academy for county board members across the state. Ms. Dubin said she enjoyed the nine-month program and felt that what she learned would be useful to her in her county board role.

### VII. FINANCE REPORTS

*Ms. Abizaid moved to approve the November 2007 agency claims in the amount of \$125,082.16; seconded by Ms. Dubin. The motion passed unanimously on a roll call vote.*

*Ms. Abizaid moved to approve the November 2007 office claims in the amount of \$1,432.64; seconded by Mr. Fraley. The motion passed unanimously on a roll call vote.*

*Ms. Abizaid moved to approve the December 2007 agency claims in the amount of \$121,957.74; seconded by Ms. Dubin. The motion passed unanimously on a roll call vote.*

*Ms. Abizaid moved to approve the December 2007 office claims in the amount of \$5,910.01; seconded by Ms. Dubin. The motion passed unanimously on a roll call vote.*

### **VIII. BOARD MEMBER INITIATIVES**

There were no items for discussion.

### **IX. DIRECTOR'S REPORT**

By-laws Revision: Each Board member will receive a copy of the By-laws with the proposed revision prior to the next Board meeting. The revision reflects the change in the Board's fiscal year.

Community Needs Assessment: Ms. Carney asked the Members to determine if they would like the assessment provider to present information only in the report or to also present recommendations. After discussion, the consensus was to request recommendations for the Board's review.

### **X. COMMITTEE REPORTS**

#### Executive Committee:

The Committee discussed the Personnel Committee's recommendations for persons to fill the Board Openings. The Committee decided to recommend Dr. Kirts to complete Ms. Gargani's term. Also, Mr. Fraley and Mr. Rose met with Donna Schoenfeld and recommended her to complete Ms. Vaupel's term. The Committee agreed.

Electronic meeting attendance was also discussed. A recommendation will be made under Old Business.

There was discussion about moving the Board meetings to Tuesday nights. As this created a work conflict for one of the members, the Board decided to keep Monday as the meeting night.

#### Finance Committee:

The Committee recommended the By-Laws be revised to reflect the change in the Board's fiscal year.

The Gordon Center HVAC report was reviewed. The Committee will be making a recommendation to the Board about a savings plan to assist with HVAC expenses.

NAMI of DeKalb, South Kane and Kendall Counties has asked for reinstatement of its Board funding. The Committee is waiting for more information as the purpose of the funding has changed.

The Committee reviewed the Grant Year 2009 Funding Proposal and a recommendation will be brought before the Board in New Business.

The Committee reviewed a draft Financial Policy. It will be brought to the Board for approval when the review is completed.

The Committee also discussed the funding of mental health services at the county jail.

Ms. Carney reported that she will be following up with the Ben Gordon Center about some outstanding billing and application issues. She will report back to the Committee.

Personnel and Nominations Committee:

The Committee reviewed all the candidates and made recommendations to the Executive Committee for interviews and appointment.

Ms. Wilkerson has also decided to resign from the Board. Members thanked her for her participation.

Mr. Fraley suggested that Board personnel evaluations to be administered in a more timely fashion than in previous years.

**XI. OLD BUSINESS**

Board Openings: The Executive Committee presented their recommendations and the Board discussed them.

*Mr. Fraley moved to recommend appointment of Donna Schoenfeld to finish the term of Jeannette Vaupel and Dr. Thomas Kirts to finish the term of Andrea Gargani; seconded by Ms. Vaupel. The motion passed unanimously on a voice vote.*

Electronic meeting attendance: It was decided that as there is legislation pending regarding restrictions on electronic attendance, it would be best to table the discussion until the exact requirements are known.

Underserved Populations Program: The Gordon Center requested an additional \$9400 for Grant Year 2007 for sign-language interpreter costs for client appointments. The Center had received \$9400 during the Grant Year for this purpose. Ms. Luxton stated that some of the costs were related to no-show appointments and that the Gordon Center needs to identify how they are managing the interpreter cost overall. The Finance Committee's recommended an additional allocation of \$5,000.

*Ms. Luxton moved to give the Ben Gordon Center an additional \$5,000 for Grant Year 2007, out of line item 8201, for sign language interpreter services; seconded by Ms. Abizaid. The motion passed on a roll call vote.*

**XII. NEW BUSINESS**

2008 Board Meeting Calendar: The calendar was discussed.

*Mr. Fraley moved to accept the 2008 Board Meeting Calendar dates as presented; seconded by Ms. Wilkerson. The motion passed unanimously on a voice vote.*

Grant Year 2009 Funding Model: At the request of the Finance Committee, Ms. Carney had prepared a proposed funding model for GY09. The purpose of the model was to streamline the upcoming funding process, while maintaining appropriate fiscal and programmatic oversight, to free up Board time for strategic planning and community assessment activities.

*Mr. Rose moved to approve the Grant Year 2009 Funding Model as presented; seconded by Ms. Wilkerson. The motion passed unanimously on a voice vote.*

Funding for high-risk adult counseling: Ms. Carney gave a brief presentation on a performance improvement project that has involved mental health, healthcare, and social service agencies collaborating to identify ways to increase access to counseling services for high-risk adults.

The Finance Committee will review the proposed plan and funding request, and make a recommendation at the next Board meeting.

Ms. Luxton responded to comments in the Director's written report about Freedom of Information Act procedures. Ms. Carney will follow up on this issue and report back to the Board.

### **XIII. ADJOURNMENT**

The meeting was adjourned at 7:15 p.m.

Respectfully submitted,

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Charles G. Rose, President

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Kathy Ostdick, Recording Secretary