

WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD MINUTES OF
JULY 16, 2025

CALL TO ORDER

The Community Mental Health Board Meeting of Wheeling Township, for July 16, 2025 was held in the Township of Wheeling, 1616 North Arlington Heights Road, Arlington Heights, Illinois. President Sue Hayes called the meeting to order at 7:00 PM.

ROLL CALL

Secretary Bill Dixon called the roll, and the following members were present: Bill Dixon, Lorri Grainawi, John Lubbe, Jim Ruffatto, Jack Vrett, and Sue Hayes.

Absent: None.

Also in attendance, Mental Health Board Manager, Karin Frisk, and Wheeling Township Director of Finance and Administration, Regina Stapleton.

PLEDGE OF ALLEGIANCE

President Sue Hayes led those assembled in the Pledge of Allegiance.

CITIZENS TO BE HEARD

NONE

John Lubbe inquired whether members of the public attending in person were required to submit their public comments in advance. Mental Health Board Manager, Karin Frisk, clarified that only members of the public who attend via Zoom and wish to provide a public comment are required to submit their comments via email in advance.

APPROVAL OF MINUTES

**MOTION #1: APPROVAL OF THE MINUTES OF THE WHEELING TOWNSHIP
COMMUNITY MENTAL HEALTH BOARD MEETING ON JUNE 11, 2025**

Motion by Jack Vrett, seconded by Jim Ruffatto to approve the June 11, 2025 Wheeling Township Community Mental Health Board Meeting minutes.

VOICE CALL VOTE: All Ayes

NAYS: None...Motion #1 Carried.

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NEW BUSINESS:

Interviews and Discussion of Applicants for Vacant Community Mental Health Board Member Seat

The Board conducted interviews with two candidates for the vacant Community Mental Health Board seat, Teri Pacion and Jen Underwood.

President Sue Hayes, asked each candidate an identical set of four questions, followed by Secretary Bill Dixon posing the same follow-up question to each candidate.

The Board members discussed each candidate's strengths, qualities they would bring to the Board, and public feedback received regarding areas of representation currently lacking on the Board.

MOTION #2: APPROVAL OF RECOMMENDING A COMMUNITY MENTAL HEALTH BOARD MEMBER APPLICANT TO THE WHEELING TOWNSHIP SUPERVISOR AND BOARD OF TRUSTEES

Motion by John Lubbe, seconded by Lorri Grainawi to recommend applicant Jen Underwood for appointment to the vacant seat on the Community Mental Health Board, for consideration by the Wheeling Township Supervisor and Board of Trustees.

VOICE CALL VOTE: All Ayes

NAYS: None...Motion #2 Carried.

Bill Dixon proposed that the Board should submit its recommendation in writing to the Township Supervisor and Board of Trustees so that there was a recording of the Board's recommendation. Members of the Board discussed the process to be taken to provide written notification, as well as the process of notifying the applicants interviewed at the meeting.

Site Visit Reports

Lorri Grainawi shared that she met with MK of Josselyn Center to learn more about the work they are doing.

John Lubbe advised that he visited OMNI's Lake Cook Road location and reported that the facility was nice and is designed with separate waiting areas for accommodating families as needed.

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Manager's Report

Mental Health Board Manager, Karin Frisk, highlighted a few items from the report included in the Board packet, noting that all FY2025-26 funding agreements had been processed, and that notification of the FY2026-27 funding application had gone out, which included a press release. Karin also updated the Board regarding the quote received by ReferralGPS, how it relates to the Community Mental Health Board's current budget, and that a meeting will be held with a similar organization, as per prior Board request, with potential for the organization to present to the Board at a future meeting.

Karin noted that she met and corresponded via email with a couple of funded agencies regarding data reporting requirements, and that she also met MK of Josselyn during a meeting MK had with the Wheeling Township's General Assistance team. Karin shared that Josselyn provides psychiatry and counseling services and can also provide transportation for their youth IOP program participants.

Karin stated that she is in the process of developing a Board member orientation packet, which will include Board policies, the Illinois Community Mental Health Act, and other relevant documents.

BOARD MEMBER COMMENTS

Bill Dixon expressed support for a Board member orientation packet and requested that the finalized copy be provided to all Board members.

Bill Dixon also inquired about the number of agencies expected to present at the August 13th Agency Hearings Meeting. Members of the Board discussed the anticipated receipt of 2026-27 funding applications and potential time constraints. The Board agreed to require presentations from: (1) new agencies or programs; (2) currently funded agencies requesting a significant increase in funding or indicating a significant program change; and (3) agencies or programs that were newly funded in 2025-26. The Board will determine at the next meeting whether an additional Agency Hearings Meeting is needed based on the applications received.

Jim Ruffatto proposed that the Board modify the process of reviewing and recommending new Board members to the Wheeling Township Supervisor and Board of Trustees to be more in line with how a similar government body handles their recommendation process. President Sue Hayes requested that, when finalized, the proposed procedure be added to the Board Policy Manual, for Board review and approval.

Lorri Grainawi shared a community meeting opportunity and encouraged the Board members to attend if they were able. Lorri also asked the Board members to share any other event opportunities they find in the community that fit with the Community Mental Health Board's mission.

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President Sue Hayes requested that the Board members contact her with any new initiatives or items they wish to include on an upcoming meeting agenda at least eight days prior to the scheduled Board meeting.

President Hayes also reminded Board members to advise when they are doing site visits to ensure that feedback from the visit is shared with the full Board.

MOTION #3: 8:26 PM ENTER EXECUTIVE SESSION, PURSUANT TO 5 ILCS 120/2 (c)(1) FOR PURPOSES OF LEGAL COUNSEL REPRESENTATION

Motion by Jim Ruffatto, seconded by Jack Vrett

ROLL CALL VOTE: AYES: Bill Dixon, Lorri Grainawi, John Lubbe, Jim Ruffatto, Jack Vrett, and Sue Hayes

NAYS: None... Motion #3 Carried.

MOTION #4: 8:58 PM RETURN TO OPEN SESSION:

Motion by John Lubbe, seconded by Sue Hayes

ROLL CALL VOTE: AYES: Bill Dixon, Lorri Grainawi, John Lubbe, Jim Ruffatto, Jack Vrett, and Sue Hayes

NAYS: None... Motion #4 Carried.

ACTION FOLLOWING EXECUTIVE SESSION

Following the discussion in Executive Session, the Board directed President Sue Hayes and Bill Dixon to explore opportunities of hiring legal counsel to represent the Board, utilizing staff's assistance in gathering proposals for review.

MOTION #5: ADJOURNMENT

Motion by Jim Ruffatto, seconded by Lorri Grainawi

VOICE CALL VOTE: All Ayes

NAYS: None... Motion #5 Carried.

The meeting for Wednesday, July 16, 2025 was declared adjourned at 8:59 PM.

The Agency Hearings Meeting is set for Wednesday, August 13, 2025 at 6:00PM.

The next Regular Community Mental Health Board Meeting is set for Wednesday, August 13, 2025 at 8:00 PM.