

**708 Community Mental Health Board Meeting**  
**729 S Mclean Blvd, Elgin, IL**  
**Meeting of March 15, 2023 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 Chairman Andrew Sosnowski at 7:01 p.m. Secretary Farrah Stephen led the Pledge of Allegiance.

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

**Chairman's Report:** The Chairman noted that the Board has a draft of several documents to review during the meeting and that we have a signed contract with NIU to complete the required needs assessment. He said the deadline for their completed work is Aug 2023. He noted that it is great to be making progress.

**A. Approval of Minutes- February 13, 2023, Regular 708 CMHB Meeting**

A motion was made by Chairman Sosnowski to approve the February 13th minutes as presented. Vice Chairman Warren seconded the motion. The motion passed 7-0-0.

**B. Old Business**

1. Needs Assessment Update and Timeline

There was a discussion that covered many of the behind the scene happenings that the team at NIU will be conducting over the next few months. Ms. Amanda Teachout reported that between now and May the items covered will include, but not be limited to, completing the survey, doing an inventory to see who is currently providing what services in the area, and data gathering.

She recommended that we speak to local organizations to gain an understanding of the current funding systems that are in place for the areas of substance abuse, mental health, and the servicing of the developmentally delayed. It was suggested that a representative come to the board meetings in April or May to share this information. During the months of May and June NIU will be aggregating the data and will start writing the report.

In August, the hope is that Dr MIndy, of NIU, can present the report, noting themes, recommendation of actions and where the gaps in service are.

(It was requested that the board members get a preliminary report two weeks early so that they can come to the August board meeting with questions).

In August and September the committee meetings, strategic planning committee and the finance committee, should happen. The members of these committees are yet to be decided and will be appointed by Chairman Sosnowski.

In September and October the committees will present their proposals.

Once this information has been assessed the board will make a budget that will help guide the proposed levy amount.

## **C. New Business**

1. Consideration of By-Laws- Changes to the by-laws were proposed by members of the board, collectively. Items of note include:

- Article II: Sec G- Add in words to “set aside money for administration fees”
- Article III: Sec B- Add in language to express that the “Additional Powers of the Board” are not mandatory and can be utilized at the discretion of the board.
- Article V: Sec B- Change “AD HOC committees to be appointed by chair as needed” to “AD HOC committees to be created as needed”
- Article V: Sec C- Added in wording that said that the committee members would be appointed annual by the Chairman with the advice and counsel of the board
- Article VIII: The fiscal year was set for April 1st to March 31st.

Trustee Lopez motioned to approve the changes to the by-laws. Ms. Diaz seconded the motion. The motion passed 7-0-0.

2. Consideration of Mission Statement- Changes to the by-laws were proposed by members of the board, collectively. Items of note included removing “appropriates local fund” as a value and replacing it with wording that details that board will act responsibly with funds. Additionally, since persons who have a developmental delay are not serviced by the usage of “preventative care”, the wording of being “supportive” was added to ensure we encapsulate the services provided to this population. Mr. Miner motioned to approve the changes to the mission statement. Secretary Stephen seconded the motion. The motion passed 7-0-0.

3. Consideration of Vision Statement- No changes were recommended for the Vision Statement. Vice-Chair Warren motioned to approve the Vision Statement as presented. Mr. Miner seconded the motion. The motion passed 7-0-0.

NOTE: The final document will be attached to the minutes

## **D. Board Member Comments**

Ms. Diaz commented that the organizations in the community are truly doing good work and she feels that they prioritize their clients’ needs when they seek funding

Trustee Lopez mentioned that the board should always keep at least one therapist on the board who can give an inside view to the work being done in the field.

Supervisor Ken Bruderle invited the members of the board to attend the upcoming Mental Health First Aid Training. He also stated that he was impressed with the work the board had done in getting the assessment started and all the other requirement paperwork completed.

**D. Recognize Public Comments**

Ms. Mary McCarthy of the St. Vincent Society of St Thomas Moore stated that she was thrilled that the board is in place and she thinks that they did an excellent job in completing the required paperwork during the meeting.

**E. Announcements-** The next regular meeting will be held on Wednesday, April 19, 2023, at 7:00 p.m. at the Township Offices, 729 S. McLean Blvd., Elgin, IL 60123.

**G. Adjournment/Recess:** Mr. Miner moved to adjourn the meeting. It was seconded by Trustee Lopez. The motion carried 7-0-0. Meeting adjourned at 8:43.

Respectfully submitted by Secretary Farrah Stephen

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Farrah Stephen, Board Secretary

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Date