



MENTAL HEALTH BOARD

Thursday, March 9, 2017

7:00 PM

Lorraine H. Morton Civic Center, 2100 Ridge Avenue
Lighthouse Conference Room 2402

AGENDA

- I. CALL TO ORDER/DECLARATION OF QUORUM**
- II. APPROVAL OF MHB MEETING MINUTES FOR JANUARY 12, 2017**
- III. KAREN DANCZAK LYONS: EPL SOCIAL SERVICES**
- IV. LIAISON REPORTS**
- V. PUBLIC COMMENT**
- VI. DISCUSSION OF DRAFT BYLAWS**
- VII. DISCUSSION OF GOALS AND ZOOMGRANTS QUESTIONS**
- VIII. STAFF UPDATE: 2017 FUNDED PROGRAMS**
- IX. CHAIR REPORT**
- X. ADJOURNMENT**

The next regular meeting of the Mental Health Board is scheduled for **7:00 p.m. Thursday, April 13, 2017 in room 2402** of the Lorraine H. Morton Civic Center.

Order of Agenda Items is subject to change. Information about the Mental Health Board is available at: www.cityofevanston.org/government/boards-commissions. Questions can be directed to Jessica Wingader, Public Services – Grants & Compliance Specialist, at 847-859-7889 or via e-mail at jwingader@cityofevanston.org.

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MEETING MINUTES

MENTAL HEALTH BOARD

Thursday, January 12, 2017 7:00 PM

Lorraine H. Morton Civic Center, 2100 Ridge Avenue, room 2402

Members Present: S. Johnson, K. Ruetzel, J. Taylor, C. Fleming, J. Sales, I. Ziaya, L. Murphy, R. Feiler, M. Pierce

Staff: J. Wingader

Presiding Member: S. Johnson, Board Chair

Call to Order / Declaration of Quorum

Chair Johnson declared a quorum and called the meeting to order at 7:06 pm.

Approval of the December 8, 2016 Meeting Minutes

Ms. Ruetzel moved approval of the December 8, 2016 meeting minutes, seconded by Ms. Feiler. The minutes were unanimously approved.

Public Comment

Kate Mahoney invited all to an open house at PEER Services; she announced that she would be leaving PEER Services and introduced Christine McCall as Interim Executive Director. Cindy Castro announced that Presence would hire a full time employee at the Evanston Public Library to help with outreach and programming. Jennifer Jenks reported staffing changes within Metropolitan Family Services.

Discussion of Draft Bylaws

Chair Johnson opened discussion about the new draft bylaws and noted changes from the previously approved bylaws. Ms. Ruetzel asked about additions; it was confirmed that the revised bylaws follow the standard format for all Boards, Committees and Commissions and reflect the new ordinance approved by Council on August 15, 2016, that governs the MHB. Mr. Pierce suggested that a working group form to review the new bylaws. Chair Johnson noted the language of Article 2, Section 2; new language reduces the Board's responsibilities. Ms. Ruetzel suggested that the Board consider Mr. Pierce's suggestion to form a working group. There was discussion about how to form the working group and about what body or department would be responsible for the formation of new mental health programs. Ms. Ruetzel discussed the Board's past responsibilities and current capacities. She also discussed including the Board's goals under Article 2, Section 3 and the Board's role in advocacy under Article 3, Section 2. There was discussion about adding specific goals and consideration of the EPLAN. Ms. Ruetzel and Ms. Ziaya agreed to serve on the working group.

Discussion of 2018 Funding Priorities

Ms. Fleming asked the Board to review the process for determining allocations. Topics discussed included language in the new ordinance, use of ZoomGrants questions and how the scoring model impacts allocations. There was consideration around whether using the scoring tool could provide more objectivity to the process. The Board also discussed the

process used by the prior working group to determine allocation amounts for 2016 applicants.

The Board agreed that the funding priorities are broadly stated and there was discussion about defining them more specifically for 2018. The Board requested a summary of other City funding, including CDBG, that MHB-funded agencies receive. Mr. Murphy asked about coordination of funding; members and meeting participants discussed collaborative organizations like the LAN 40, Cradle to Career, and the joint application and review process through ZoomGrants. The Board agreed to continue discussion about differentiating between direct mental health services and preventative services. There was discussion about which programs receiving funding in 2017 provide direct or indirect mental health services. Chair Johnson called for a working group to further review; Ms. Sales and Ms. Fleming agreed to undertake this.

Old Business

Liaison assignments were confirmed for 2017.

Adjournment

Ms. Taylor moved to adjourn the meeting, Ms. Fleming seconded the motion and it was approved unanimously. Meeting adjourned at 8:34 pm.

Respectfully submitted,
Jessica Wingader
Grants and Compliance Specialist

THE MENTAL HEALTH BOARD OF THE CITY OF EVANSTON

ADMINISTRATIVE PROCEDURES AND REGULATIONS

ARTICLE I

Name and Authority

Section 1. The name of this organization is “The Evanston Mental Health Board of the City of Evanston, Illinois,” hereafter referred to as the “Board.”

Section 2. The establishment of this Board is provided for in Evanston City Code Title 2, Chapter 6, “Mental Health Board.”

Section 3. The business of the Board is conducted in accordance with the Illinois Open Meetings Act; applicable ordinances adopted by the Evanston City Council, including Mental Health Ordinance 79-0-16, as amended; Chapter 6 of the Municipal Code; City Code Section 1-10-1, et seq., and these Administrative Procedures and Regulations. Where Evanston ordinances conflict with these Administrative Procedures and Regulations, the former shall prevail pursuant to Evanston’s home rule authority.

ARTICLE II

Mission

Section 1. The Evanston Mental Health Board is a public body established by City ordinance. ***The Board’s mission is to address gaps identified in the community in the availability and accessibility of social services for at-risk Evanston residents to ensure a high quality of life for all. "At-risk residents" are defined as those Evanston residents with, or at risk of having, mental and/or emotional disorders, developmental disabilities, substance abuse issues, or who face challenges with accessing basic needs including, but not limited to housing, child care and senior care. The Board further recommends funding for programs and services that address the needs of at-risk residents.***

Section 2. The Board is ~~a~~ responsible for developing funding recommendations for agencies that request grants from the City for programs that offer needed mental health and ***associated*** human services to Evanston residents. These programs and services shall be accessible and responsive to community needs and shall be available to all Evanston residents ~~regardless of ability to pay~~ ***Additionally, funded agencies must demonstrate how they are addressing the needs of at-risk Evanston***

residents. Annually, the Board will review applications and provide updated information about each funded program and agency throughout the funding year.

Section 3. Method of Funding. Funds are designated annually to the Human Services Fund out of the City's General Fund account. Funding recommendations made by the Board shall align with City Council goals **and with Mental Health Board annual priorities**, and will be reviewed by Human Services Committee and approved by City Council.

ARTICLE III

Membership

Section 1. Members

A. The Mayor must appoint nine (9) Evanston citizens to serve as members of the Board, subject to confirmation by the City Council.

B. Qualifications:

1. Members of the Board must be residents of the City of Evanston who are interested in and committed to the development of community mental health and other human service issues.
2. No member may be a full or part-time employee of the Illinois Department of Human Services or its Divisions of Alcoholism and Substance Abuse, Developmental Disabilities, and Mental Health; the Illinois Department of Children and Family Services; the Illinois Department of Public Health; or any agency, facility or service which receives funds from the Board.
3. Term of Office: The term of each member of the Board is four years from the day of final action by the City Council approving the appointment. No member will serve more than eight consecutive years.

C. Vacancies and Removal

1. If a Board member fails to attend three (3) consecutive regular Board meetings without a reasonable cause, or otherwise neglects his or her duties as a Board member, the Chairperson, with the assent of the Board, may recommend to the Mayor that the seat be declared vacant.
2. Any vacancy should be filled by the Mayor as soon as possible.
3. A member of the Board may be removed by the Mayor for

absenteeism, neglect of duty, misconduct or malfeasance in office, after being given a written statement of the charges and an opportunity to refute them at a hearing with the Mayor.

Section 2. Powers and Duties

In carrying out its responsibilities, the Board has the following powers and duties:

- A. Establish annual funding priorities for services and programs that address the needs of City residents ***at-risk for mental health or emotional disorders*** in alignment with City Council goals;
- B. Review and evaluate applications requesting funding from the City and submit yearly funding recommendations ~~***for public and social services;***~~
- C. Monitor past and present use of funds by agencies in receipt of City awards;
- D. Evaluate and facilitate inter-agency collaboration among city-funded agencies;***

and

- E. Perform such other actions as may be necessary or proper to develop funding recommendations and review awards made to agencies and programs that address the needs of the City's at-risk residents.

Section 3. Conflicts of Interest

All members of the Board agree to abide by all duties and obligations required of board members in the City's Code of Ethics in City Code Title 1, Chapter 10, "Board of Ethics." The Board's supplemental policy is intended to clarify and prevent the personal interests of Board members from interfering with the performance of their duties or from resulting in personal or political gain at the expense of the Board or Evanston taxpayers.

The Board strives to maintain the highest ethical standards to avoid conflicts of interest. All members of the Board must act in good faith in all relationships touching upon their responsibilities to the Board and must avoid any conflict of interest.

For the purpose of this policy, the definitions found in the City of Evanston's Code of Ethics in City Code Title 1, Chapter 10, "Board of Ethics," applies.

Supplemental Policy:

1. No member of the Board may serve on the board of directors of any entity receiving funding from the Board.
2. Each member of the Board must disclose to the Board in writing each

City-funded entity to which the Board member contributes a sum of money greater than one thousand dollars (\$1,000.00) in any calendar year.

3. Each member of the Board must recuse themselves from voting on any matter in which that member has an apparent or actual conflict of interest.

Section 4. Expenses

All appointed members of the Board will serve as such without compensation. Expenses incurred by any member in the performance of official duties may be reimbursed in accordance with procedures established by the City of Evanston.

ARTICLE IV

Officers

Section 1. Elected Officers

The elected officers of the Board consist of a Chairperson and a Vice-Chairperson.

Section 2. Election of Officers

A. In March of each year, the Chairperson must appoint, with the approval of the Board, a Nominating Committee of two members to serve a term of one year. Current officers may not serve on the Nominating Committee.

B. The Nominating Committee must prepare a slate of candidates for each office, to be presented at the April meeting.

C. Any Board member may make additional nominations at the May meeting, with the consent of the nominee, prior to any vote.

D. Board members will elect officers by voting upon the slate of candidates and any additional nominees at the May meeting.

Section 3. Terms of Office

The Chairperson and Vice-Chairperson are elected for one-year terms from July 1 to June 30. No member may serve more than three consecutive one-year terms in each office.

Section 4. Vacancies

A vacancy in any office shall be filled by a vote of the Board at the next regular meeting following the occurrence of the vacancy. The officer is elected for the duration of the unexpired term.

Section 5. Duties of Officers

- A. The Chairperson shall assure that the policies, programs and orders of the Board are carried out.
- B. The Chairperson shall preside at all meetings of the Board. The Vice-Chairperson shall preside in the Chairperson's absence.
- C. The Chairperson shall be responsible for calling meetings of the Board pursuant to the Open Meetings Act and for assuring an agenda for each meeting.
- D. The Chairperson may appoint committees to consist of two members for specific tasks.

Section 6. Board-Agency Liaison Guidelines

A Liaison will be appointed by the Chair from the Board to each funded program. The Board members' goal will be to provide information about agency/program activities and the following guidelines will pertain to this relationship:

- A. The liaison will serve no more than one consecutive year with a single agency.
- B. Liaison responsibilities and duties:
 - 1. Developing a working knowledge of agency programs so that they can be articulated at Board meetings. Regularly and consistently, apprising the Board about program trends, significant changes or new issues for the agency; and
 - 2. Reviewing the agency's published materials for relevant information to share with the Board.
 - 3. Making a minimum of one site-visit annually to the agency and maintaining at least quarterly contact with the agency.
- C. At the annual transition to a new liaison, the current liaison will communicate with the new liaison about the background and issues with which the agency is dealing.

ARTICLE V

Meetings

Section 1. Regular and Special Meetings

- A. Regular meetings will be held on the second Thursday of each month at 7:00 P.M. in the Civic Center, 2100 Ridge Avenue, unless such day is

deemed a legal holiday observed by the City or another conflict exists, in which case the regular meeting will be held at such other time as the Board may decide. ***The Chairperson may also modify the schedule, as needed.***

B. Special meetings may be held upon the request of the members of the Board.

C. Notice of all regular and special meetings of the Board must be communicated to the members at least one week before the meeting by action at a previous meeting, or by mail, email, or by telephone.

D. Meetings must be open to the public in accordance with the ordinance of the City of Evanston and the Open Meetings Act.

E. Notice of all regular and special meetings of the Board must be communicated to the public by publication of an agenda in accordance with the Open Meetings Act.

Section 2. Quorum

A majority of the members of the Board constitutes a quorum for the transaction of business.

Section 3. Voting

At any meeting at which a quorum is present, the affirmative vote of the majority of the members present will carry any issue. The Chairperson is a voting member of the Board and may vote on any issue.

Section 4. Parliamentary Procedure

Unless inconsistent with these Bylaws or otherwise decided by the Board, all meetings shall be conducted in accordance with Robert's Rules of Order Newly Revised (Tenth Edition).

ARTICLE VI

Agencies Requesting Funding

Section 1. Guidelines for Applicants Requesting Mental Health Board Funds.

Non-profit agencies are eligible to apply for funding for mental health and ***associated*** social services programs that serve at-risk Evanston residents. Individuals may not apply to the Board for direct assistance. All applicants shall submit an application for funding, ***beginning with a Letter of Intent***, to the City of Evanston following the process outlined each year. Letters of intent may be used to determine which applicants will be requested to submit a full application for consideration by the Board. The timeframe of the application

process will be determined and publicized by the City, but generally opens in summer and is coordinated with the City budget process for the upcoming fiscal year. A representative of each agency shall be required to attend public meetings associated with the funding process as detailed in the application process and communicated to designated representatives. The Board shall review application materials; additionally, the Board will hold public meetings at which applications for funding are reviewed and will discuss funding requests and make its funding recommendations at public meetings.

ARTICLE VII

City Liaison to the Mental Health Board

Section 1. The City shall assign staff who shall be responsible for administrative support to the Board in its execution of the Board's mission. This includes providing information required for the Board to be aligned with City policies.

Section 2. The liaison staff of the Board shall be responsible for taking and distributing the minutes of each meeting, pursuant to the Open Meetings Act.

Section 3. In addition to the administrative support provided by the staff liaison, the Board's effectiveness in meeting the mental health needs of Evanston residents will be enhanced by direct and transparent communication between relevant City Departments (e.g. the Health Department) and Committees (e.g. the Human Services Committee) and the Board.

ARTICLE VIII

Amendments

Section 1. These Administrative Procedures and Regulations may be amended at any meeting of the Board by the affirmative vote of a majority of members in office. Written notice of proposed amendment(s) must be given to all members at least two weeks prior to the meeting at which the amendment(s) is/are to be considered.

Section 2. Any proposed amendment(s) to the Administrative Procedures and Regulations must be included in the meeting packet at which they will be voted upon.

Section 3. The Board must review its Administrative Procedures and Regulations annually.

To: City of Evanston MHB
From: Cicely Fleming & Jessica Sales

Re: MHB Goals and Funding Scoring Review

Hello MHB members.

As we move forward to update our Board goals and align future funding with those goals, we request that you provide feedback on the attached MHB Goals and Fund Scoring questions. With no state budget established and potential federal funding cuts looming, it is important that the MHB is funding programs that reflect our Current MHB priorities.

Please provide your input by 3/7 so that we can have prepare to discuss on 3/9

Thank you

Current MHB Priorities:

Priority #1: Programs and services to address and reduce youth violence

Priority #2: Programs and services to address mental health needs and substance abuse including preventive services

Priority #3: Programs and services which will enable adults with challenges to meet basic human needs including food, shelter, and access to health care

Committee Scoring Questions

1. Program is consistent with the needs and priorities of the City's 2015-2019 Consolidated Plan and City Council priorities.
2. Application identifies an unmet need that is addressed by the program (for renewal requests, discontinuation of funding would create an unmet need).
3. Program does not duplicate existing programs/services and shows evidence of coordination with other services/agencies.
4. Program structure is described clearly (location, participants, activities, schedule, staffing, etc.) and designed to address the need identified.
5. Program serves primarily low/moderate income persons.
6. Program has specific goals and measures/assessments.
7. Program has a clearly identified method of documenting participants' eligibility for CDBG or MHB funding.
8. Organization has the experience and capacity, including qualified staff, to deliver the program and achieve goals.
9. Organization has experience and capacity to comply with federal and local regulations.
10. Organization has a track record of delivering its programs/services and history of involvement/collaboration with others providing services to the target population.
11. The number of people served and depth of services provided are reasonable based on program cost.
12. Program budget is complete, costs are reasonable and adequate based on program description.
13. Other sources of funding are identified, secured or there is reasonable likelihood they will be secured; program will be implemented if funded at less than the full request.
14. Cost of program and amount of CDBG or MHB funds requested are justified based on the number of eligible Evanston residents served and overall impact; City investment will provide significant and long-term impact.
15. Organization is stable, has capacity to sustain its operations, including the program, and meet governmental regulations and requirements.
16. Program addresses MHB Goal #1 of reducing Youth Violence.
17. Program addresses MHB Goal #2 of providing for mental health/substance abuse needs of residents, especially youth and young adults.
18. Program addresses MHB Goal #3 of enabling challenged adults to meet basic human needs including food, shelter, and access to health care.

2017 FUNDED PROGRAMS

Agency	Program	2016 Award	2017 Award	Other City funds
Child Care Network of Evanston	Learning Together	\$39,900.00	\$35,000	MHB only, no other City funds
Child Care Network of Evanston	Early Childhood Education and Family Support	\$83,855.00	\$65,000	MHB only, no other City funds
Family Focus	Afterschool Program	MHB = \$29,895 CDBG = \$20,000	MHB = \$35,000 CDBG = \$15,000	MHB and CDBG. No other City funds
Housing Options for the Mentally Ill	Mental Health Clinical Services	MHB = \$58,900 *CDBG = \$17,500	MHB = \$60,000 *CDBG = \$15,286	CDBG and MHB for two separate programs, no other City funds
Legal Assistance Foundation	Evanston Legal Services	MHB = \$11,900 CDBG = \$7,250	MHB = \$8,500 CDBG = \$6,964	CDBG and MHB, no other City funds
Meals at Home	Meals at Home	MHB = \$8,000 CDBG = \$14,643	MHB = \$8,000 CDBG = \$14,643	CDBG and MHB, no other City funds
North Shore Senior Center	Social Services for Seniors	MHB = \$27,000 *CDBG = \$13,000	MHB = \$30,000 *CDBG = \$10,500	CDBG and MHB for two separate programs, no other City funds
James B. Moran Center for Youth Advocacy	Legal & Social Services	MHB = \$41,500 CDBG = \$25,000	MHB = \$41,000 CDBG = \$21,785	CDBG and MHB, no other City funds
Child Care Center of Evanston	Family Child Care Connections	\$19,600.00	\$18,500	MHB funds only
Child Care Center of Evanston	Child Care Center of Evanston	NA	\$10,000	MHB funds only
Connections for the Homeless	EntryPoint	MHB = \$29,700, *ESG = \$118,625 *HOME = \$10,025	MHB = \$45,000, *ESG = Not determined *HOME = not determined	*ESG and HOME funds are for specific and limited uses. Agency required to prove 100% match funds for ESG and 25% match funds for HOME
Infant Welfare Society	Infant Welfare Society of Evanston	\$74,500.00	\$65,000	MHB funds only
Metropolitan Family Services	Family Support and Prevention	\$63,300.00	\$70,000	MHB funds only
Northwest Center Against Sexual Assault	Sexual Assault Intervention	\$16,500.00	\$18,000	MHB funds only
PEER Services	Adolescent Substance Abuse Treatment	\$12,100.00	\$14,000	MHB funds only for all of PEER's programs

PEER Services	Adult Substance Abuse Treatment	\$34,000.00	\$30,000	
PEER Services	DIMENSIONS - Dual Diagnosis Treatment	\$43,700.00	\$40,000	
PEER Services	Youth Early Intervention	\$11,200.00	\$14,000	
Shore Community Services	Lois Lloyd Center	\$19,000.00	\$17,000	MHB funds only
Shore Community Services	Residential Services	\$20,000.00	\$20,000	MHB funds only
Trilogy, Inc.	Evanston Mental Health Program	NA	\$30,000	MHB funds only
Youth & Opportunity United	Youth and Family Services	MHB = \$92,655 *CDBG = \$64,443	\$78,055	*2016 CDBG was for a capital improvement project
Center for Independent Futures	Center for Independent Futures	NA	\$7,500	NA
Reba Early Learning Center	Reba Early Learning Center	NA	\$7,500	NA
Presence Behavioral Health		\$90,222.00	\$139,333	Funding comes from the Human Services Fund