

708 Community Mental Health Board Finance Committee Meeting
729 S McLean Blvd, Elgin, IL
July 26, 2023 Minutes

The meeting of the Elgin Township 708 Community Mental Health Board Finance Committee was held in the lower level of the Township Building. The meeting was called to order by Committee Chair Michael Warren, at 6:13. Mr. Warren led the Committee in the Pledge of Allegiance.

Roll Call: Committee Chair Michael Warren, Mental Health Board Chair Andrew Sosnowski, and Amanda Teachout were present. Supervisor Ken Bruderle was also in attendance.

Approval of the Agenda: Mr. Sosnowski moved to approve the agenda and Ms. Teachout seconded. The motion passed.

Committee Chair Report: Mr. Warren shared that he would like to keep the discussion general until the entire Finance Committee could weigh in. The Committee agreed.

A. New Business

1. Consideration of Appointment of Committee Secretary- Mr. Sosnowski nominated Ms. Teachout as secretary. Ms. Teachout accepted and Mr. Warren appointed her as secretary.
2. Discussion of Funding Structure- Mr. Warren addressed the sample budgets presented and noticed that each budget was divided by administrative costs and service contracts. Supervisor Bruderle suggested considering direct service as a separate category. Ms. Teachout also discussed funding cycle and tying that to the budgetary process in order to ensure the funds are available when needed. The Committee agreed to structure the budget by three categories and ensure they are working along the same schedule as Elgin Township.
3. Discussion of Budget and Best Fiscal Practices- Mr. Warren asked Supervisor Bruderle if he had considered what would be an acceptable levy request for the Township Board. Discussion ensued about various scenarios. Mr. Warren also shared some potential administrative costs to consider, including legal services, potential interns, and a grant writer.

B. Committee Member Comments (if any) – Ms. Teachout shared that the Elgin Human Services Council had distributed an old agenda from the Elgin Township Mental Health Board and encouraged providers to attend the meeting. Ms. Teachout informed them of the mistake.

C. Recognize Public Comments- Supervisor Bruderle thanked the Committee for their work.

D. Announcements- Mr. Warren suggested the regular August meeting be postponed until the completion of the Needs Assessment and schedule the Finance Committee for that date. Mr. Sosnowski concurred. Mr. Warren also requested the Planning Committee Chair attend the next Finance Committee so if any goals need to be included in the budget, they can be accounted for.

E. Adjournment- Mr. Sosnowski moved to adjourn and Ms. Teachout seconded. The motion carried and the meeting was adjourned.

Respectfully submitted by Secretary Teachout.

Amanda Teachout/Secretary

Date