

WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD MINUTES OF  
NOVEMBER 12, 2025

**CALL TO ORDER**

The Wheeling Township Community Mental Health Board Regular Meeting, for November 12, 2025, was held in the Paula Ulreich Meeting Room, in the Township of Wheeling, 1616 North Arlington Heights Road, Arlington Heights, Illinois. President Hayes called the meeting to order at 7:00 PM.

**ROLL CALL**

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

Also in attendance, Mental Health Board Manager, Karin Frisk, and Attorney, Sarah Kallas.

**PLEDGE OF ALLEGIANCE**

President Hayes led those assembled in the Pledge of Allegiance.

**CITIZENS TO BE HEARD**

Arlen Gould thanked departing Member Ruffatto for his service, thoughtfulness, and commitment. Mr. Gould encouraged the Board to consider utilizing the full available levy amount due to ongoing community needs and expressed his appreciation for the Board's work and willingness to serve.

**APPROVAL OF MINUTES**

**MOTION: APPROVAL OF THE MINUTES OF THE WHEELING TOWNSHIP  
COMMUNITY MENTAL HEALTH BOARD REGULAR MEETING ON OCTOBER 8, 2025**

Motion by Member Ruffatto, seconded by Trustee Grainawi

ROLL CALL VOTE: AYES: Dixon, Grainawi, Lubbe, Ruffatto, Underwood, Vrett, and  
Hayes

NAYS: None -- Motion carried

**REPORTS**

Manager's Report

Manager Frisk highlighted a few activities and updates from her report, including information from the 2025 Township Symposium, number of Board Member applications received, award notification inquiries, and that Ascension hired a dedicated staff person for the SUD services program.

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**BUSINESS**

2026-27 Preliminary Budget

The Board discussed the Preliminary Budget and funding options, including Options B and D, which were reviewed at the November 4<sup>th</sup> Special Meeting. Members of the Board noted considerations regarding fiscal responsibility, managing agency expectations, and fulfilling the Board's one- and three-year plans.

**MOTION: TO APPROVE THE PRELIMINARY BUDGET UTILIZING OPTION D**

Motion by Member Dixon, seconded by Trustee Grainawi

ROLL CALL VOTE: AYES: Dixon, Grainawi, Lubbe, Ruffatto, and Underwood  
NAYS: Vrett and Hayes -- Motion carried

2025 Levy Request

**MOTION: TO MAKE A LEVY REQUEST OF \$1.5 MILLION**

Motion by Trustee Grainawi, seconded by Member Dixon

ROLL CALL VOTE: AYES: Dixon, Grainawi, Lubbe, Ruffatto, Underwood, Vrett, and  
Hayes  
NAYS: None -- Motion carried

Board Member Handbook

Members of the Board discussed revisions to the Board Member Handbook, including structure, content, and accessibility.

**MOTION: TO APPROVE BOARD MEMBER HANDBOOK REVISIONS TO BE MADE BY DESIGNATED STAFF AS NEEDED, WITHOUT FURTHER BOARD APPROVAL**

Motion by Member Ruffatto, seconded by Member Underwood

ROLL CALL VOTE: AYES: Dixon, Grainawi, Lubbe, Ruffatto, Underwood, Vrett, and  
Hayes  
NAYS: None -- Motion carried

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Board Policy Manual Revisions

The Board reviewed proposed revisions to the Board Policy Manual and discussed language related to Officer elections and alignment with State statute.

**MOTION: TO APPROVE THE BOARD POLICY MANUAL REVISIONS AS PRESENTED**

Motion by Member Dixon, seconded by Member Ruffatto

ROLL CALL VOTE: AYES: Dixon, Grainawi, Lubbe, Ruffatto, Underwood, Vrett, and  
Hayes  
NAYS: None -- Motion carried

New Board Member Recommendation

President Hayes updated the Board on the search for a new Board Member to fill Member Ruffatto's seat, advising that the Interview Panel was recommending Jon Palicki. President Hayes and Trustee Grainawi noted the recommendation of this candidate due to his qualifications, community experience, and commitment to mental health access. Members of the Board discussed the Board Member applicants, and the value of having diverse community representation on the Board.

**MOTION: TO APPROVE THE RECOMMENDATION OF JON PALICKI FOR BOARD APPOINTMENT**

Motion by Member Dixon, seconded by Member Underwood

ROLL CALL VOTE: AYES: Dixon, Grainawi, Lubbe, Ruffatto, Underwood, Vrett, and  
Hayes  
NAYS: None -- Motion carried

Board Member Comments

President Hayes acknowledged the service of outgoing Member Ruffatto, expressing appreciation for his experience and wisdom, and thanked Member Ruffatto for serving on the Board.

Member Ruffatto shared his initial reason for joining the Board and expressed gratitude for the Board Members, including previously outgoing Members, and appreciation for the Township Administrator's work with the Board. Member Ruffatto noted that he believes the Board is headed in the right direction to positively influence the Township.

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**MOTION 7:52 PM: TO CONVENE CLOSED SESSION PURSUANT TO 5 ILCS 120/2(c)(21) TO DISCUSS SEMI-ANNUAL REVIEW AND APPROVAL OF CLOSED SESSION MINUTES**

Motion by Member Ruffatto, seconded by Member Vrett

ROLL CALL VOTE: AYES: Dixon, Grainawi, Lubbe, Ruffatto, Underwood, Vrett, and  
Hayes  
NAYS: None -- Motion carried

**MOTION 8:02 PM: RETURN TO OPEN SESSION**

Motion by Member Vrett, seconded by Member Lubbe

ROLL CALL VOTE: AYES: Dixon, Grainawi, Lubbe, Ruffatto, Underwood, Vrett, and  
Hayes  
NAYS: None -- Motion carried

The Board returned to open session, President Hayes noted for the record that the Board reviewed and approved the Closed Session meeting minutes of May 14, 2025, July 16, 2025, and September 10, 2025, and determined that the need for confidentiality continued to exist for these Closed Session records.

**MOTION: ADJOURNMENT**

Motion by Member Dixon, seconded by Member Underwood

VOICE CALL VOTE: All Ayes  
NAYS: None -- Motion carried

The meeting for Wednesday, November 12, 2025 was declared adjourned at 8:05 PM.

The next Regular Community Mental Health Board Meeting is set for Wednesday, January 14, 2026 at 7:00 PM.