

Memorandum

To: Mental Health Board

From: Jessica Wingader, Grants and Compliance Specialist

Subject: May 11, 2017 MHB Meeting Cover Memo

Date: May 11, 2017

Attached please find:

- The meeting agenda
- Item 1: Draft minutes of the April 13, 2017 meeting for approval
- Item 2: Priorities and ZoomGrants Discussion Documents
- Item 3: Memo Summarizing 2017 MHB Funded Programs First Quarter Reports
- Item 4: Memo History of the Evanston Mental Health Board
- Item 5: Evanston Cradle to Career Information

We look forward to seeing you on May 11th.



MENTAL HEALTH BOARD

Thursday, May 11, 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 APRIL 13, 2017**
- III. HEALTH & HUMAN SERVICES DEPARTMENT UPDATE**
- IV. LIAISON REPORTS**
- V. PUBLIC COMMENT**
- VI. 2018 FUNDING PRIORITIES**
- VII. REVIEW ZOOMGRANTS QUESTIONS**
- VIII. STAFF REPORT**
- IX. ELECTION OF CHAIR AND VICE CHAIR**
- X. CHAIR REPORT**
- XI. ADJOURNMENT**

The next regular meeting of the Mental Health Board is scheduled for **7:00 p.m. Thursday, June 8, 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.

The City of Evanston is committed to making all public meetings accessible to persons with disabilities. Any citizen needing mobility or communications access assistance should contact Facilities Management at 847/866-2916 (Voice) or 847/448-8052 (TDD).

La ciudad de Evanston está obligada a hacer accesibles todas las reuniones públicas a las personas minusválidas o las quines no hablan inglés. Si usted necesita ayuda, favor de ponerse en contacto con la Oficina de Administración del Centro a 847/866-2916 (voz) o 847/448-8052 (TDD).



MEETING MINUTES

MENTAL HEALTH BOARD

Thursday, April 13, 2017 7:00 PM

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

Members Present: S. Johnson, K. Ruetzel, R. Feiler, M. Pierce, J. Sales, J. Taylor

Members Absent:, L. Murphy, C. Fleming, I. Ziaya

Staff: E. Thomas-Smith, S. Flax, J. Wingader

Presiding Member: S. Johnson, Board Chair

Also Present: Ald. Revelle

Call to Order / Declaration of Quorum

Chair Johnson declared a quorum and called the meeting to order at 7:04 pm.

Approval of the March 9, 2017 Meeting Minutes

Mr.Pierce moved approval of the March 9, 2017 meeting minutes, Ms. Feiler noted corrections. The minutes as amended were unanimously approved.

Health & Human Services Department Update

Health and Human Services Director, Evonda Thomas-Smith discussed the Department's goals including continued use of best practices when working with code violations and performing inspections, current efforts to understand and improve health equity, the implementation of new software to provide information to people looking to rent properties, and the increase of aid to General Assistance and Emergency Assistance recipients. She further discussed the EPLAN goals, partners and potential impact on the community, and closed by discussing the rodent abatement program. She addressed questions about ways people could become more involved and suggested that interested MHB members act as liaisons to committees formed as a result of the EPLAN.

Liaison Reports

Board members provided updates for Northwest CASA, Childcare Network of Evanston, Connections for the Homeless, Center for Independent Futures, Family Focus, North Shore Senior Center, Metropolitan Family Services, and Shore Community Services.

Public Comment

Cindy Castro with Presence Behavioral Health provided information about referrals to clinical services made toTrilogy, Inc. through the MHB funded Evanston Health Care Coordinator position. Jennifer Jenks with Metropolitan Family Services offered more information about the Parenting Fundamentals program run by the agency.

Discussion of Goals and ZoomGrants Questions

Ms. Sales opened the discussion by identifying three main themes for review provided by Board feedback and included in the packet. The first area of discussion was whether the Board should exclusively fund programs that provide direct mental health services or whether the Board should continue funding programs that provide direct and indirect mental

health services. She outlined two possible responses for programs that do not directly address mental health if MHB funds were restricted to direct mental health services: continuing to fund programs that include a case management component, or identifying other sources of funding. There was a discussion about currently funded programs and agencies that may not receive funding under new criteria. The Board considered the number of programs currently providing case management services and those providing preventative services. Members also discussed the effectiveness of provide funding to a wide range of programs versus funding innovative programs that directly address mental health concerns. The Board agreed to keep current funding priorities for the upcoming funding cycle, but decided to further investigate shifting funding priorities for 2019. The motion was seconded by Ms. Feiler and passed with 5 in favor and 1 abstention.

Ald. Revelle noted that the MHB has historically funded a broad range of social services and the proposal to restrict funding in FY 2019 to direct mental health services only constituted a policy change that did not align with the current MHB ordinance. In addition, the City does not have other sources of funding for programs that would no longer qualify for funding if funding were restricted to mental health services only. She encouraged the Board to provide information about the proposed changes to the Human Services Committee at its June meeting. Staff provided a brief historical perspective of the MHB's transition from a 508 Board with taxing authority to its current function as a recommending body to City Council to allocate funding for social services that address the needs of at-risk Evanston residents but are not provided by the City. It was agreed that the Board would develop a memo about their proposed changes to MHB funding in 2019 for the Human Services Committee at its June meeting. City staff will provide a memo about MHB's past funding policies and practices as background for the Mental Health Board and Human Services Committee.

Ms. Sales recommended that the current MHB funding priorities should not be numbered as it implies ranking of the priorities. The Board agreed that bullets would be used instead of numbers. Ms. Sales then discussed wording of the three priorities, beginning with the focus on youth violence. The Board discussed different ways to word priorities and whether preventative services should be considered for future funding recommendations.

The Board next discussed the use of ZoomGrants and ways it could be used when evaluating applications. It was agreed that staff will continue to provide the Board with information about currently funded agencies' capacity and program performance.

The Board debated including a fourth priority based on the City's Welcoming City Ordinance, programs that address the needs of immigrant families resettled in Evanston by the federal government, particularly those that address trauma and support social inclusion. Ms. Sales discussed the timeliness and importance of recognizing these needs; Ms. Ruetzel agreed and added her support for the fourth priority. Chair Johnson asked if specific funding would be allocated for this population. Ms. Flax explained that the City's role was to coordinate access to services by convening a task force of agencies already providing services to identify the types of services needed. No separate funding has been allocated by the City at this time and based on the federal government's action, it was not known when additional families would be resettled in the USA. Chair Johnson encouraged the Board to consider adding the new priority. Mr. Pierce noted that refugee populations would

be included in the wider definition of those in need of mental health services. Ms. Taylor suggested adding services to refugees as a component for reviewing applications; Ms. Ruetzel agreed and added that the Board should release a statement that priorities were up for review annually. Ms. Sales suggested that she and Ms. Feiler, as the working group charged with reviewing priorities, further review wording of ZoomGrants questions.

Staff Report

Staff provided the following information:

- 2016 site visit letters were included in the packet for member review.
- Staff provided the 2016/2017 monitoring schedule.

Chair Johnson asked about Childcare Network and federal funding available for agencies providing child care. Staff confirmed that the Education Block Grant funding was expected to remain level for FY 2018.

Nominating Committee Report

Mr. Pierce announced that Ms. Ruetzel would serve the Board again as the Vice Chair. He acknowledged Chair Johnson's hard work and many contributions and recognized Ms. Taylor as the nominated Chair for the upcoming year. Nominations will be confirmed by a final vote at the next meeting and officers will assume responsibilities once the Board has voted.

Chair Report

No Chair report.

Adjournment

Ms. Sales moved to adjourn the meeting, seconded by Ms. Ruetzel. The meeting adjourned at 8:56 pm.

Respectfully submitted,
Jessica Wingader
Grants and Compliance Specialist

DRAFT

Mental Health Board Priorities for 2018

To remain current and responsive, the MHB priorities are reviewed annually. The priorities for 2018 are:

- Programs and services that respond to mental health and substance abuse needs, including crisis intervention and mental health promotion.
- Programs and services that meet basic needs including access to food, shelter and health care, in order to promote mental health and welfare.
- Programs and services to enhance the safety and protection of youth.
- Programs and services that promote cultural diversity and social inclusion for all, including refugees and immigrants.*

Changes to Zoom Grants Questions

Consolidating #3 and #10: “Organization has a track record of delivering programs/services in collaboration with others, that does not duplicate, in order to provide service to the target population.

Consolidating #9 and #15: “Organization has proven experience and capacity to sustain its operations and to comply with local and federal regulations”.

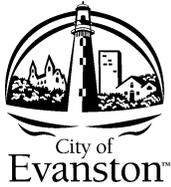
Discussion Point for Zoom Grants Questions

The final question(s) on the Zoom Grants table address how well the agency has met each of the Board Priorities. Is there potential for some agencies to be disadvantaged because by nature, their agency does not serve the population group or need specified in the priority? For example: not every agency works with youth, thus this would equate to a score of 0 on a question related to meeting the priority of youth safety. Could these questions be consolidated into a generic question like: “Organization’s missions, goals and work reflect the priorities of the board”.

Decisions on Zoom Grants Scoring

The MHB will continue to use the “average award suggestion tool”. To avoid scores becoming skewed due to the omission of data in certain scoring boxes, MHB members will be encouraged to ensure that no boxes are left blank.

* As an alternative to this priority a new Zoom Grants question could be: “Program serves refugee or immigrant populations”.



Memorandum

To: Mental Health Board

From: Jessica Wingader, Grants and Compliance Specialist

Subject: Update for 1st Quarter Reports Submitted by Agencies Receiving 2017 MHB Funding

Date: May 11, 2017

Background:

On December 12, 2016, City Council approved awards to 18 agencies for 24 programs for calendar year 2017. All agencies were required to submit first quarter reports for funded programs, including updated budgets, program outcomes, and source documentation, on or before Friday, April 14th.

Summary:

The purpose of this update is to provide the MHB with information about the status of 1st quarter reports and any changes to programs. 17 agencies submitted 1st quarter reports which included number of participants served, income, and demographic information; additionally, all reports included source documents verifying funds applied to program costs. Below is information about Reba Early Learning Center's program and the Trilogy Behavioral Healthcare – Evanston Mental Health Program.

Reba Early Learning Center:

RELC requested \$15,000 and was awarded \$7,500 to hire a part time bilingual support staff person responsible for:

- Documenting 10 teacher-parent conversations
- Documenting 10 teacher-child interactions
- Providing 1 written report to be kept in the file of each bilingual or Spanish speaking child enrolled in RELC programming

RELC has not submitted a 1st quarter report because the agency has not yet hired a part-time bilingual support staff person. The program strives to achieve all outcomes once staff is hired.

Trilogy, Inc.:

Trilogy requested \$35,000 and was awarded \$30,000 to help fund a new full-time position of Evanston Mental Health Care Coordinator (MHCC). The program is on track to meet stated outcomes with the MHCC working 50% FTE. The MHCC is outreaching to community partners including Connections for the Homeless, Albany Care, and Interfaith Action. In addition, the MHCC has developed a partnership with the Presence Behavioral Health social worker working full-time at the Evanston Public Library that uses the library as the enrollment site for Trilogy services such as ACT.



Memorandum

To: Mental Health Board

From: Sarah Flax, Housing & Grants Administrator
Jessica Wingader, Grants and Compliance Specialist

Subject: History of the Evanston Mental Health Board

Date: May 11, 2017

Background:

At its April 13 meeting, the Mental Health Board (MHB) voted to maintain current funding priorities for 2018, but in FY 2019, fund only programs that provide direct mental health services or have a case management component. This would be a policy change and does not align with the broader statement of purpose in the MHB ordinance 79-O-16 of addressing the needs of the City's at-risk residents. It was agreed that the MHB would submit proposed changes to the Human Services Committee at the June Human Services meeting. This memo provides historical information on the structure and funding of the MHB for the Board and Human Services Committee, as requested at the April 13 MHB meeting.

Evanston Mental Health Board's Structure and Funding:

Mental Health Boards or Commissions created under the 1963 Community Mental Health Act (CMHA) are referred to as "708 boards" because the House Bill creating them was numbered 708. These 708 boards, formed by referendum, have the ability to levy and distribute funds to agencies that provide mental health services and/or services for those with developmental disabilities or substance abuse disorders. The Evanston MHB was established in 1969 following such a referendum, which was approved in 1968.

In 1970 the state passed legislation creating a new constitution that included language authorizing Home Rule for cities with populations exceeding 25,000. Under Home Rule, CMHA provisions are voluntary and can, by ordinance, be adopted in sum or in part. Under Home Rule, the Evanston City Council has the power to make changes to any portion of the City's code governing the Evanston Mental Health Board.

In 1983 City Council passed the Fund Consolidation Ordinance (109-O-83) that consolidated MHB budgeting with the City's General Fund and nullified the MHB's direct levy authority. As a result of this action and absent any specific enabling legislation to the contrary, funds recommended for allocation by the MHB come from the City of Evanston General Fund; recommendations made by the MHB became advisory and non-binding. However, the Board continued to be managed as an independent entity

with a portion of funds (approximately 20%) reserved for administrative costs.

Total program funding in the early 80s was just under \$300,000 and rose to just over \$400,000 by the end of the 1999. Throughout the 80s and 90s, MHB funded programs in seven categories. The percentage of funding by category varied by no more than five percentage points from year to year. Greatest variation was seen in Vocational Work & Activity, the smallest funding category, which dropped from 5% in the 80s to 1% in the 90s. Funding for Pre-school services and Outpatient services remained the most consistent. The average percent of funds by category over this period is shown below.

- Pre-School Services at 10%
- Child & Adult Outpatient Services at 30%
- Crisis Intervention at 10%
- Education, Training & Primary Prevention at 7%
- Addictive Substances at 12%
- Sustaining Care at 10%
- Vocational & Work Activity at 3%

In addition to maintaining consistent funding by category, funds were allocated consistently to agencies including Evanston Hospital, St. Francis Hospital, Family Focus, Evanston Community Defender (now the Moran Center for Youth Advocacy) and LAF. YOU and the Youth Job Center began receiving funding in the late 80s, along with PEER Services and Family Counseling Services of Evanston and Skokie Valley (now Metropolitan Family Services). Other agencies, including Rice Community Counseling Services, Niles Township Sheltered Workshop (NTSW - First Step), and Adult Community Outreach Network (ACORN) ceased to be funded.

In 2000, the MHB recognized a need for programs that offered support to families that didn't fall under the previously identified categories. The Board adopted an extra funding priority, High Risk, to categorize these needs. Programs funded under this category included services for pregnant and parenting teens, family therapy services and family development programs; funding for CNE was moved to this category and the PEER Dimensions program was created under this category.

In 2003, funds budgeted separately for community purchased services to assist at-risk residents and allocated by the Human Services Committee were combined into the MHB application and allocation process; MHB became solely responsibility for reviewing social services programs and making allocation recommendations for all local funds to City Council via the Human Services Committee. Although allocations were no longer categorized by the seven program categories, funds continued to be allocated to substantially the same agencies and programs. Also, the MHB budget ceased to include funds for administrative purposes.

Evanston Township was dissolved in 2014 and the City assumed its General and Emergency Assistance functions in the Health and Human Services Department with General Fund revenues allocated to a new Human Services Fund. In 2015, City Council convened the Human Services Funding Summit, which included several aldermen,

social service agency representatives and City staff. The result of this meeting was the alignment of the City's Community Development Block Grant (CDBG) funding process with the MHB grant process to make applying for social services more efficient, effective, and transparent. These changes, as directed by City Council, were a result of the information gleaned from the Human Services Funding Summit.

Attachment:

Chart of MHB Fund awards for 2014-2017. Programs have been identified as accurately as possible based on historical categories used in the 1980s and 1990s; percentages of allocations by category are also calculated to show changes in funding priorities.

Agency	Category	2014		2015	2015%	2016	2016%	2017	2017%
		City/Township	2014%						
PEER Services	Addictive Substances	\$ 95,586.20	13%	\$ 99,900.00	13%	\$ 101,000.00	13%	\$ 98,000.00	13%
LAF	Child & Adult Outpatient	\$ 11,651.80		\$ 14,900.00		\$ 11,900.00		\$ 8,500.00	
Metropolitan Family Services	Child & Adult Outpatient	\$ 63,291.80		\$ 63,300.00		\$ 63,300.00		\$ 70,000.00	
North Shore Senior Center	Child & Adult Outpatient	\$ 38,836.80	23%	\$ 40,000.00	23%	\$ 27,000.00	21%	\$ 30,000.00	26%
Moran Center	Child & Adult Outpatient	\$ 38,836.80		\$ 41,500.00		\$ 41,500.00		\$ 41,000.00	
Northwest CASA	<i>Child & Adult Outpatient*</i>	\$ 13,836.80		\$ 15,000.00		\$ 16,500.00		\$ 18,000.00	
Trilogy, Inc.	<i>Child & Adult Outpatient*</i>	\$ -		\$ -		\$ -		\$ 30,000.00	
Center for Independent Futures	Education & Training	\$ -		\$ -		\$ -		\$ 7,500.00	
Family Focus	Education & Training	\$ 36,038.60	16%	\$ 36,100.00	17%	\$ 29,895.00	16%	\$ 35,000.00	16%
YOU	Education & Training	\$ 76,125.00		\$ 92,655.00		\$ 92,655.00		\$ 78,055.00	
Child Care Center	Pre-School Services	\$ 20,499.80		\$ 22,000.00		\$ 19,600.00		\$ 28,500.00	
CNE	Pre-School Services	\$ 128,503.60	32%	\$ 133,750.00	30%	\$ 123,755.00	28%	\$ 100,000.00	26%
Infant Welfare Society	Pre-School Services	\$ 80,773.50		\$ 74,500.00		\$ 74,500.00		\$ 65,000.00	
Reba Early Learning Center	Pre-School Services	\$ -		\$ -		\$ -		\$ 7,500.00	
Housing Options	Sustaining Care	\$ 58,836.80		\$ 58,900.00		\$ 58,900.00		\$ 60,000.00	
Shore Community Services	Sustaining Care	\$ 31,510.60	16%	\$ 36,850.00	17%	\$ 39,000.00	18%	\$ 37,000.00	20%
Connections for the Homeless	<i>Sustaining Care*</i>	\$ 27,090.60		\$ 29,700.00		\$ 29,700.00		\$ 45,000.00	
Meals at Home	<i>Sustaining Care*</i>	\$ -		\$ 8,000.00		\$ 7,850.00		\$ 8,000.00	
Youth Job Center	Vocational & Work	\$ -	0%	\$ -	0%	\$ 15,000.00	4%	\$ -	0%
COE - MSYEP	<i>Vocational & Work*</i>	\$ -		\$ -		\$ 15,000.00		\$ -	
Total		\$ 721,418.70		\$ 767,055.00		\$ 767,055.00		\$ 767,055.00	

*Agencies/Programs not funded during the time classification was in use.

Evanston Cradle to Career

Well-Being, Health & Safety Action Team

All children are healthy, safe, and ready to learn.

Key Objectives:

- Families are in psychologically & economically safe and stable homes in neighborhoods with adequate supports
- Families have access to and receive appropriate, timely, and consistent physical, medical and mental health care.
- Families have food security and access to healthy food.

Parent and Caregiver Empowerment Team

Parents & other care givers have the skills, resources, & accessibility they need to support their children's literacy.

Key Objectives:

- Evanston provides and ensures access to parenting support & skill & relationship building
- Adult family members/caregivers have needed literacy skills
- Adult family members/caregivers are involved in their children's education

Literacy On-Track Action Team

Children & youth have the literacy skills needed at all stages to support academic success

Key Objectives:

- All children experience high quality early childhood education
- All children are ready for kindergarten
- All children are ready at key transitional points (i.e. 3rd, 5th, 8th, and 9th grades)

Prepared for Adult Life

All young adults in Evanston have a post-secondary plan & the skills and supports to execute it.

Key Objectives:

- All young adults will graduate from high school or obtain an equivalency diploma & demonstrate reading proficiency
- By age 23, all young adults will be implementing a post-secondary education & career plan
- All young adults can identify and will access a network of supportive adults and professionals

Community Supporters Action Team

All members of the community work together to build the capacity for literacy, ensuring that resources are equitably distributed throughout Evanston

Key Objectives:

- All community members contribute to & spread a culture of literacy
- Diverse organizations have incorporated literacy into their programming
- Literacy programming brought into community, meeting people where they are

Non-profit community partners include...

Allowance for good

Childcare Network of Evanston

Case

Evanston Community Foundation

Center for Independent Futures

Connections for the Homeless

Child Care Center of Evanston

Evanston Chamber of Commerce

Evanston Scholars
Infant Welfare Society
Literature for All of Us
Metropolitan Family Services
PEER Services
Reba Early Learning Center
Youth Job Center
YWCA Evanston/North Shore

Family Focus
Learn to Work/Work to Learn
McGaw YMCA
The James B. Moran Center for Youth Advocacy
Rainbows for All Children
School for Little Children
Youth & Opportunity United
United Way