

**Community Mental Health Board of Oak Park Township
Meeting Minutes
February 20, 2024, 7:00 pm**

CALL TO ORDER

President Nancy Staples called the meeting to order at 7:00 P.M.

ROLL CALL

Present: Nancy Staples
Liz Raleigh
Jaimee Reggio
Janet Graf
Richard Carroll (Zoom)

Tim Thomas
Bruce McNulty
Ann Schreiner (Zoom)
Gustavo Espinoza (Zoom)

Absent: N/A

Motion: Liz Raleigh moved to accept virtual attendees and Bruce McNulty seconded.

Vote: A voice vote was taken and the motion was approved.

Staff Present: Cheryl Potts, Executive Director
Laura Brookes, Associate Director of Contracts & Partnerships
Melissa Lohring, Office Administrator

Also Present: Charlotte Morris

AGENDA APPROVAL

Motion: Ann Schreiner moved to approve the agenda and Janet Graf seconded.

Vote: A voice vote was taken and the motion was approved.

PUBLIC COMMENTS

None

CONSENT AGENDA APPROVAL

Motion: Tim Thomas moved to approve the consent agenda as presented and Ann Schreiner seconded.

Vote: A voice vote was taken and the motion was approved.

DISCUSSION ITEMS

UCP Seguin Fundraiser and Award

Cheryl shared that UCP Seguin will be honoring CMHB, Oak Park Township, and the Village of Oak Park with the “Life Without Limits Award” at their annual fundraising event on March 9th. Nancy and Richard will be attending on behalf of CMHB, joining Margie and Tim who will be representing the Township as well as Village guests. A few seats may still be available if other board members are interested in attending.

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Sarah's Inn Legal Update

Cheryl gave an update on issues regarding conducting an audit for Sarah's Inn. Sarah's Inn has indicated that they are unable to provide residency information to funders due to confidentiality restrictions outlined in the Violence Against Women Act (VAWA). However, CMHB is required to prove residency and only use grant funds for Oak Park residents. Cheryl has been in touch with Sarah's Inn staff to discuss options and contacted CMHB's lawyer who will connect with the Sarah's Inn lawyer to look at how VAWA is being interpreted. The goal is to identify a mutually-agreeable solution so that CMHB may continue funding.

ACTION ITEMS

Funding Guideline Revisions

Laura reviewed proposed changes to the CMHB Funding Guidelines. Primary changes were adding specificity to residency requirement and adding "subclinical" services to the auditing section to more accurately reflect certain program services.

Discussion: Richard recommended amending language under Direct Clinical Programs and Services to remove "or at risk for having" a disorder/disability as individuals served in this category should have a diagnosis. Staff agreed with this recommendation. Richard further recommended giving examples under each category. Laura and Cheryl explained that categories are defined and prescribed to each funded agency in their Funding Parameters. The Board agreed that as long as this was defined in the Funding Parameters, there is no need to include that change in the Funding Guidelines.

Motion: Jaimee Reggio moved that CMHB approve the Funding Guidelines as amended and Ann Schreiner seconded.

Vote: The motion was approved with a roll call on the vote as follows:

Ayes: 9 - Richard Carroll, Gustavo Espinosa, Janet Graf, Bruce McNulty, Liz Raleigh,
Jaimee Reggio, Ann Schreiner, Nancy Staples, Tim Thomas
Nays: 0

FY25 Grant Recommendations

Cheryl reviewed the proposed FY25 grant recommendations following the grant hearings held on January 30th and February 1st. All agencies except one were recommended to receive level or slightly increased funding. The Board highlighted a few programs that are funded level with FY24 but may be considered for increased funding during the reallocation process if there are funds available later in the year. Based on the recommendation of \$1,542,516.00 resulting from the Grant Hearings, there would be no additional funds for pilot projects or infrastructure grants in FY25. Given that, at their February 13th meeting, the Executive Committee reviewed the recommendations and reduced some requests in order to maintain \$50,000 funds for either infrastructure grants or launching a pilot project in FY25. The updated total recommendation for FY25 grants with these amendments is \$1,483,766.00.

Discussion: Nancy talked about brainstorming special projects/RFPs for new projects, possibly to replace infrastructure grants next year; there also may be unspent funds to allocate later in year. Janet voiced concern about eliminating funding for some new proactive programs and would like

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the Board to prioritize these types of programs in the future. The Board discussed focusing on services specific to CMHB’s mission and agreed to monitor these programs and possibly revisit/reallocate later in the year. Richard inquired about the multiple I/DD agencies requesting funding employment services funding and a desire to ensure that services were not duplicative. Cheryl explained that agencies are unable to keep up with demand for employment services due to recent changes in State regulation around graduation dates. Based on CMHB assessment and discussion with other 708 Boards and the I/DD Consortium, the increased funding would support increased need and would not result in duplication. There was also discussion about the “spiritual” wording in one agency’s program description in light of the fact that CMHB funding must be applied in a non-discriminatory way that ensures that religious beliefs are not a barrier to care. The Board noted that CMHB funds others agencies with spiritual/religious backgrounds and must always ensure funded programs are non-discriminatory. Staff informed the Board that there is a nondiscriminatory clause in all CMHB contracts that includes but is not limited to religious beliefs.

Motion: Bruce McNulty moved that CMHB approve the FY 2025 grant and fee-for-service contract recommendations as amended and Richard Carroll seconded.

Vote: The motion was approved with a roll call on the vote as follows:

Ayes: 6 - Richard Carroll, Janet Graf, Bruce McNulty, Liz Raleigh, Jaimee Reggio, Nancy Staples
Nays: 0
Recused: 3 - Gustavo Espinosa, Ann Schreiner, Tim Thomas

FY25 Contract Approvals

Cheryl reviewed the three professional contracts up for review for FY25: A5 (Oak Park Homelessness Coalition) for \$10,00000, which is level funding; EMK consulting (financial/reporting database) for \$9,000.00, which includes increases based on additional services; and Karyn Erkfritz-Gay (auditing consultant) for \$6,178.00, which includes a 3% cost of living increase.

Discussion: None

Motion: Janet Graf moved that CMHB approve the FY 2025 Professional Consultation contracts for the Homelessness Coalition, EMK Consulting, and Dr. Karyn Erkfritz-Gay, as presented and Jaimee Reggio seconded.

Vote: The motion was approved with a roll call on the vote as follows:

Ayes: 9 - Richard Carroll, Gustavo Espinosa, Janet Graf, Bruce McNulty, Liz Raleigh, Jaimee Reggio, Ann Schreiner, Nancy Staples, Tim Thomas
Nays: 0

FY25 Budget Approval

Cheryl reviewed the final proposed FY25 budget in the amount of \$2,048,949. The admin ratio remains under the 20% goal at 18.75%. Cheryl also reviewed the fund balance which is projected to be within goal range next year.

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Discussion: Cheryl noted that CMHB staff is currently conducting a time study, and the administrative to program ration will likely change next year to reflect actual time spend with increased program activity.

Motion: Liz Raleigh moved that CMHB approve the FY 2025 budget as presented and Janet Graf seconded.

Vote: The motion was approved with a roll call on the vote as follows:

Ayes: 9 - Richard Carroll, Gustavo Espinosa, Janet Graf, Bruce McNulty, Liz Raleigh, Jaimee Reggio, Ann Schreiner, Nancy Staples, Tim Thomas
Nays: 0

INFORMATION

- **Executive Director’s Report**

Cheryl reviewed highlights from the January 2024 Executive Director’s report, including:

- CMHB and River Forest Township will be holding a joint Behavioral Health and I/DD Consortia breakfast on April 23rd at 9:30 at the Carleton. There will be a different structure than in the past with a program where CMHB will present outcomes from the past year, followed by legislative updates (Heather O’Donnell from Thresholds and UCP Seguin staff), and then an open platform for agency updates.
- Youth Behavioral Health Listening Sessions recently kicked off to gather information on what type of programming youth want. First session took place the CRC, and the next sessions are scheduled with the NAMI LOFT, D97, and YEMBA.
- Cheryl is participating on new Rush Oak Park Hospital Community Engagement Council looking at how to better engage the Oak Park community.
- CMHB intern Avery is working on a project to create a local private practice directory to supplement other resource guides. The Board gave recommendations for information to include and stressed the need for a disclaimer that CMHB does not endorse listings.
- Several agency fundraisers are scheduled in the upcoming months. A list will be shared with the Board so that board members can indicate if they are available to attend any on behalf of CMHB.

- **President’s Report**

- President Staples shared that the Executive Committee would like to discuss possible pilot projects in the March or April board meeting, and this will be scheduled as an agenda item.

- **Township Report**

- Trustee Thomas reported that the new Township Manager, Evan Mitchel, was hired and started this month. An open house meet and greet will be scheduled, and Mr. Michel also plans to attend the March CMHB meeting.

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- Positive feedback was shared regarding CMHB's involvement with partner programming at the CRC.

ADJOURN

Motion: Bruce McNulty moved that CMHB adjourn the meeting and Liz Raleigh seconded.

Vote: A voice vote was taken and the motion was approved.

The meeting was adjourned at 8:22 P.M.

Respectfully Submitted,
Liz Raleigh, Secretary/Treasurer