

**Elgin Township  
Mental Health Board  
729 S. McLean Blvd.  
Elgin, IL 60123  
Meeting Minutes  
Thursday, February 11, 2021**

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 6:10 p.m. by Board President Franklin Ramirez

Pledge of Allegiance

Board Members present: Franklin Ramirez, President  
Karen Beyer, Vice President  
Kate McCormack  
Danise Habun  
Suzanne Rozycki  
Misty Javan  
Shirley Bassett

Quorum established.

- II. Recognize Public Comments: None

- III. Motion to approve minutes of January 21, 2021 meeting made by Denise Habun and seconded by Suzanne Rozycki; unanimous approval of minutes.

Due to the resignation of Crystal Knight, Secretary, discussion occurred regarding replacement. Danise Haben nominated Suzanne Rozycki to fill position for the remaining of the term. Franklin Ramirez seconded; motion was carried unanimously.

- IV. Old Business:

1. Bylaws
  - a. Danise motioned to approve by-laws and Karen seconded; motion was carried unanimously.
2. Needs Assessment
  - a. Danise reported that the external survey was sent to 30 organizations and has received 3 responses. She will send reminder email on 2/16.
  - b. Karen Beyer has identified additional organizations and will send information directly to Danise.
  - c. Responses are being sent to our new email address:  
[etmhb@elgintownship.com](mailto:etmhb@elgintownship.com)
  - d. Goal is to have response information by next meeting.
  - e. Kudos were given to Danise for coordinating the distribution of survey.
  - f. Kate will have the summary of the internal survey by next meeting.
3. Strategic Planning:
  - a. Check has been sent to ACMHAI; ETMHB is now a member.
  - b. Kate will arrange for Scott to attend March 11 meeting, if available.
  - c. Focus will be information on strategic planning process as well as 1 and 3 year plans.

- d. Karen will contact St. Charles Mental Health Board to obtain information on an all-volunteer board.

V. New Business:

1. Webmaster has been identified to assist Elgin Township website so ETMHB will be able to post documents and members of the board in the future.
2. An ad hoc committee has been established with the Elgin Township Board of Trustees, ETMHB, committee on youth, and committee for seniors. Danise and Karen are our representatives. The purpose is to ensure communication and coordination of fund disbursements to Elgin Township social services organizations.

VI. Open Discussion

1. March is Gambling Addiction Awareness Month and there is a request to highlight on Elgin Township website and/or Facebook page.

There being no further new business before the board, Karen Beyer moved to adjourn, motion was seconded by Shirley Bassett and carried unanimously. Meeting adjourned at 7:05 pm

Next regular monthly meeting to be held March 11, 2021 at 6pm at Township Offices, 729 S. McLean Blvd., Elgin, IL 60123.

Respectfully submitted,

Suzanne Rozycki  
Secretary