



Memorandum

To: Mental Health Board

From: Jessica Wingader, Grants and Compliance Specialist

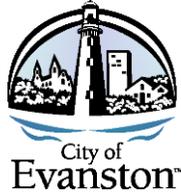
Subject: June 8, 2017 MHB Meeting Cover Memo

Date: June 2, 2017

Attached please find:

- The meeting agenda
- Item 1: Draft minutes of the May 11, 2017 meeting for approval
- Item 2: MHB Administrative Rules & Procedures (Bylaws)

We look forward to seeing you on June 8th.



MENTAL HEALTH BOARD

Thursday, June 8, 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 MAY 11, 2017**
- III. HEALTH & HUMAN SERVICES DEPARTMENT UPDATE**
- IV. LIAISON REPORTS**
- V. PUBLIC COMMENT**
- VI. MHB ADMINISTRATIVE RULES & PROCEDURES (BYLAWS)**
- VII. STAFF REPORT**
- VIII. ELECTION OF VICE CHAIR**
- IX. CHAIR REPORT**
- X. ADJOURNMENT**

The next regular meeting of the Mental Health Board is scheduled for **7:00 p.m. Thursday, July 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, May 11, 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, I. Ziaya

Members Absent:, L. Murphy

Staff: I. Perkins, 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 7:03 pm.

Approval of the April 13, 2017 Meeting Minutes

Mr.Pierce moved approval of the April 13, 2017 meeting minutes, Ms. Johnson noted a correction and Ms. Feiler seconded approval with corrections. The minutes as amended were unanimously approved.

Health & Human Services Department Update

Human Services Manager, Indira Perkins provided an update for the Health & Human Services Department including information about open positions within the department. She further discussed the General Assistance and Emergency Assistance programs, number of recipients and additional services offered.

Liaison Reports

Board members provided updates for Childcare Network of Evanston and Trilogy, Inc.

Public Comment

Liz Gordon with North Shore Senior Center announced her new role in the organization and introduced Kathy Honeywell as her replacement. Jennifer Jenks with Metropolitan Family Services described the Agency's advocacy efforts in Springfield. Jasmin Walker introduced herself and her co-worker, Daniel Friedman and described the services they offer in Evanston.

2018 Funding Priorities

Ms. Sales opened the discussion by reading the funding priorities provided by the working group. There was discussion about inclusion of the newest priority and whether the language of the priority was specific, but not restrictive. The Board voted unanimously to adopt the first priority as stated: Programs and services that respond to mental health and substance abuse needs, including crisis intervention and mental health promotion. The Board voted 6-1 to accept the second priority as stated: Programs and services that meet basic needs including access to food, shelter and health care, in order to promote mental health and welfare. Ms. Ruetzel abstained. The Board voted unanimously to adopt the next priority as stated: Programs and services to enhance the mental health, safety, and

protection of children, youth and families. The Board also voted unanimously to adopt the final priority as stated: Programs and services that promote mental health, cultural diversity and social inclusion for all, including refugees and immigrants.

Review of ZoomGrants Questions

Ms. Feiler initiated the discussion by reviewing the Board recommendation to combine ZoomGrants statements 3 and 10. The Board voted unanimously to replace the two criteria with the following statement: Organization has a track record of delivering programs/services in collaboration with other agencies that does not duplicate, in order to provide service to the target population. The Board next voted unanimously to combine statements 9 and 15 into the following statement: Organization has proven experience and capacity to sustain its operations and to comply with local, state, and federal regulations.

The next point of discussion centered around the final three statements. Ms. Sales pointed out that programs that do not meet all priorities may be disadvantaged, she suggested combining the final statements related to priorities. The Board discussed statements that considered agencies versus programs. The final consolidated statement the Board voted unanimously to adopt is as follows: Program's missions, goals and work reflect the current priorities of the Board.

The Board discussed services to Evanston residents versus services to a broader population. There was discussion about whether agencies could prioritize Evanston residents and if question 14 could be modified to clarify. There was further discussion about agency reporting and if agencies were able to record services to and outcomes for Evanston versus non-Evanston residents. Staff confirmed that programs reported quarterly the number of Evanston residents served and outcomes achieved. Mr. Pierce asked about programs that work with the homeless and ways to avoid penalizing agencies that serve this population. Staff reviewed ways agencies established residency. Ms. Taylor cautioned against asking agencies to prioritize Evanston residents. Chair Johnson requested that staff present demographic information including residency in chart form using information gathered from the prior year for applications requesting 2018 funding.

Members discussed different ways to compare program services. The Board voted unanimously to change statement 11 to the following: The number of Evanston residents served and depth of services provided are reasonable based on program costs.

Staff Report

Staff presented information about changes/updates to two programs, Reba Early Learning Center and Trilogy Behavioral Healthcare – Evanston Mental Health Program. Staff also presented a memo outlining the governance and funding practices of the MHB. Chair Johnson stated her concern that the memo did not reflect funds from the Township as allocated by the Board throughout the 80s and 90s. Ald. Revelle requested that staff revise the memo to include funding for social services by all City departments before it is sent to Human Services and City Council.

Election of Chair and Vice Chair

The elections of Ms. Taylor to MHB Chair and Ms. Ruetzel to MHB Vice Chair were unanimously approved 7-0. Ms Taylor will assume her duties July 1, 2017, and Ms. Ruetzel will continue in her current role.

Chair Report

No Chair report.

Adjournment

Ms. Johnson called to adjourn the meeting, seconded by Ms. Ruetzel. The meeting adjourned at 8:26 pm.

Respectfully submitted,
Jessica Wingader
Grants and Compliance Specialist

**ADMINISTRATIVE
RULES & PROCEDURES**

Adopted 0/0/2017

**EVANSTON
MENTAL HEALTH BOARD
ADMINISTRATIVE RULES & PROCEDURES**

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**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. The Board recognizes and supports a broad definition of community mental health that includes a variety of human services.
- Section 2.** The Board is responsible for developing funding recommendations for agencies that request grants from the City for programs that offer needed mental health and other 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 with an awareness of ability to pay. Additionally, funded agencies must demonstrate how they are addressing the needs of at-risk Evanston

Comment [FS1]: "associated" narrows scope of funding responsibility.

Comment [WJ2]: Board to review language. "Awareness of ability to pay" replaces "regardless of ability to pay"

Draft

residents. Annually, the Board will review applications and provide updated information about each funded program and agency throughout the funding year. The Board will also evaluate and facilitate inter-agency collaboration among funded agencies.

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, will be reviewed by Human Services Committee and approved by City Council.

Comment [F53]: "City" deleted so all partnerships/collaborations are taken into consideration

Comment [WJ4]: Board to review language. Language originally added under "Powers & Duties"

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.

2

Draft

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 projects that address the needs of at-risk City residents;
- B. Review and evaluate applications requesting funding from the City and submit to the Mayor and City Council yearly funding recommendations for public and social services;
- C. Monitor past and present use of funds by agencies in receipt of City awards; and
- D. 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.

Comment [WJ5]: This section taken from new ordinance. Alterations require approval by city Council.

Draft

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

- A. 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.
- B. 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 4. Duties of Officers

- A. The Chairperson shall assure that the policies, programs and orders of the Board are carried out.

Draft

- 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 5. 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; and
 - 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.
- B. Special meetings may be held upon the request of the members of the Board.

Comment [F56]: Sentence about modifying schedule is covered in Section 1 above

Draft

- 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 other 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 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.

Comment [F57]: "associated" changes meaning; see Article II Section 2.

Comment [F58]: Letter of intent addressed below

Draft

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. In addition to the administrative support provided by the staff liaison, the Board's effectiveness in meeting the mental health and other human services needs of Evanston residents will be enhanced by direct and transparent communication between relevant City Departments, Committees, and the Board.

Comment [F59]: Section 2 proposed about open meetings compliance not needed in this document

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.

