



# Memorandum

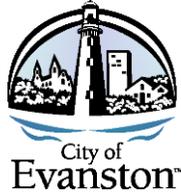
To: Mental Health Board  
From: Jessica Wingader, Grants and Compliance Specialist  
Subject: November 9, 2017 MHB Meeting Cover Memo  
Date: November 9, 2017

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Attached please find:

- The meeting agenda
- Item 1: Draft minutes of the October 12, 2017 meeting for approval
- Item 2: Memo to Mental Health Board Members
- Item 3: MHB Administrative Rules & Procedures, Section 5: Board - Agency Liaison Guidelines
- Item 4: Update for 3<sup>rd</sup> Quarter Reports Submitted by Agencies Receiving 2017 MHB Funding

We look forward to seeing you on November 9<sup>th</sup>.



## **MENTAL HEALTH BOARD**

Thursday, November 9, 2017

7:00 PM

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

### **AGENDA**

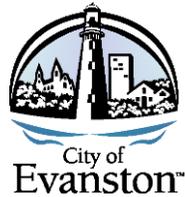
- I. **CALL TO ORDER/DECLARATION OF QUORUM**
- II. **APPROVAL OF MHB MEETING MINUTES OF OCTOBER 12, 2017**
- III. **LIAISON REPORTS – SUCCESS STORIES**
- IV. **REVIEW OF GUIDELINES FOR LIAISON RELATIONSHIPS**
- V. **NOMINATING COMMITTEE ASSIGNMENT**
- VI. **PUBLIC COMMENT**
- VII. **CHAIR REPORT**
- VIII. **STAFF REPORT**
- IX. **ADJOURNMENT**

The next regular meeting of the Mental Health Board is scheduled for **7:00 p.m. Thursday, December 14, 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](http://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](mailto:jwingader@cityofevanston.org).

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## **MEETING MINUTES**

### **MENTAL HEALTH BOARD**

Thursday, October 12, 2017 7:00 PM  
Lorraine H. Morton Civic Center, 2100 Ridge Avenue, room G300

#### **Mental Health Board**

Members Present: S. Johnson, K. Ruetzel, I. Ziaya, M. Pierce, J. Taylor, L. Murphy, B. Feiler

Members Absent: J. Sales

Presiding Member: J. Taylor, Board Chair

Staff: S. Flax, J. Wingader

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#### **Call to Order / Declaration of Quorum**

Chair Taylor declared a quorum of the Mental Health Board and called the meeting to order at 7:01 pm.

#### **Approval of MHB Meeting Minutes: July 13, September 14 & September 23**

Mr. Pierce moved approval seconded by Ms. Ziaya; the minutes were unanimously approved.

#### **2018 Applications for Mental Health Board: Funding Discussion and Recommendation**

Chair Taylor announced that the broadcast was live and called for introductions. The working group, nominated at the September meeting, presented criteria used to develop allocation suggestions and initial allocation amounts. Mr. Murphy moved to accept the working group suggestions, seconded by Ms. Feiler. Chair Taylor opened the floor for discussion.

Members commended the working group and spoke to the challenges of making allocation decisions and incorporating the ranking system into the allocation process. Members discussed whether they could get the funding criteria used by the working group in advance of the meeting. It was noted that the working group's recommendation was developed to open discussion of allocations by the board. Distributing their criteria to the full board in advance of the meeting could result in a perceived or actual violation of the Open Meetings Act.

As there was no further discussion, Chair Taylor called for a vote to allocate \$10,000 to Center for Independent Futures for the Supporting Individuals with Disabilities program; members voted 6-1 to approve with Ms. Feiler voting against. Chair Taylor called for a vote to allocate \$33,600 to Childcare Network of Evanston, Learning Together Program; members voted 7-0 to approve. Chair Taylor called for a vote to allocate \$48,063 to CNE, Early childhood Education and Family Support program; members voted 7-0 to

approve. Chair Taylor called for a vote to allocate \$55,000 to Connections for the Homeless for the Outreach & Drop-In program; members voted 7-0 to approve. Chair Taylor called for a vote to allocate no funds to CJE; members voted 7-0 to approve. Chair Taylor called for a vote to allocate no funds to Evanston Scholars; members voted 6-1, to approve with Ms. Feiler voting against. Chair Taylor called for a vote to allocate \$33,600 to Family Focus for the After School program; members voted 7-0 to approve. Chair Taylor called for a vote to allocate no funds to Garrett-Evangelical for the Freedom Schools program; members voted 6-0 to approve with Mr. Murphy abstaining. Chair Taylor called for a vote to allocate \$57,600 to Impact Behavioral Health for the Clinical Services program; members voted 6-1 to approve with Mr. Pierce voting against. Chair Taylor called for a vote to allocate \$62,400 to Infant Welfare Society for the Teen Baby Nursery program; members voted 7-0 to approve. Chair Taylor called for a vote to allocate \$39,360 to James B. Moran Center for the Legal & Social Services program; members voted 7-0 to approve. Chair Taylor called for a vote to allocate \$18,500 to Learning Bridge for the Infant Toddler Program; members voted 7-0 to approve. Chair Taylor called for a vote to allocate \$10,000 to Learning Bridge for the Scholarship program; members voted 7-0 to approve. Chair Taylor called for a vote to allocate \$10,000 to Meals at Home; members voted 5-2 to approve with Ms. Ruetzel and Ms. Feiler voting against. Chair Taylor called for a vote to allocate \$67,200 to Metropolitan Family Services for the Family Support & Prevention program; members voted 7-0 to approve. Chair Taylor called for a vote to allocate \$28,800 to North Shore Senior Center for the Social Services program; members voted 6-0 to approve with Ms. Johnson abstaining. Chair Taylor called for a vote to allocate \$10,000 to North Shore Senior Center for the PEARLS CareOptions program; members voted 6-0 to approve with Ms. Johnson abstaining. Chair Taylor called for a vote to allocate \$18,000 to Northwest CASA for the Sexual Assault Prevention program; members voted 7-0 to approve. Chair Taylor called for a vote to allocate no funds to Open Studio Project for the Art & Action program; members voted 7-0 to approve. Chair Taylor called for a vote to allocate \$88,200 to PEER Services; members voted 7-0 to approve. Chair Taylor called for a vote to allocate \$17,000 to Shore Community Services for the Lois Lloyd Center program; members voted 7-0 to approve. Chair Taylor called for a vote to allocate \$20,000; members voted 7-0 to approve. Chair Taylor called for a vote to allocate no funds to the Josselyn Center for the Psychiatric Services program; members voted 6-1 to approve with Ms. Ziaya voting against. Chair Taylor called for a vote to allocate \$28,800 to Trilogy for the Evanston Mental Health Care Coordinator program; members voted 7-0 to approve. Chair Taylor called for a vote to allocate \$10,000 to Turning Point for the Open Access program; members voted 7-0 to approve. Chair Taylor called for a vote to allocate \$70,250 to YOU for the Youth & Family Services program; members voted 7-0 to approve.

### **Public Comment**

There was a request from an audience member for more information about the application process.

### **Liaison Reports**

Chair Taylor asked each member to provide a report about program successes for the next meeting. She also requested that members consider liaison relationships in the

coming year. She noted the imbalance in reporting and asked for suggestions to support consistent reporting.

**Chair Report**

Chair Taylor thanked all the agencies for the applications and participation in the funding process.

**Adjournment**

There being no further business, Chair Taylor called for a motion to adjourn. It was moved by Ms. Johnson and seconded by Mr. Pierce. Motion passed unanimously and the meeting adjourned at 7:36 pm.

Respectfully submitted,  
Jessica Wingader  
Grants and Compliance Specialist

Memo

To: Mental Health Board Members

From: Joan Taylor

Re: Agency Reports

As I announced at the October MHB meeting the main topic for our November meeting will be Agency Liaisons. We will begin with a "Feel Good" story from each of our agencies. Please contact each of your agencies and ask them to submit a one page "success story" to you by November 2nd or visit your agency and write down a story which you will give to Jessica a week before the meeting. It is very important that every agency be included. At the meeting, board members will tell the stories. If you are unable to attend the November meeting, please ask another board member to tell your stories.

After the stories, we will discuss a process to be used next year to ensure that we are consistent in how our liaison process works so that we hear about our agencies on a regular basis.

Joan Taylor

- 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:

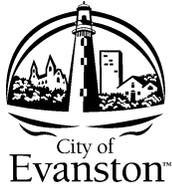
- A. The liaison will serve no more than one consecutive year with a single agency.
- B. Liaison responsibilities and duties:
  - 1. Developing a working knowledge of agency programs so that they can be articulated at Board meetings. Regularly and consistently, apprising the Board about program trends, 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.



# Memorandum

To: Mental Health Board

From: Jessica Wingader, Grants and Compliance Specialist

Subject: Update for 3<sup>rd</sup> Quarter Reports Submitted by Agencies Receiving 2017 MHB Funding

Date: November 9, 2017

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## 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 third quarter reports for funded programs, including updated budgets, program outcomes, and source documentation, on or before Friday, October 13<sup>th</sup>.

## Summary:

The purpose of this update is to provide the MHB with information about the status of 3<sup>rd</sup> quarter reports. All funded agencies submitted 3<sup>rd</sup> quarter reports in a timely manner. Several agencies had minor corrections resulting in the opening and resubmission of their reports. Such reports may appear to have been submitted late, but this is due to the way ZoomGrants captures report submissions and is not a reflection on the timeliness of reports.

To date, 15 of the 17 funded agencies have complete 3<sup>rd</sup> quarter reports submitted in ZoomGrants. These reports include number of participants served, income, and demographic information; source documents attached verify funds applied to program costs. Two agencies, Northwest CASA and Trilogy, are in the process of providing source documents.