

Community Mental Health Board of Oak Park Township
Meeting Minutes
May 21, 2024, 7:00 pm

CALL TO ORDER

President Nancy Staples called the meeting to order at 7:02 P.M.

ROLL CALL

Present: Richard Carroll Jaimee Reggio
Gustavo Espinosa Nancy Staples
Janet Graf Ann Schreiner
Bruce McNulty Trustee Tim Thomas
Liz Raleigh

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

Also Present: N/A

AGENDA APPROVAL

Motion: Richard Carroll moved to approve the agenda and Bruce McNulty seconded.

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

PUBLIC COMMENTS

None

CONSENT AGENDA APPROVAL

Motion: Bruce McNulty moved to approve the consent agenda as presented and Janet Graf seconded.

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

DISCUSSION ITEMS

FY24 Unaudited Financial Statements

Cheryl reviewed CMHB’s unaudited financial statements for FY24. The large increase in revenue noted at the last Board meeting was reviewed by the Township’s accounting firm and found to be an error; a deposit of tax revenue in early 2023 was double counted resulting in the exceptional variance. CMHB is now only about 6% over revenue (compared to 33% reported last month). CMHB’s overall spending was about 2.5% less than projected with \$80K going into the fund balance. The fund balance is currently double our target; however, it is projected to significantly decrease next year and going forward. Administration ratio remains under 20% (19.17%). The audited financial report will confirm numbers later this year.

Cheryl noted that there is still \$50K budgeted in FY25 for a pilot project and opening a Living Room in Oak Park remains a top priority to use for pilot project funds. Cheryl recently met with

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NAMI to discuss feasibility and supports needed. NAMI would require initial funds to launch the program; state funding would eventually take over the sustainment of operations. NAMI will be putting together a case statement and budget and continue exploring possible locations. Cheryl has a meeting scheduled with Oak Park River Forest Community Foundation and has reached out to the Village in an effort to gauge interest in funding the project. Cheryl indicated there is a lot of community support for this project and will keep the Board posted on developments. The Board discussed reaching out to neighboring towns for involvement in a Living Room since it would be open to the surrounding communities as well.

Cheryl shared that there has also been movement with another pilot project idea surrounding parent education and trainings. Smart Love is partnering with Hephzibah in this area, and CMHB staff and Richard have a meeting scheduled with new leadership at Smart Love to further discuss.

FY24 Outcomes Presentation

Cheryl reviewed the CMHB “Year In Review” that was presented to partners at the Behavioral Health and I/DD Consortia Breakfast last month. The presentation included an overview of who was served, services provided, and reported outcomes using new SAMSHA domains criteria for all funded programs in FY24. Highlights also included Rise N Learn webinars/CEUs and community trainings and programming provided at the CRC. Cheryl noted that DePaul was not included in the outcomes data since they are performing their own outcomes report, which will be presented at the June Board meeting. Cheryl and Laura are working on a full annual report and plan to share a draft in July. Richard inquired about the intended audience for the report, and Cheryl indicated the report is to share CMHB’s work with the community; we plan to include a flyer with a QR code to the full report in the OP/FYI newsletter sent to all Oak Park residents. The Board discussed also doing a press release and pushing the report on social media. Cheryl noted that the report demonstrates how CMHB is living our value and mission through grant making.

ACTION ITEMS

None

INFORMATION

- **Executive Director’s Report**

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

- Following recommendations from the Alternative Calls Taskforce (co-chaired by Cheryl) last year, Village staff recently presented an Alternative Calls to Service proposal to the Village Trustees which included plans not recommended in the Taskforce report (i.e., embedded social workers at the Village). Cheryl, the Taskforce co-chair, and Thrive staff voiced their concerns with the proposal at the Trustee meeting, and Trustees have asked Village staff to work an updated proposal. Thrive has offered to provide more information about current crisis response and plans for improvement.

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- CMHB is collaborating with the Village of Oak Park Health Department for 988 promotion leading up to Suicide Awareness Month in September. This will include distributing 988 yard signs and a social media campaign.
 - CMHB is also collaborating with the OPRF Chamber of Commerce to plan for Disability Employment Month in October, including events with local employers as well as a comedy night featuring a comedian with a disability.
 - Thank you to board members who volunteered to help at Day in Our Village (June 2nd) and Juneteenth Celebration (June 15th). Those events are now fully staffed.
 - CMHB will plan to take a full Board photo before the next board meeting on June 18th. Cheryl asked board members to let her know if they are unable to attend the meeting.
- **President's Report**
 - No update.
 - **Township Report**
 - No update.

ADJOURN

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

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

The meeting was adjourned at 8:07 P.M.

Respectfully Submitted,
Liz Raleigh, Secretary/Treasurer