

**708 Community Mental Health Board Meeting**  
**729 S Mclean Blvd, Elgin, IL**  
**Meeting of Oct 19, 2022, Minutes**

The meeting of the Elgin Township 708 Community Mental Health Board was held in the lower level of the Township Building. The meeting was called to order by Board Chairman Sosnowski at 7:02 p.m. Chairman Sosnowski led the Pledge of Allegiance.

**Roll Call:** Board Members Chairman Andrew Sosnowski, Vice Chairman Michael Warren, Trustee Alex Lopez, Secretary Farrah Stephen, Michelle Diaz, Blaine Miner, and Suzanne Rozycki were present. **Quorum was established**

**General Announcements:** None

- A. Approval of Minutes-** Ms. Rozycki requested a correction to the spelling of her name. Mr. Warren requested a change of the start time for the next meeting be changed from 6 p.m. to 7 p.m..A motion was made by Mr. Miner to approve the minutes. Mr. Lopez seconded the motion. The motion passed 7-0-0.
- B. Introductory Remarks by Chairman to Committee**  
Chairman Sosnowski reiterated the enormous tasks this committee has chosen to undertake and he admonished the committee to work towards this goal in a deliberate manner. To accomplish this, he suggests gaining the knowledge we need so that we can meet all deadlines appropriately and accurately. There was a general consensus of agreement about this between the committee members.
- C. New Business**
1. Discussion of documentation: The board discussed the documentation and possible questions that Ms. Rozycki sent over for review. It included both information and questions to consider regarding how the board might approach their future funding endeavors. Board members are to continue looking over the information.
  2. Community Mental Health Act (405 ILCS 20) and Goals: Chairman Sosnowski emphasized the importance of putting action items on the agenda so that the members can vote on them.
    - a. Short Term Goals:Proposed Roadmap and Steps
      - It is understood that the 708 Elgin Township Mental Health Board (708 EMHB) needs to obtain funding to complete the required assessment required by the Community Mental Health Act (405 ILCS 20).
      - There is the option to request guidance from a representative from the Hanover Township 708 Mental Health Board to obtain a better understanding of a timeline for the 708 EMHB, but the members expressed concerns that this assistance would require a payment and the committee does not have a budget for this service.

- Next steps
  - Obtain funding for the assessment. As the assessment will incur a large cost, the board must obtain substantial funds to complete it. Proposed avenues to obtain money include getting assistance from local mental health organizations, the state of Illinois, the Kane County Health Department federal grant, other grants, fundraisers, and Elgin Township. Trustee Lopez emphasized the importance of seeking other sources of funding before requesting funds from the Elgin Township as they will want to know what avenues have been pursued when a request for funds is submitted. Committee members are in agreement with pursuing and hopefully obtaining financial support from local mental health organizations. There is still the issue of when to contact these groups and what the board should suggest as a request.
  - Submit a Request For Proposal (FRP) to multiple firms to gain a better understanding of the cost for an assessment and to compare the various cost
  - Once an agreed upon firm is selected and funds have been obtained then implement the assessment.
  - Once their assessment is complete the board can understand the needs of the community from a non-biased viewpoint and set goals.
  - The 708 EMHB can then request a tax levy and also continue to pursue funds from other governmental agencies, non-profit organizations and fundraisers to provide for the needs of the community.
- Actions Items
  - Find out what specific actions are required by the Community Mental Health Act (405 ILCS 20) and when these actions are due. For example, by what date the assessment, the mission statement and other necessary tasks have to be completed. Supervisor Bruderle is a potential resource for finding out this information and Chairman Sosnowski has agreed to talk to him.
  - Find a list of firms that complete assessments for mental health boards
  - Put together a request for proposal to present to these firms
  - Prepare the information we will present to local mental health organizations, and invite those that might be interested to our next meetings.
  - Find out information about grants. Mr. Miner said he will look into this.
  - Contact ACMIHI- Find out if 708 EMHB is still a member and obtain any information they can help us with a timeline or how to obtain funding. Ms. Rozycki and Ms. Stephen said they would pursue this.
  - Ask Hanover Park 708 Mental Health Board for their RFP

b. Long Term Goals

None presented

**D. Board Member Comments-** None

**E. Recognize Public Comments**

- Mary Crick, from Associates in Behavioral Health Care, shared that her organization would like to contribute and be a part of obtaining the assessment. She also shared that Bloomingdale Township Mental Health Board completed their own needs assessment without the usage of a firm.
- Jonathan Shively, from Fox Valley Hands of Hope, offered partnership with the 708 EMHB

**F. Announcements-** The next regular meeting is scheduled for Wednesday, November 16, 2022, at 7:00 p.m. at the Township Offices, 729 S. McLean Blvd., Elgin, IL 60123.

**G. Adjournment/Recess:** Trustee Lopez moved to adjourn. Second by Mr. Miner. Motioned carried 7-0-0. Meeting adjourned at 8:25.

Respectfully submitted by Secretary Farrah Stephen

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Farrah Stephen, Board Secretary

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Date