



# Memorandum

To: Mental Health Board

From: Jessica Wingader, Grants and Compliance Specialist

Subject: August 9, 2018 MHB Meeting Cover Memo

Date: August 9, 2018

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Attached please find:

- The meeting agenda
- Draft minutes of the July 12, 2018 meeting for approval
- MHB Advocacy Questions and Recommendations
- ZoomGrants Scoring Questions
- MHB Draft Meeting Schedule and Draft Applicant List

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



## **MENTAL HEALTH BOARD**

Thursday, August 9, 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 JULY 12, 2018**
- III. MHB POWERS AND DUTIES**
- IV. PEER SERVICES APPLICATION APPEAL**
- V. PUBLIC COMMENT**
- VI. LIAISON REPORT**
- VII. ZOOMGRANTS REVIEW**
- VIII. STAFF REPORT**
- IX. CHAIR REPORT**
- X. ADJOURNMENT**

The next regular meeting of the Mental Health Board is scheduled for **7:00 p.m.**  
**Thursday, September 13, 2018 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, July 12, 2018 7:00 PM

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

Members Present: J. Sales, M. Pierce, K. Ruetzel, I. Ziaya, J. Haines, G. Hall, S. Johnson

Members Absent: B. Feiler

Staff: S. Flax, J. Wingader

Presiding Member: J. Sales, Board Chair

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#### Call to Order / Declaration of Quorum

Chair Sales declared a quorum and called the meeting to order at 7:07 pm.

#### Approval of MHB Minutes: June 14, 2018

Ms. Johnson moved approval seconded by Ms. Haines; a voice vote was taken and the motion was unanimously approved.

#### Public Comment

No public comment.

#### Liaison Report

Ms. Johnson reported for Trilogy, Inc. and Connections for the Homeless. Ms. Sales reported for North Shore Senior Center and Center for Independent Futures. Ms. Ziaya reported for Infant Welfare Society and Mr. Pierce reported for the James B. Moran Center for Youth Advocacy.

#### Communication to City

Members requested more information about communication channels within the City and more information about any advocacy roles the board could assume. Mr. Hall summarized potential advocacy activities discussed in previous meetings and suggested additional things the board could do for and within the community. Members discussed ways to educate the community, the work of other agencies advocating on behalf of mental health services and the ways those agencies pursue funding. It was agreed that members would need more clarification from staff and City approval before any action was taken.

Members further discussed ways to could contribute additional information; Ms. Ruetzel agreed to research agencies that advocated for mental health services. Ms. Sales suggested consolidating member ideas in a document; she and Mr. Hall agreed to form a working group to document ideas and present to City staff at the August meeting.

#### Staff Report

Staff provided upcoming meeting dates through December. Members asked that the September 15 meeting be rescheduled to September 22.

#### Chair Report

Chair Sales reviewed the liaison report schedule and summarized updated priority-based budget information provided on City website. She also requested that ZoomGrants scoring questions for the 2019 application be provided at the next meeting for member review.

**Adjournment**

Ms. Johnson moved to adjourn the meeting, seconded by Ms. Ziaya. The meeting adjourned at 8:23 pm.

Respectfully submitted,  
Jessica Wingader  
Grants and Compliance Specialist

# Mental Health Board Advocacy Questions and Recommendations

Over the past several months, the Mental Health Board (MHB) has gathered a number of questions about which we seek clarification. The questions fall into two categories:

1. Communication channels and 2. Advocacy opportunities

1. Communication Channels: The Board would like clarification about the ways in which we can communicate with staff and elected officials in the City of Evanston.

Our specific questions include:

- a. What options are there for the MHB to communicate directly with the Mayor: can we draft a letter, write a memo, send an email?
- b. Who approves the monthly Meeting Agendas?
- c. What does it mean when something "is sent to Legal for approval" - what does that process look like?

2. Advocacy opportunities:

The purpose of the Mental Health Board is to "protect and promote the mental health and welfare of all City of Evanston residents". The powers and duties of the Mental Health Board are as follows:

1. Establish annual funding priorities to services and projects that address the needs of at-risk City residents;
2. 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;
3. Monitor past and present use of funds by agencies in receipt of City awards; and
4. Perform such other acts as may be necessary or proper to carry out the purposes of this Chapter.

The members of the Board propose that in addition to the above, The Board be able to advocate on behalf of agencies and their clients/participants and the greater City of Evanston's community mental health needs.

Advocacy opportunity questions:

1. What advocacy powers can the Board assume: can we write letters to the paper/State Representatives?
2. Can we as a Board be signatories or parties to an official statement or endorsement?
3. Are we permitted to speak during public comment at City meetings and identify ourselves as MHB members?

The MHB has specific ideas about our advocacy possibilities within our community which include the following:

- Educate the Evanston community and elected officials about the unmet mental health needs of Evanston residents, particularly children and adolescents, and the need for improved access to mental health services for lower income Evanston residents.
  - examples-
    - create an awareness campaign,
    - make recommendations to the Illinois legislature, particularly Robin Gabel,
    - interface with District 65 and District 202 -D65 social workers recently came and presented to the MHB on the challenges they face - we would like to support their needs and advocate for mental health education in schools (and/or increased services)
- Encourage the Evanston community to prioritize and invest in developing more comprehensive mental health services

## ZoomGrants Scoring Questions

Scoring Scale: 0-5

1. Program is consistent with the needs and priorities of the City's 2015-2019 Consolidated Plan and City Council priorities
2. Program addresses City equity goal by expanding services to underrepresented Evanston residents.
3. Program is committed to equity, diversity and inclusion (uploaded statement/documents, response to question 3, staff and board composition).
4. Application identifies an unmet need that is addressed by the program (for renewal requests, discontinuation of funding would create an unmet need).
5. 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.
6. Program structure is described clearly (location, participants, activities, schedule, staffing, etc.) and designed to address the need identified.
7. Program serves key demographics including low/moderate income persons and minorities.
8. Program has specific goals and measures/assessments
9. Program has a clearly identified method of documenting participants' eligibility for CDBG or MHB funding.
10. Organization has the experience and capacity, including qualified staff, to deliver the program and achieve goals
11. Organization has proven experience and capacity to sustain its operations and to comply with local, state, and federal regulations
12. The number of Evanston residents served and depth of services provided are reasonable based on program cost
13. Program budget is complete, costs are reasonable and adequate based on program description.
14. Other sources of funding are identified, secured or there is reasonable likelihood they will be secured; program will be implemented if funded at less than the full request
15. Cost of program and amount of CDBG or MHB funds requested are justified based on the number of eligible Evanston residents served and overall impact; City investment will provide significant and long-term impact.
14. Program's mission, goals, and work reflect the current priorities of the Board.

## **2018 Mental Health Board Allocation Process Schedule of key dates**

Dates are tentative and subject to change per MHB discussion.

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**Friday, August 24 at 9AM:** Questions for 9/6 applications in ZoomGrants

**Friday, August 31 at 4 PM:** 9/6 Agency responses due

**Thursday, September 6 at 7 PM:** Joint meeting with HCDA

**Friday, September 14 at 9AM:** Questions for 9/22 applications in ZoomGrants

**Wednesday, September 19 at 4 PM:** 9/22 Agency responses due

**Saturday, September 22 at 9AM:** MHB final application hearing meeting

**Monday, October 1:** all application scores and allocation amounts submitted in ZoomGrants

**Tuesday, October 9:** HCDA meeting to determine 2019 CDBG allocations

**Thursday, October 11:** Meeting to determine 2019 funding allocations

**Monday, November 5 at 7PM:** Human Services Committee Meeting (approve allocations)

**Thursday, November 8 at 7PM:** Mental Health Board Meeting

**Thursday, December 13 at 7PM:** Mental Health Board Meeting (potential assignment of 2019 liaisons)

Applicant	Program/Project	2019 CDBG Request	2019 MHB Request
Books and Breakfast	Books and Breakfast	\$ 10,000.00	\$ 20,000.00
Center for Independent Futures	Supporting Individuals		\$ 13,442.00
Childcare Network of Evanston	Learning Together		\$ 40,000.00
Childcare Network of Evanston	Scholarship Program		\$ 50,000.00
Children's Home & Aid	Children's Home & Aid		\$ 70,000.00
Connections for the Homeless	Outreach & Drop-In	\$ 25,000.00	\$ 70,000.00
Family Focus	After School Program	\$ 20,000.00	\$ 35,000.00
Impact Behavioral Health Partners	Clinical Services		\$ 60,000.00
Impact Behavioral Health Partners	Supported Employment Services	\$ 25,000.00	
Infant Welfare Society	Teen Baby Nursery		\$ 62,400.00
Interfaith Action	Emergency Overnight Shelter	\$ 18,000.00	\$ 7,000.00
James B. Moran Center	James B. Moran Center for Youth Advocacy	\$ 35,000.00	\$ 48,000.00
Learning Bridge	Scholarship Program		\$ 10,000.00
Learning Bridge	Infant Toddler Program		\$ 18,500.00
Meals At Home	Home Delivered Meals	\$ 20,000.00	\$ 10,000.00
Metropolitan Family Services	Family Support and Prevention		\$ 80,000.00
North Shore Senior Center	PEARLS		\$ 12,000.00
North Shore Senior Center	Social Services		\$ 35,000.00
North Shore Senior Center	Grandparents Raising Grandchildren	\$ 12,000.00	
Northwest CASA	Sexual Assault Intervention Program		\$ 20,000.00
Open Studio Project	Art & Action	\$ 10,000.00	\$ 10,000.00
<i>PEER Services</i>	<i>Substance Abuse &amp; Early Intervention</i>		<i>\$ 92,610.00</i>
Shore Community Services	Lois Lloyd		\$ 19,000.00
Shore Community Services	Residential		\$ 22,000.00
Shore Community Services	Joseph Koening Training Center	\$ 20,000.00	
The Harbor	Safe Harbor Emergency Shelter	\$ 10,000.00	\$ 10,000.00
Trilogy			\$ 30,000.00
Turning Point	Open Access		\$ 10,000.00
YOU	STEAM Programming	\$ 20,000.00	
YOU	Trauma Informed Counseling		\$ 100,000.00
Zoe Praxis Inc	Zoe Praxis		\$ 72,800.00

	<b>CDBG</b>	<b>MHB</b>
Totals:	\$ 225,000.00	\$ 1,027,752.00