# Memorandum

To:         Mental Health Board

From:      Jessica Wingader, Grants and Compliance Specialist

Subject:    May 10, 2018 MHB Meeting Cover Memo

Date:       May 10, 2018

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Attached please find:
- The meeting agenda
- Draft minutes of the April 12, 2018 meeting for approval
- ZoomGrants 2019 Application Questions for Review

We look forward to seeing you on May 10th.

# MENTAL HEALTH BOARD

Thursday, May 10, 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 OF APRIL 12, 2018**

 **III.**   **PANEL DISCUSSION WITH DISTRICT 65 SOCIAL WORKERS**

 **IV.**   **PUBLIC COMMENT**

  **V.**   **LIAISON REPORT**

 **VI.**   **ZOOMGRANTS 2019 APPLICATION REVIEW (FOR DISCUSSION)**

**VII.**   **STAFF REPORT**

**VIII.**   **CHAIR REPORT**

 **IX.**   **ADJOURNMENT**

The next regular meeting of the Mental Health Board is scheduled for **7:00 p.m. Thursday, June 14, 2018 in room 2402** of the Lorraine H. Morton Civic Center.

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*__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, April 12, 2018 7:00 PM

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

Members Present: S. Johnson, K. Ruetzel, R. Feiler, I. Ziaya, J. Sales, J. Haimes, G. Hall

Members Absent: M. Pierce

Staff: J. Wingader

Presiding Member: K. Ruetzel, Board Chair

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**Call to Order / Declaration of Quorum**
Chair Ruetzel declared a quorum and called the meeting to order at 7:06 pm.

**Approval of MHB Minutes of March 8, 2018**
Ms. Johnson moved approval of the March 8, 2018 minutes, seconded by Ms. Haimes; a voice vote was taken and the minutes were unanimously approved.

**Equity and Empowerment Presentation**
Patricia Efiom, Equity & Empowerment Coordinator, presented information about the Equity Budget Lens Tool. She defined equity and the purpose of the tool which is to identify an underserved population and provide access to services. Dr. Efiom provided examples of the tool in use and encouraged members to incorporate the tool when considering applications for 2019 funding. She closed by highlighting the importance of community engagement when identifying target populations and ways to effectively engage residents and encouraged the board to critically review outcomes as a way of understanding who receives services and where needs may go unmet.

The board discussed how to incorporate the tool into decisions and ways to hear from different community members. Dr. Efiom offered several suggestions for a review of the populations with the poorest outcomes or populations not measured by current outcomes. She also offered suggestions for working with grantees. Dr. Efiom noted that information gathered by agencies would be specific to the populations those agencies served and encouraged the board to hear directly from community members and those that work within the community.

There was discussion about the challenges of resource allocation and how diverting funds to one group could put other groups in peril. Members talked about access and how to review outcomes. They further discussed the challenge of recommending programs that don't align with priority of addressing mental health. Members agreed that a review of the ZoomGrants application would be an important next step; Chair Ruetzel requested a review of the ZoomGrants application questions. Members also brainstormed different community representatives that they could hear from including hospital staff, school social workers, and leaders of faith-based communities.

**Public Comment**
Kathy Lyons suggested hearing from first responders. Betty Bogg urged members to share information with agencies as agencies may have capacity to provide programs that address emergent needs. She also urged members to review agency standards and programs using evidence-based practices.

**Liaison Report**
Two members provided reports for five agencies.

**Staff Report**
Staff provided a summary of monitoring visits.

**2019 Funding Priorities**
Ms. Sales introduced the 2019 draft funding priorities and explained proposed changes. There was discussion about the scope of the priorities and potential impact of the equity lens. There was discussion about which currently funded services address the priorities. Members stated a preference for focusing on programs that included case management and noted that the scoring system would not disadvantage programs that didn't include a case management component. There was further discussion about how mental health aligned with City Council goals and mental health as a priority of the Eplan. The community resource guide and ways to spread information throughout the community was also discussed.

Ms. Feiler suggested including a statement of support for the City's equity initiative. After discussion, members agreed to include a statement about equity. Staff asked members to consider the types of programs that would be encouraged to apply under new funding priorities and whether priorities incompassed the full scope of social services needs for which the board is responsible based on the ordinance and bylaws. Revisions to the second and third priorities were discussed. Ms. Johnson moved to approve the following:

The Mental Health Board joins the City of Evanston in its commitment to equity and empowerment initiatives. The priorities for 2019 are:
- Programs and services that respond to mental health and substance abuse needs, including crisis intervention and mental health promotion.
- Programs and services that provide linkages to emergency or long term housing, case management or nutritional services, to improve mental health.
- Programs and services to enhance the mental health, empowerment and protection of youth, seniors, and families
- Programs and services that promote mental health, cultural diversity and social inclusion for all, including refugees and immigrants.

The motion to adopt the 2019 funding priorities was seconded by Ms. Feiler; a voice vote was taken and the priorities were unanimously approved.

**Board Name Change**
Members proposed new names for the board including Mental Health and Wellness and Mental Health and Welfare. It was generally agreed that, even though funding recommendations should be broad, changing the name would broaden the focus of mental health. There was discussion about the the conotations of "wellness" and "welfare." Members asked whether there would be more money to allocate if the name changed. Staff responded that it would not. Ms. Sales motioned that the name remain the Mental Health Board, it was seconded by Ms. Johnson. The Board voted 6-0 to keep the title the Mental Health Board with Ms. Feiler abstaining.

**Presentation to Human Services Committee**
Chair Ruetzel and Mr. Hall volunteered to present 2019 Funding Priorities to Human Services Committee at the upcoming May meeting.

**Chair Report**
Chair Ruetzel appointed Ms. Jonson and Ms. Feiler to identify a new Chair and Vice Chair to be presented at the May meeting. Chair Ruetzel assigned Ms. Sales and Ms. Haimes to draft a letter to Mayor Hagerty.

**Adjournment**
Ms. Johnson moved to adjourn the meeting, seconded by Ms. Sales. The meeting adjourned at 8:54 pm.

Respectfully submitted,
Jessica Wingader
Grants and Compliance Specialist

**Letter of Intent Questions**

1. Organization Name and Program for which you are requesting funding.

2. Type of organization.
> Section 501(c)(3) Organization
> Government agency
> City of Evanston Department
> Other: (provide answer)

3. Is your organization an affiliate or a regional or statewide social service agency?

4. If yes, provide the organization name and a brief explanation of the relationship. If there is a local board, describe its decision-making authority. If no, enter NA below.

5. Is your organization accredited?

6. If yes, provide the name of the accrediting body and the date of your most recent accreditation. If no, enter NA below.

7. People served: (check all that apply).
> Youth 0-15 years
> Youth & young adults 16-24 years
> Adults 25-54 years
> Older adults/seniors 55+ years
> Other: (their answer)

8. 2018 Funding Request from the City of Evanston (Enter amounts requested by funding source below. Do not include dollar signs. The total should match the "Amount Requested" on the summary page.)
> CDBG
> MHB (Human Services Fund)

9. Funding request is:
> Renewal of 2017 CDBG funding
> Renewal of 2017 MHB funding
> New request for CDBG
> New request for MHB

10. NEW APPLICANTS OR AGENCIES FUNDED IN 2016 APPLYING FOR A PROGRAM NOT FUNDED IN 2017 ONLY: Briefly describe your program and summarize its goals and accomplishments. IF CURRENTLY FUNDED, ENTER "NA." (Include a description of program participants [age, gender, income level, family status, etc.] and the number of Evanston residents it serves annually.)

11. NEW APPLICANTS OR CURRENTLY FUNDED AGENCIES APPLYING FOR A PROGRAM NOT CURRENTLY FUNDED ONLY: Explain what unmet need it addresses, how the need was identified, any alternatives considered to address it, and describe your capacity to implement it. (If a new program launch, detail your organization's programmatic and funding capacity, including other funding that is committed or being sought for the program.)

**Full Application Questions**

1. Who participates in or benefits from the program or services? Describe them in terms of age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics. Detail any eligibility requirements.

2. Describe your program, including the need(s) that it addresses. Describe specific components or services within the program. Be specific about the activities/services provided, days/times of services and frequency/duration for the average client.

3. Provide an estimate of the unduplicated number of Evanston residents expected to participate in each service described below for the program described in question 2.
        Intake/assessment
        Referrals
        Individual case management plan/services
        Services delivered on an individual basis (e.g. home delivered meals)
        One time event or activity (e.g. field trips, tax preparation)
        Multi-session program (e.g. after school program)
        Focused topic activities (e.g. workshops, trainings)
        Drop in services (e.g. computer lab, tutoring, help desk)
        Phone or online help (e.g. 24-hour help lines)

4. How long has your program existed and how has it grown or changed? How long do you expect to continue providing this service?

5. Do you maintain a wait list? If yes, provide its size and the average length of wait time for services. If no, describe any resources, including referrals, provided to individuals you are not able to serve.

6. What other agencies address this need, how do you collaborate with them to avoid duplication of services, and what successes and challenges have you experienced? What sets your services apart from others?

7. Describe program goals and outcomes you anticipate in 2018, including any change from 2017. What data are collected and used to analyze your program and measure success? Who is responsible for ensuring the program is implemented as planned?

8. Complete the chart below with the unduplicated total of people you expect to serve in 2018, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2017. *Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2017 must show an increase in people served if applying for an increase in CDBG funding.*

9. Provide a summary of your organization's mission including organizational structure, size and functions of the board, and any significant changes in the last year. Attach current Strategic Plan on the Documents tab. *City of Evanston applicants, enter "NA."*

10. Describe your agency's capacity to undertake the proposed program, including policies and procedures for managing finances and procurement. *CDBG applicants, include experience with federal*

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*record keeping, eligible uses of funds, procurement and other requirements per the Omni Circular, 2 CFR, Chapters I & II, Part 200, et al (see Resource Library).*

11. If applying for CDBG funds, how will the program's eligibility for CDBG funding be established?
*All recipients of CDBG or MHB funds are required to report the income levels and race/ethnicity of participants. MHB funding is not contingent on serving primarily low/moderate income residents.*
      Limited Clientele (include form used to document income in document upload section)
      Presumed eligibility (severely disabled adults, abused children, battered spouses or homeless)
      NA (applying for MHB only)

12. Describe the number, qualifications and experience of program staff. Will new staff be hired and is this dependent on City funding? Will the staff be retained if City funding is not received in future years? *Provide your staff to participant ratio and any requirements for program licensing or accreditation.*

13. Provide the name, email and phone number of the individual who attended the pre-application meeting.

14. All organizations receiving CDBG funds are required to have a DUNS number. Please enter your organization's DUNS number in the space below. If you do not already have a DUNS number, enter "NA." (City of Evanston applicants, enter 074390907)

15. Is the facility and program in compliance with the Americans with Disabilities Act?

16. If "no," explain what areas are not compliant and what accommodations are made for individuals with disabilities. Describe your organization's experience making such accommodations. IF "YES," ENTER "NA."

17. Where (address/location) does your program take place and how will clients get to the location or facility?

18. Certification.

**HCDA Revisions/Additions for Consideration**
*New/revised questions about addressing the needs of underserved populations or other unmet needs the program addresses, and/or to improve equity of service delivery*
- *Describe the types and number of people who seek help through this program, but will not able to receive services? Why?*
- *Describe the characteristics of individuals targeted by CDBG/City funds and the issues/challenges they hope program services will assist with*
- *Describe program's capacity to target underserved population with additional CDBG/City funds. How will the program measure/report impact?*
- *What qualifies a person for services/what characteristics/needs must a person have to receive services?*
- *What are the primary barriers that prevent eligible people in need from receiving services and what changes will be made to the program to address them with CDBG/City funds if awarded?*
- *How would an award of CDBG/City funds reduce barriers to services or increase services to underserved Evanston residents*

*New/revised questions to identify unmet need for the program or service*
- *List reasons the program is unable to provide services to eligible people*
- *Does the program maintain a wait list? (yes/no)*
- *If yes, how many people are on the waitlist on average during the year and what is the average length of time before they receive services?*
- *If no, explain why the program does not have a waitlist*
- *Are eligible people turned away from services? If so, why? Are referrals to other agencies for similar services provided to those who are turned away?*
- *Does the program experience an increase in demand for services at different times throughout the year? Please explain/provide more information*

*New/revised questions to gain understanding of referrals and agency partnerships*
- *List additional agency partnerships/referrals with a brief description of how partnerships work/why additional services are needed.*
- *How are additional referrals provided and what type of follow-up do you provide to ensure referrals are successful and the clients' needs are addressed?*
- *What is the program's process for receiving referrals from other community partners? What, if any, are the challenges to the referral process?*

*Additional questions for consideration*
- *Describe the program's fee structure, any sliding scale/payment component to program/services and how people qualify for financial assistance or reduced fees.*
- *How do service areas (intake, case management plan, multi-session programing, focused topic activities, drop-in services) align with outcomes? How will program outcomes be measured?*

**Budget**
Agencies complete budget tables for their program including funding sources/revenues and program funding uses/expenses based on the City's fiscal year. If requesting renewal funding for a program, agency must explain any significant budget differences between current and upcoming fiscal year. Agency's current year budget is submitted in Documents section.

Budget Narrative:
Indicate your fiscal year. If requesting funds for an existing program, explain any significant differences in revenues or expenses between your 2018 and 2019 program budgets, particularly funding reductions from major funders such as the State of IL, and the impact on service levels, staffing, etc. Describe your efforts to secure other sources of funding and justify any increased request from the City of Evanston. If you plan to use CDBG or MHB for staffing costs, list the position(s) by title, provide annual salary/benefits and the percentage that would be paid from CDBG or MHB. Indicate if staff positions are currently filled or will be new hires, and if CDBG or MHB funded staff positions serve Evanston clients exclusively. Identify all State of Illinois funding, including federal pass through funding, and describe status.

**Program Outcomes**

Agencies are required to identify at least three program indicators and outcomes that will be measured quarterly; agencies provide estimated quarterly numeric goals for each outcome. If funded they update with actual numbers quarterly as part of reporting. All outcomes are reported for Evanston residents.

**Documents Requested**
- Current year agency operating budget
- Statement of operating revenues and expenditures for most recently completed fiscal year
- Audited financial statement and Form 990 for the most recent completed fiscal year
- Board of Directors including professional affiliations and home addresses. If a regional organization with a local board of directors, both board lists are requested
- Most recent annual report or a summary of the organization's prior year's activities and accomplishments
- Federal 501(c)(3) letter of determination (for new agencies/agencies not in receipt of funds in the past 2 years)
- Non-discrimination & equal employment opportunity policies and Affirmative Action Plan
- Articles of incorporation/bylaws
- Brief biographies of key staff
- Plan to address accessibility issues including policies for responding to grievances/complaints
- Supplemental information related to program
- Form used to document income of participants to establish CDBG eligibility if Limited Clientele indicated
- Agency Organization Chart identifying reporting relationship between staff implementing program and senior management
- Chart of Accounts used to define each class of items for which money or the equivalent is spent or received, and to organize and segregate expenditures, revenue, and liabilities
- Budget details (if necessary)
- Conflict of Interest Disclosure