

**Elgin Township
Mental Health Board
729 S. McLean Blvd.
Elgin, IL 60123
Meeting Minutes
Thursday, November 12, 2020**

Pursuant to Illinois Executive Order 2020-07 and 2020-33 signed by Governor Pritzker on March 16, 2020 and April 30, 2020, respectively, some members of the Township Mental Health Board are lawfully attending this meeting via video conferencing.

- I. Meeting called to order at 6:06 PM by Board President Franklin Ramirez
- II. Pledge of Allegiance
- III. Roll Call
 - A. **Board Members present:**
 - Franklin Ramirez-President
 - Karen Beyer, Vice President
 - Kate McCormack
 - Danise Habun
 - Suzanne Rozycki
 - B. **Board Members absent:**
 - Chrystal Knight
 - Misty Javan
 - B. A quorum was established
- IV. Public Comments: No public comments
- V. Approval of 10/29/2020 Meeting Minutes
 - A. Danise Habun moved to approved the meeting minutes of 10/29/2020 with a Second made by Shirley Bassett
 - B. Motion passed unanimously
- VI. New Business
 - A. **Presentation from ACHMHAI (Association of Community Mental Health Authorities of IL)** – Presenters: Eileen Durkin (ACMHAI Director) & Deanna Cada (ED-DeKalb County 708 Board & Membership Committee Chair-ACMHAI)
 1. An overview of ACMHAI was shared.
 - a. ACMHAI is small trade association that began in 1972 and is comprised of approximately thirty 708 (Mental Health), 553 (Public Health) and 377 (Developmental Disabilities) Organizations in IL.
 - b. ACMHAI offers peer support and is a resource for its member organizations and works through its membership to demonstrate the collective impact of Mental Health Boards on communities within the State of IL
 - c. Advocacy on Mental Health and other issues
 - d. Benefits of membership
 - Centralized place to share information and best practices

- Peer to Peer assistance
 - Education
 - Legislative Work
 - Resource sharing: Needs Assessments, Policy and Procedure Work, Strategic Planning
- e. A priority of ACMHAI is that member organizations are responsible and accountable to taxpayers. This is demonstrated through audits and reporting of organizations that receive funding.
- f. Costs of Membership
- \$500 for 1st year for new members
 - Cost for 2nd year and beyond is a % of the levy.
 - Year will run January, 2021-December, 2021
- g. Danise Habun made a motion to request \$500 from Elgin Township to be used for the purpose of ETMHB joining ACMHAI. Suzanne Rozycki provided the second. Following discussion, the motion was unanimously approved.
- h. In response to a question re: recommendations for starting out as an MHB, the following suggestions were made by Ms Cada and Ms. Durkin:
- Creating policies and procedures/bylaws to fulfill fiduciary responsibility, safeguard taxpayer funds and compliance to laws and statutes. Financial policies and procedures were emphasized as a priority within this suggestion.
 - Determining priorities for funding allocations
 - Determining funding models
- i. Ms. Cada described her organization: The DeKalb County Mental Health Board
- Budget = \$2.4 Million
 - i. 85-90% - Grantmaking
 - ii. 5 % Professional Development
 - iii. 2-3% Office Budget
 - Employ 2 staff
 - Annual grant maker
 - i. Applications are submitted in December
 - ii. Funding decisions are made in May
 - Conduct informal audits of funding organizations
 - Offer Professional Development
 - Fund Training-(example diversity/equity and inclusion training)
 - Community Engagement/Involvement

- Technical Assistance to Board, Organizations and Community
 - System Building within DeKalb County
- j. Ms. Cade agreed to share the DeKalb County MHB Bylaws with Elgin Township MHB.

B. Timeline Discussion: There was brief discussion on next steps which resulted in the list below. There were no dates assigned to the items.

1. Creation of Policies/Procedures/Bylaws
2. Board Training
3. Creation of Funding Guidelines

C. Bylaws Discussion:

1. In lieu of discussion and in anticipation of the receipt of DeKalb County Mental Health Board, Chair Ramirez agreed to set up a Drop Box for ETMHB members to receive materials. Suzanne Rozycki agreed to conduct By laws research. This will be done by 11/15/2020.
2. Comprehensive discussion re: Bylaws will occur at the next meeting

D. Open Discussion

1. MHB members raised questions about priorities, direction and processes for determining funding allocation
2. Will the MHB fund current programs, new programs, new ideas for programming?
3. What is the focus for our MHB?
4. To help with the above questions, next steps are as follows:
 - a. Kate McCormack will create and distribute a survey to help determine the focus of the ETMHB. This will be done by 11/12/2020.
 - b. Suzanne Rozycki agreed to be the point person for a Bylaws subcommittee and will research Bylaw Research.
 - c. Shirley Bassett agreed to be the point person for a Needs Assessment Subcommittee. It is noted that Needs Assessments can be conducted through documents, previously conducted Needs Assessments (ie Kane County Public Health Departments), use of consultants, focus groups)
 - d. Danise Habun and Karen Beyer will continue their work on the Strategic Planning Committee
5. Danise Habun asked that the Elgin Township Board and the Elgin Township Senior Committee be included in planning activities with the Elgin Township Mental Health Board. This would be done to insure alignment and to avoid duplication of funding for similar services. Franklin Ramirez agreed to call a

Special Meeting on either January 11 or February 8, 2021 for this purpose.

6. Kate McCormack requested information on when the rate/levy would be addressed by the Elgin Township Board. Franklin Ramirez clarified that this would be discussed on December 14, 2020 at 6:00 PM. Members of the ETMHB are encouraged to attend and testify in support of the proposed rate.
- VII. Announcements – Next meeting is set for **December 17, 2020, 6:00 p.m.** at the Township Offices, 729 S. McLean Blvd., Elgin, Illinois, 60123.
- VIII. **Adjournment- Kate McCormack moved for adjournment with a 2nd made by Shirley Bassett.** Motion to adjourn was unanimously approved. Meeting adjourned at 8:14 PM.

Respectfully submitted,

Danise Habun
ETMHB