

Community Mental Health Board of Oak Park Township
June 15, 2021, 7:00 pm

Present: Nancy Staples
Janet Graf
Ann Schreiner
Marge Trybus
Bruce McNulty
Liz Raleigh

Absent: Richard Carroll, Jaimee Reggio, Gustavo Espinosa

Staff Present: Lisa DeVivo, Executive Director
Vanessa Matheny, Contracts Manager
Melissa Lobring, Office Administrator

Also Present: N/A

CALL TO ORDER: President Nancy Staples called the meeting to order at 7:01 P.M. Due to COVID-19 restrictions, the meeting was held by conference call.

AGENDA APPROVAL:

Motion: The CMHB approve the agenda.

Moved: Liz Raleigh

Second: Bruce McNulty

Discussion: None

Vote: The motion was carried.

PUBLIC COMMENTS: None

CONSENT AGENDA APPROVAL:

Motion: The CMHB approve the consent agenda as presented.

Moved: Ann Schreiner

Second: Marge Trybus

Discussion: None

Vote: The motion was carried.

ACTION ITEMS:

Election of Officers

On behalf of the Nominating Committee, Ann Schreiner presented the slate of officers as follows: Present- Nancy Staples, Vice President- Jaimee Reggio, and Secretary/Treasurer- Liz Raleigh. Board Members present unanimously voted for the current slate of officers.

Motion: The CMHB approve the officer slate as presented.

Moved: Janet Graft

Second: Bruce McNulty

Discussion: The Board thanked the current officers for their commitment and willingness to continue serving on the Executive Committee.

Vote: The motion was carried.

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Executive Committee Officer Terms

Lisa DeVivo presented updated Bylaws which include language for increasing the terms for Executive Committee officers from one to two years. This change would take effect July 2021 with the current slate of officers elected.

Motion: The CMHB approve the CMHB Bylaws revision as presented, increasing the Executive Committee terms from one to two years.

Moved: Bruce McNulty

Second: Liz Raleigh

Discussion: The Board discussed the benefits for this change, including consistency and giving more time for new officers to get acclimated to their roles. There was also discussing about staggering terms so that President and VP do not end at the same time; however, the Board agreed this could overcomplicate the process and noted terms naturally stagger as regular Board Member terms end.

Vote: The motion was carried.

DISCUSSION ITEMS:

Regular and Special RFP's

Lisa DeVivo reviewed the timeline for RFP infrastructure applications, which are due June 18th, and thanked the RFP subcommittee for their plans to review before the July Board meeting. Lisa and Vanessa have been meeting 1:1 with agencies to identify service gaps in areas such as psychiatry, ABA therapy, and mental health services for aging and other specific populations. Once specific areas of need are narrowed down, the CMHB plans to release another round of RFP applications in the fall of FY22.

FY21 Year End Reports

Lisa DeVivo informed the Board that FY21 year-end reports for outcomes, statistics, and RFP's will be available for review in July. There is no audit report for FY21 due to COVID.

Return to In Person and Remote Board Voting Policy

Lisa DeVivo reviewed the status of the Open Meetings Act (still suspended) and the Village of Oak Park remote meeting attendance policy which outlines specific reasons for remote attendance. The Board agreed to continue following these policies and suggested reaching out to local state representatives to ask if amendments will be made to the Act. The Board will continue meeting remotely in July and plan for an in-person meeting in September, as guidelines allow.

Social Security Numbers – Smart Love

Vanessa Matheny, Contracts Manager, reviewed a letter that was sent to the Board regarding a request from Smart Love to eliminate the requirement for Social Security numbers for billing. The Board discussed how this policy is in place for accountability, ensure there are no other payers, and the need to be

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consistent with the requirement across all agencies. Furthermore, data is purged on a routine basis to protect confidential information. The Board agreed that CMHB policies related to collecting Social Security numbers should remain unchanged.

INFORMATION:

- **Executive Director's Report (DeVivo)**
 - Lisa DeVivo reviewed progress on the Strategic Plan's priority areas and reviewed the report with the Board.
- **President's Report**
 - No new information. There will be more details regarding the new Executive Director search at the July meeting.
- **Township Report (Trybus)**
 - Marge Trybus shared information discussed at the recent Township Board retreat. The Township continues its efforts to improve marking/branding to be more visible and present in the community.

MEETING ADJOURNED: 8:27 P.M.

Respectfully Submitted,

Liz Raleigh, Secretary/Treasurer