# ADVISORY COMMITTEES AND CMHB POLICY

**PURPOSE:** The Oak Park Township (the "Township") is enabled by the Illinois Township Code to appoint advisory committees for Senior Services 60 ILCS 1/220-10 and Youth Services 60 ILCS 1/215-5 (the "Committees"). The Township is enabled by the Community Mental Health Act 405 ILCS 20/2 ("Mental Health Act") to appoint a Community Mental Health Board ("CMHB").

**POLICY STATEMENT:** The Township Board (the "Board) is committed to citizen participation and utilizing the expertise of committee and board members.

**POLICY:** It is the Policy of the Township Board that: the advisory committees and the CMHB shall abide by all applicable Federal and State statutes, including the Open Meetings Act; legal counsel will be provided when deemed necessary by the Board; Committee members serve without compensation but can be reimbursed for authorized expenses incurred on behalf of the Township; CMHB members serve without compensation and can be reimbursed for authorized expenses pursuant to the Mental Health Act 405 ILCS 20/3d.

**PROCEDURES**

1. APPOINTMENT, RESIGNATION AND REMOVAL
    - Appointment for Expiring Terms and Vacancies
        i. The Township Supervisor shall develop member criteria with input from department directors, committee and CMHB members, and the CMHB Executive Director for their respective committees and board and the Township Manager.
        ii. Information regarding vacancies and member criteria shall be distributed via appropriate media in requests for citizen applications.
        iii. Member(s) of the Township Board and representatives from the committees or CMHB, for which the applicant is interviewing, shall conduct interviews. All interviews shall occur pursuant to the provisions of the Open Meetings Act.

        Following the interview, interviewers shall discuss applicants and formulate a recommendation to the Township Board for committee appointments pursuant to 60 ILCS 1/215-5 and 60 ILCS 1/220-5.

The Township Supervisor shall decide who to bring for Township Board advice and consent for CMHB appointment pursuant to 405 ILCS 20/3a.

The Township Board shall vote on recommendations for appointment.

iv. Notice will be sent to the Department Director, Committee Chairperson, the CMHB Executive Director and the CMHB President regarding appointments to their respective committee or board.

v. The Department Directors and the CMHB or their designee shall contact newly appointed members to arrange orientation.

- Resignation of Unexpired Term
  Individuals shall tender their resignation of an unexpired term to the Township Supervisor with a copy to the Chairperson and Department Director or the CMHB President and CMHB Executive Director.
- Removal
  The Township Supervisor may remove members of the CMHB pursuant to 405 ILCS 20/3c.

2. MEMBERSHIP
   - Criteria for Selection includes but is not limited to:
     i. Residency within Oak Park.
     ii. Knowledge of issues affecting the population served by the committee or CMHB.
     iii. Experience serving on citizen committees or boards.
     iv. Knowledge of the Oak Park and River Forest communities.
     v. Record of community service.
     vi. Commitment, availability and motivation to serve.
     vii. Criteria developed pursuant to 1.a.i. above.
   - Term
     The term for committee members shall begin on May 1st and shall be three years. The term for CMHB members shall begin on January 1st and shall be four years. Members may apply for additional terms.
   - Attendance
     Upon recommendation from the Committee Chairperson, the Township Supervisor may request the resignation of any member who has missed three consecutive meetings or five regular meetings in a term year. The

CMHB president may recommend to the Township supervisor the removal of a CMHB member pursuant to 1.c. above.

3. COMMITTEE LIAISONS AND CMHB TRUSTEE MEMBER
    - Committee Liaisons
        i. The Township Board shall appoint a Trustee as liaison to the Senior Services Committee (“SSC”) and the Youth Services Committee (“YSC”) at the last Board meeting in May each year.
        ii. A trustee assignment will typically be one year, unless the board votes to keep a member in a position for two years. No trustee will serve in a position for more than two years in sequence.
        iii. The liaison shall attend meetings of the committee to which they have been appointed.
        iv. The liaison is not a member of the committee and does not vote.
        v. The liaison shall facilitate communication between the committee and the Township Board.
        vi. Liaison responsibilities do not include supervision of department operations or staff.
        vii. The liaison shall report to the Township Board on matters concerning the work of the committee.
    - CMHB Trustee Member
        i. The Township Board shall appoint a Trustee as a member to the CMHB at the last Board meeting in May each year.
        ii. A trustee assignment will typically be two years. No trustee will serve in a position for more than two years in sequence.
        iii. The Trustee member shall attend meetings of the CMHB.
        iv. The Trustee Member is a member of the CMHB and votes on all matters before the Board.
        v. The Trustee member shall facilitate communication between the CMHB and the Township Board.
        vi. The Trustee member shall report to the Township Board on matters concerning the work of the CMHB.

4. OPERATIONAL GUIDELINES
    - Senior Services Committee
        i. Structure
            1. The structure of the committee shall comply with the provisions of the Illinois Township Code for Senior Services 60 ILCS 220-10.
            2. Seven residents will be appointed to the Senior Committee.
            3. A joint committee will be established with River Forest Township. The joint committee will be comprised of all members from Oak Park and River Forest.
            4. Subcommittees will be formed as needed on a volunteer basis. If an insufficient number of committee members volunteer for subcommittees, the Chairperson will appoint members .
        ii. Officers and Elections: At the May meeting the committees shall elect a single Chairperson for all committees (Oak Park, River Forest and the joint committee) in the absence the Chairperson, a member of one of the committees will act Chair for the meeting.
        iii. Meetings
            1. All committee and subcommittee meetings are held in accordance with the Open Meetings Act.
            2. Committee packet materials are prepared and distributed by Township staff. Minutes of all meetings are taken and prepared by Township staff.
            3. Four members constitute a quorum of the Oak Park committee, and eight members of the joint committee.
            4. Voting: A quorum must be present to conduct business. The Oak Park committee votes on issues affecting Oak Park only. The joint committee votes on issues affecting both Oak Park and River Forest. A supermajority of nine is required to pass a motion of the Joint Committee.
            5. Regular Meetings: meetings are held once a quarter on the third Wednesday of the month beginning in April. Special or subcommittee meetings may be held as necessary.
        iv. Purpose of the Committee: The purpose of the Senior Services Committee is set forth in the Illinois Township Code at 60 ILCS 220-20. The committee also does the following:

1. Promotion and Outreach: Generates educational and outreach activities in an effort to communicate about Senior Services programs and services.
2. Strategic Planning: Participates in planning and developing mission, goals and objectives and policy recommendations.
3. Evaluation: Participates in assessment of community needs, assist with evaluation of program effectiveness and efficiency and provide input on evaluation of the Director.
4. Special Projects: Organizes and manages projects that support the mission of Senior Services.
5. Recruitment: Recruits community members to apply for service on the Committee.

- Youth Services Committee
    i. Structure
        1. The structure of the committee shall comply with the provisions of the Illinois Township Code for Youth Services 60 ILCS 215-5.
        2. Six residents will be appointed to the Youth Services Committee.
        3. A joint committee will be established with River Forest Township. The Joint Committee will be comprised of the six (6) members of the Oak Park Youth Services Committee and the five (5) members of the River Forest Youth Services Committee acting as a committee of 16. Voting on joint projects will require at least a quorum of each individual committee to be present: minimum five (4) Oak Park and four (3) River Forest members.
        4. Subcommittees will be formed as needed on a volunteer basis. If an insufficient number of committee members volunteer for subcommittees, the Chairperson will appoint members with the recommendation of the Director.
    ii. Officers and Elections: At the May meeting the committees shall elect a single Chairperson for all committees (Oak Park, River Forest and the joint committee) in the absence the Chairperson, a member of one of the committees will act Chair for the meeting.
    iii. Meetings
        1. All committee and subcommittee meetings are held in

accordance with the Open Meetings Act.

2. Committee packet materials are prepared and distributed by Township staff. Minutes of all meetings are taken and prepared by Township staff.
3. Five members constitute a quorum for the Oak Park committee. A quorum of both individual committees constitutes a quorum for the joint committee.
4. Voting: A quorum must be present to conduct business. The Oak Park committee votes on issues affecting Oak Park only. The joint committee votes on issues affecting both Oak Park and River Forest – at least three (3) votes each are required from Oak Park and River Forest (6 total) to pass.
5. Regular Meetings: meetings are held monthly on the first Wednesday of the month beginning in April. Special or subcommittee meetings may be held as necessary.

iv. Purpose of the Committees: The purpose of the Youth Services Committee is advisory to the Township Board as set forth in the Illinois Township Code at 60 ILCS 215-5. The committee's work includes the following:

1. Recommendation for Contracts:
    a. The committee considers contract request over $2000, evaluates program effectiveness, and makes recommendations to the Township Board regarding allocation of resources.
    b. Criteria for contracted programs:
        i. Address the Township's Youth Services mission
        ii. Focus in areas of need identified by the Youth Services Committee in consultation with the Youth Services Director
        iii. Are free of sectarian religious and partisan political content or bias
        iv. State clearly the program's goals, objectives, and processes and expected observable outcomes
        v. Demonstrate a reasonable cost per staff contact hour and per individual youth contact

hour against known need and projected benefit

vi. Document implementation processes and observed outcomes, including individual staff and youth attendance records

vii. Report outcomes to Youth Services in the specified form with references to the supporting records available for audit that include projected cost per staff and per individual youth contact hour against actual costs.

2. Strategic Planning: Participates in planning and developing mission, goals and objectives and policy recommendations.
3. Evaluation: Participates in assessment of community needs, assist with evaluation of program effectiveness and efficiency and may provide input on evaluation of the Director.
4. Special Projects: Organizes and manages projects that support the mission of Youth Services.
5. Recruitment: Recruits community members to apply for service on the committee.

- Community Mental Health Board (CMHB)

The structure, powers and duties of the CMHB are defined in the Community Mental Health Board Relationship Policy. It provides guidance to the Township Board by stating the key provisions in the State of Illinois Township Code and Community Mental Health Act that define the powers and obligations of the Township Board and the Community Mental Health Board (CMHB) and provides more specific policy where required to guide the day-to-day operation of the Township.

Approved June 27, 2006
Amended October 23, 2007 – Changed Section II B for the term of CMHB members to begin January 1st.
Amended June 15, 2010 regarding Youth Services Joint Committee.
Amended May 28, 2013 –Trustee assignments to Committees and CMHB
Amended July 26, 2016 – Added criteria for consideration of Youth Services Contracts
Amended September 13, 2016 – For consistency with other Board Policies

Amended March 8, 2022 – Changed structure of Youth Services Committee