

Community Mental Health Board of Oak Park Township
Meeting Minutes
January 16, 2024, 7:00 pm

Present: Nancy Staples
Liz Raleigh
Jaimee Reggio
Janet Graf
Tim Thomas
Bruce McNulty
Ann Schreiner (Zoom)
Gustavo Espinoza (Zoom)

Absent: Richard Carroll

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

Also Present: Karyn Erkfritz-Gay

CALL TO ORDER: President Nancy Staples called the meeting to order at 7:03 P.M. and roll call was taken.

Motion: Tim Thomas moved to accept virtual attendees.

Second: Liz Raleigh

Vote: The motion was carried.

Executive Session:

Motion: Liz Raleigh moved to adjourn to enter Executive Session to discuss personnel matters at 7:03 p.m.

Second: Jaimee Reggio

Vote: The motion was carried.

Motion: Ann Schreiner moved to adjourn Executive Session and re-enter regular Board Meeting at 7:15p.m.

Second: Liz Raleigh

Vote: The motion was carried.

AGENDA APPROVAL:

Motion: Liz Raleigh moved that CMHB approve the agenda.

Second: Janet Graf

Discussion: None

Vote: The motion was carried.

PUBLIC COMMENTS: None

CONSENT AGENDA APPROVAL:

Motion: Liz Raleigh moved that CMHB approve the consent agenda as presented.

Second: Janet Graf

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Discussion: None

Vote: The motion was carried.

DISCUSSION ITEMS:

FY25 Funding Requests

Cheryl provided an overview of annual grant funding requests for FY25 which total approximately \$1.7 million. Of the 19 agencies who applied, L'Arche Chicago is the only new agency request; CSS and Housing Forward included requests for new programs. Oak-Leyden did not spend FY24 funds for their pilot DSP training program, primarily due to lack of interest and engagement by their staff (no increased pay/growth opportunities), and did not apply for this program next year. Cheryl noted that in discussions with other 708 Boards, similar programs throughout the state targeting DSPs have experienced the same challenges. Board members were encouraged to add notes to the funding request documents after completing liaison visits. Grant hearings will be held on January 30th and February 1st, and FY25 annual awards will be voted on at the February Board meeting.

FY23 Audit Report – Dr. Karyn Erkfritz-Gay

Audit consultant Karyn Erkfritz-Gay gave an overview of recent audits completed for five agencies: IWS Children's Clinic, NAMI Metro Suburban, Thrive Counseling Center, New Moms, and Opportunity Knocks. Overall, agencies were very cooperative and showed improvement in documentation. Karen noted themes in agency challenges in workforce (staffing/recruiting) and program development/expansion. Four out of five agencies passed their audits with a score of 90% or higher. IWS Children's Clinic had significant deficiencies with consents and proof of residency documentation and are required to complete a corrective action plan. Ascension will be reviewed later this month, and Sarah's Inn will have their audit after legal questions regarding consents are resolved.

Funding Guidelines Revisions

Laura reviewed proposed revisions to the CMHB Funding Guidelines. The revisions are to: 1) add specificity to proof of residency requirement, 2) add a sub-clinical category for billing to better prepare for next year's audits, and 3) add new language for I/DD programs ("services" vs. "treatment") to acknowledge difference in programming from mental health/substance use services. Board members are encouraged to review the Funding Guidelines changes and give feedback before voting on the revisions at the February full Board Meeting.

ACTION ITEMS:

Contract Reallocation of Funds

Cheryl reviewed agency spending and projections for FY24. Agencies were asked to give an estimate of spending for the 4th quarter. CSS and Oak-Leyden projected to be significantly underspent compared to their award amounts; Hephzibah, OPT Senior Services, Opportunity Knocks, UCP Seguin, WSSRA, and YEMBA indicated they plan to spend out their entire grants and could spend more. Based on projections and funds available, Cheryl recommended the following

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contract increases: OPT Seniors- \$10,000, Opportunity Knocks- \$20,000, UCP Seguin- \$3,500, and YEMBA \$20,000.

Motion: Jaimee Reggio moved that CMHB approve the reallocations for FY 2024 4th quarter funding as presented.

Second: Bruce McNulty

Discussion: The Board discussed how the remaining unspent funds would to allow for possible increases in grant funding or pilot projects next year.

Vote: The motion was carried.

CMHB FY 25 Budget Admin Allocation

Cheryl reviewed the proposed administrative budget for FY25. Overall, the FY24 budget is on budget with some small cost savings and the FY25 budget is consistent with FY24 with a few exceptions: furniture, office supplies, movers, and communication costs are all down with the move to the CRC; insurance costs are higher due to a change in the Township’s formula; and personnel costs will increase due to cost of living and increased hours for the Office Manager. Cheryl noted a new expense line item added to the budget to reflect the CRC pre-paid lease, which will be used to amortize the fund balance over the course of the lease period. Cheryl reviewed line by line expenses and the CMHB fund balance projection sheet which indicated the fund balance will be back to our goal by FY2026.

Motion: Janet Graf moved that CMHB approve the FY 2025 Administration, Operating Costs, and Capital portions of the proposed budget as presented.

Second: Liz Raleigh

Discussion: The Board thanked Cheryl for her clear explanation and commended CMHB’s projected return to the fund balance goal sooner than anticipated following the office move/CRC prepaid lease.

Vote: The motion was carried.

INFORMATION:

- **Executive Director’s Report**

Cheryl reviewed highlights from the November/December 2023 Executive Director’s report, including:

- Cheryl and Dr. Julie Brosnan presented at the D97 Board Meeting on December 12th where D97 voted to fund the Mindful Middle Matters program at \$90,000, which is level with previous years.
- Parent University held on November 15th was very successful with 97 attendees and positive feedback. Laura was commended for her leadership, and plans are in process for a spring event.
- CRC programming continues with monthly afterschool programs with Way Back Inn and NAMI (well attended with engaged youth) and Oak Park Township Senior Services “Walk N Talk” events. The initial Mental Health First Aid Trainings (Adult and Youth) were also well attended, and CMHB is planning more with NAMI throughout the year.

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- Cheryl and Laura attended conferences in December (ACMHAI and CBHA); looking to incorporate best practices.
- Cheryl recently participated in a meeting for the Village of Oak Park's Housing Study being conducted by the Metropolitan Mayors' Caucus and will be opening up discussion with the IDD Consortium for a focus group on CILA barriers in Oak Park. Cheryl is also linking the Mayors' Caucus with an Oak Park parent group for their feedback.
- Village of Oak Park voted to invest \$1 million in crisis response based on the Alternative Call Taskforce report submitted last year. Bruce inquired about analyzing benefits of program.
- **President's Report**
 - As CMHB reviews grant applications and the budget for FY25, President Staples talked about the importance of supporting new projects and encouraged board members to consider potential pilot projects/RFPs in the new year.
- **Township Report**
 - Trustee Thomas reported the Township has hired a new Township Manager, Evan Michel, who will be starting on February 5.

MEETING ADJOURNED: 8:52 P.M.

Motion: Liz Raleigh moved that CMHB adjourn the meeting.

Second: Ann Schreiner

Discussion: None

Vote: The motion was carried.

Respectfully Submitted,
Liz Raleigh, Secretary/Treasurer