

## **MENTAL HEALTH BOARD**

Thursday, March 8, 2018

7:00 PM

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

### **AGENDA**

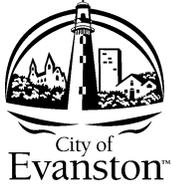
- I. **CALL TO ORDER/DECLARATION OF QUORUM**
- II. **APPROVAL OF MHB MINUTES: OCTOBER 12, 2017 & JANUARY 11, 2018**
- III. **EQUITY AND EMPOWERMENT PRESENTATION**
- IV. **PUBLIC COMMENT**
- V. **2018 LIAISON ASSIGNMENTS & LIAISON REPORT**
- VI. **STAFF REPORT**
- VII. **CHAIR REPORT**
- VIII. **BOARD NAME CHANGE (FOR DISCUSSION)**
- IX. **PRESENTATION TO HUMAN SERVICES COMMITTEE**
- X. **ADJOURNMENT**

The next regular meeting of the Mental Health Board is scheduled for **7:00 p.m. Thursday, April 12, 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).

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).



# Memorandum

To: Mental Health Board

From: Jessica Wingader, Grants and Compliance Specialist

Subject: March 8, 2018 MHB Meeting Cover Memo

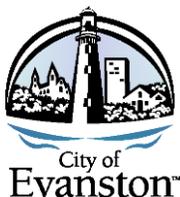
Date: March 8, 2018

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Attached please find:

- The meeting agenda
- Item 1: Draft minutes of the October 12, 2017 and January 11, 2018 meetings for approval
- Item 2: Memo Health and Human Services Goals for 2018
- Item 3: Amending Portions of the City Code Revising the Mental Health Board 79-O-16
- Item 4: Mental Health Board Bylaws Article II: Mission

We look forward to seeing you on March 8<sup>th</sup>.



## 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. Ziaya 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



## MEETING MINUTES

### MENTAL HEALTH BOARD

Thursday, January 11, 2018 7:00 PM

Lorraine H. Morton Civic Center, 2100 Ridge Avenue, room 2403

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

Members Absent: None

Staff: J. Wingader

Presiding Member: J. Taylor, Board Chair

Also Present: Ald. Fleming, City Council Liaison

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

Chair Taylor declared a quorum and called the meeting to order at 7:02 pm.

#### **Report from Board Chair Nominating Committee (For Action)**

Ms. Ziaya and Ms. Sales nominated Ms. Ruetzel as Chair for the remainder of Ms. Taylor's term which will end in June. Ms. Ruetzel accepted the nomination. Mr. Pierce moved approval seconded by Ms. Sales; a voice vote was taken and the motion was unanimously approved.

#### **Assignment of 2018 Liaison Relationships**

Chair Taylor assigned liaisons to programs receiving 2018 funds. She noted that several members had multiple agencies assigned due to Board vacancies. She suggested that programs could be reassigned once two new members were appointed to fill vacancies.

#### **Review of Guidelines for Liaison Relationships**

Chair Taylor reviewed the Board-Agency Guidelines defined in the Bylaws, confirming that there would be an annual, on-site meeting and regular reporting. She suggested the Board consider setting a schedule that members agree upon, with each Board liaison reporting on each agency quarterly. Ms. Ruetzel, Ms. Feiler, and Mr. Murphy spoke in support of a schedule. Staff noted that agencies report quarterly in ZoomGrants. Ms. Sales suggested that 2 or 3 members report each month. Ms. Johnson asked about ways changes to agencies or programs were communicated. There was discussion about information captured in ZoomGrants reports and additional monitoring practices including information provided by staff during the application process, hearing process and throughout the year.

#### **Public Comment**

Carla Frisch, Center Director of Metropolitan Family Services, announced that the Mental Health Board would be recognized for the continued support of their Family Support and Prevention Program. She also informed the board that a Mental Health Awareness fair is being planned that will take place at the Evanston Public Library.

**Staff Report**

Health and Human Services Department provided a memo that summarized progress toward 2017 department goals and outlined 2018 goals. Board members requested more information about the initiative to measure ratio of Evanston residents to Mental Health Providers. There was discussion about the Mental Health resource and referral guide and about the Board's involvement in the goal setting process. Staff provided 2018 City Council goals and informed the board that Dr. Patricia Efiom, Equity & Empowerment Coordinator, would present more information relating to the goal of ensuring equity in all City operations at the meeting in February.

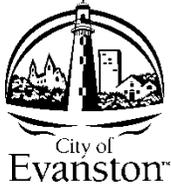
**Chair Report**

Chair Taylor thanked the board members and agencies for their work and contributions during her term on the board and as chair.

**Adjournment**

Ms. Johnson moved to adjourn the meeting, seconded by Ms. Ruetzel. The meeting adjourned at 7:43 pm.

Respectfully submitted,  
Jessica Wingader  
Grants and Compliance Specialist



# Memorandum

To: The Mental Health Board

From: Evonda Thomas-Smith, Director, Health and Human Services  
Jessica Wingader, Grants and Compliance Specialist

Subject: Health and Human Services Goals for 2018

Date: March 8, 2018

## **Summary:**

At the January meeting of the Mental Health Board, members requested clarification of any responsibilities or expectations the City may have of the Board as the City works to address 2018 City Council Goals, as well as the Evanston Project Local Assessment of Need (EPLAN). The goals in question have been outlined below:

### **Goals for Health And Human Services 2018 Initiatives**

- Work with the Evanston Mental Health Board and other community partners to develop a method for measuring ratio of Evanston population to Mental Health Providers

### **Goals from the Evanston Project of Need-Plan years 2016-2021**

- Develop a comprehensive Mental Health resource and referral guide to share with city departments and community Mental Health partners and continue to update annually.
- Work with the Evanston Mental Health Board and other community partners to develop a method for tracking the wait times for the 5 largest mental health and substance abuse treatment programs and services.

## **Background:**

One of the overarching goals of the Health & Human Services Department is to help create and support a comprehensive system of primary, dental and mental health care so that all residents have the same access to systems and services. In 1994 Evanston was federally designated a Medically Underserved Area/Population (MUA/P). MUAs are groups of census tracts with a sub-par population to provider ratio. MUPs are specific sub-groups of people with a shortage of services; these groups may face economic, cultural or linguistic barriers to accessing care. As a result of this designation, Evanston

receives federal funding to support Erie Family Health Center. Erie Family Health Center offers a wide variety of services including, but not limited to, Adult and Senior Health Services, Behavioral Health/Counseling, Children's Health Services, Dental Care, Prenatal, Teen and Women's Health Services. Many of Erie's programs are at or over capacity, indicating that there are still people in need of services. One of the challenges to supporting a comprehensive system of care is understanding the barriers to accessing services and/or any gaps in services. Wait lists indicate where additional services may be needed.

The Mental Health Board is included as a partner in the goals listed above for several reasons. The Mental Health Board is seen as one of the ways non-profit agencies have of communicating with the City. Information received through the application and recommendation process is used to understand additional services available to Evanston residents, the subgroups receiving those services, and whether those programs are at or exceeding capacity. Programs that must maintain waitlists or turn people away from services indicate an area where residents are underserved or would benefit from additional services. Because this information is gathered under the purview of the Mental Health Board, the Board is listed as a partner in understanding ratios served and wait times or wait lists programs may have.

Additionally, through the application process, agencies are required to provide updated program and contact information. This information, updated annually, can be used to make the resource and referral guide more accurate. The guide is maintained by the Library; the Board is listed as a partner because it is through the Board that information is gathered.

Mental Health Board members also represent interested groups in the community (included but not limited to, medical societies, local welfare agencies, hospital boards, school boards, local comprehensive health-planning agencies, lay associations concerned with mental health, alcoholism, controlled substance addiction, or developmental disabilities, as well as labor, business and civic groups and the general public). City Council receives Board recommendations because members are viewed as resident experts. The City views the Board as a partner in understanding the needs of at-risk residents and services available to support this broad and varied population.

**CDBG/MHB Monitoring Process for 2018  
In Person Monitoring schedule outlined below.**

Monitoring schedule is subject to change.

\* Designates an agency that receives both MHB and CDBG funds.

**Proposed Meeting Months**

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March, 2018 – Turning Point

April, 2018 – Open Studio Project

\*April, 2018 – Shore Community Services

April, 2018 – Trilogy, Inc.

May, 2018 – Metropolitan Family Services

\*May, 2018 – Impact Behavioral Health

\*May, 2018 – North Shore Senior Center

June, 2018 – YOU

June, 2018 – Northwest CASA

June, 2018 – Childcare Network of Evanston

July, 2018 – Infant Welfare Society (public facilities project)

Learning Bridge

\*Connections for the Homeless

Youth Job Center (CDBG)

\*Family Focus

Center for Independent Futures

\* Moran Center

PEER Services

\* Meals at Home

Interfaith Action

All programs submit reports quarterly and are subject to ongoing desk monitoring. Agencies communicate any changes in leadership, updated financial information including audits, and any other significant program changes as needed.

7/27/2016

8/2/2016

Effective Date: January 1, 2017

**79-O-16**

**AN ORDINANCE**

**Amending Portions of the City Code Revising the Mental Health Board**

NOW BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF  
EVANSTON, COOK COUNTY, ILLINOIS, THAT:

SECTION 1: Title 2, Chapter 6 of the Evanston City Code of 2012, as amended  
("City Code"), is hereby deleted in its entirety and shall read as follows:

**CHAPTER 6 – MENTAL HEALTH BOARD.**

**2-6-1: PURPOSE.**

The purpose of the Mental Health Board ("Board") is to protect and promote the mental health and welfare of all City of Evanston residents. The Board reviews service providers requesting grants from the City of Evanston Human Services Fund and develops fund recommendations that address the needs of the City's at-risk residents who are unable to meet basic needs or access mainstream services without assistance. Services can include, but are not limited to: treatment for mental health, treatment for substance abuse issues, and access to basic human needs.

**2-6-2: MEMBERSHIP.**

The Board consists of nine (9) members who serve without compensation and are residents of the City of Evanston. The members must include representatives of interested groups in the community, such as medical societies, local welfare agencies, hospital boards, school boards, local comprehensive health-planning agencies, lay associations concerned with mental health, alcoholism, controlled substance addiction or use of cannabis, or developmental disabilities, as well as labor, business and civic groups and the general public.

No member may be a full-time or part-time employee of the Illinois Department of Mental Health and Developmental Disabilities, the Illinois Department of Alcoholism and Substance Abuse, the Illinois Department of Children and Family Services, or of any agency, facility, or service that receives funds from the Boards.

**2-6-3: TERM.**

Board members are appointed to four (4) year terms by the Mayor with the advice and consent of the City Council. Members may serve for not more than two (2) full terms.

**2-6-4: 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 acts as may be necessary or proper to carry out the purposes of this Chapter.

**2-6-5: ADOPTION OF RULES; SELECTION OF A CHAIRPERSON.**

The Board must annually elect a Chairperson from among its members. The Board must also adopt rules and regulations necessary to exercise its responsibilities.

**SECTION 2:** All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**SECTION 3:** This ordinance shall be in full force and effect on January 1, 2017.

**SECTION 4:** If any provision of this ordinance or application thereof to any person or circumstance is held unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this ordinance is severable.

Introduced: August 15, 2016

Adopted: September 12, 2016

Approved:

September 19, 2016

  
Elizabeth B. Tisdahl, Mayor

7/27/2016

8/2/2016

Attest:

  
Rodney Greene, City Clerk

Approved as to form:

  
Michelle Mason, Acting City Attorney  
W. Grant Farrar, Corporation Counsel

## 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 social 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 social services to Evanston residents. These programs and services shall be accessible and responsive to community needs and shall be available to all Evanston residents. 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. The Board will also evaluate and facilitate inter-agency collaboration.
- 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.