

**WHEELING TOWNSHIP**  
1616 North Arlington Heights Road  
Arlington Heights, IL 60004  
PAULA ULREICH MEETING ROOM

**REGULAR MEETING OF THE WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD**

WEDNESDAY, JANUARY 14, 2026  
7:00 PM

Zoom link: <https://us02web.zoom.us/j/85717793528?pwd=TBbSEWtuSNWt0QuayLEikD0J9SV84L.1>

Zoom ID: 857 1779 3528      Passcode: 040375

The public may view the meeting via Zoom; however, public comment will not be accepted through Zoom. Remote participants wishing to comment must submit written comments by email to Mental Health Board Manager, Karin Frisk, at: [kfrisk@wheelingtowship.com](mailto:kfrisk@wheelingtowship.com) by **12:00 PM (noon)** on the day of the meeting. Submitted comments will be forwarded to all Board Members and read aloud during the Citizens to be Heard section. In-person attendees may comment during that portion of the meeting.

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- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
- IV. CITIZENS TO BE HEARD – Remarks Limited to Three Minutes
- V. APPROVAL OF MINUTES
  - a. Special Meeting of November 4, 2025
  - b. Regular Meeting of November 12, 2025
- VI. REPORTS
  - a. President's Report
  - b. Trustee Liaison's Report
  - c. Manager's Report
- VII. BUSINESS
  - a. FY2026-27 Final Budget – Discussion/Approval
  - b. Funding Notification – Discussion/Approval
  - c. April 2026 Board Meeting Date Change from April 8<sup>th</sup> to April 22<sup>nd</sup> – Discussion/Approval
- VIII. BOARD MEMBER COMMENTS
- IX. ADJOURNMENT

**UPCOMING MEETINGS:**

**SPECIAL BOARD MEETING - SATURDAY, FEBRUARY 21, 2026 - 9:00 AM**

**REGULAR BOARD MEETING - WEDNESDAY, MARCH 11, 2026 - 7:00 PM**

WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD MINUTES OF  
NOVEMBER 4, 2025

**CALL TO ORDER**

The Wheeling Township Community Mental Health Board Special Meeting for November 4, 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.

**PLEDGE OF ALLEGIENCE**

President Hayes led those assembled in the Pledge of Allegiance.

**CITIZENS TO BE HEARD**

Arlen Gould thanked the Board Members for their work on the Board, and suggested that, if the Board takes action resulting in additional funds, the Board should consider setting them aside as a “rainy day fund” to address future challenges.

**BUSINESS**

2025 Levy Request

President Hayes stated that the purpose of the Special Meeting was to discuss the Township Board’s request that the Community Mental Health Board revisit the levy request, which would require the Board to review the Preliminary Budget in light of any potential changes.

2025 Preliminary Budget

Manager Frisk provided an overview of cash flow projection scenarios, including the previously discussed \$1.4 million budget options (A and B), and two \$1.5 million budget Options (C and D). Manager Frisk stated that Option C mirrors Option A, and Option D mirrors the previously approved Option B. Manager Frisk noted that, assuming the projected tax revenues were received as anticipated, Option C would require increased borrowing from the Township, while Option D would reduce borrowing, compared with Option B. Manager Frisk noted that she had recently been informed that the first installment of next year’s tax bill would be due one month later than typically scheduled.

WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD MINUTES OF  
NOVEMBER 4, 2025

Member Lubbe asked for clarification regarding funds being borrowed from the Township. Manager Frisk stated that any delays in receipt of tax revenue from Cook County in fiscal year 2026-27 would require the Board to borrow funds to maintain operating and contractual obligations.

Members of the Board discussed agency funding level options, managing expectations across multiple stakeholders, sustainability, and long-term fiscal responsibility.

Staff was directed to prepare preliminary budget options consistent with Option B and Option D for Board discussion and consideration at the next meeting.

Board Member Comments

President Hayes provided an update on the status of reviewing the candidates for the upcoming Board Member vacancy.

Trustee Grainawi shared with the Board general observations from attending the Vernon Township Mental Health Fair.

**MOTION: ADJOURNMENT**

Motion by Member Vrett, seconded by Member Lubbe

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

The meeting for Tuesday, November 4, 2025 was declared adjourned at 8:55 PM.

The next Regular Community Mental Health Board Meeting is set for Wednesday, November 12, 2025 at 7:00 PM.

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 ALLEGIENCE**

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.

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

**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.

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

**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.



## **Manager's Report**

### **January 14, 2026**

- Attended Regional Behavioral Health Collaborative Meeting
- Attended ACMHAI December Membership, I/DD, and Legislative Meetings
- Met with Submittable regarding their TOS; contract has been approved/fully executed by the Township after TOS updates
- Finalized Board Member Handbook, developing both digital and print versions
- Conducted New Board Member Orientation Meeting
- Developed recommended revisions to the Funding Agreement, and drafted Purchasing and Fund Balance Reserve Policies for Board review in February
- Developed award notification letter/follow up requirements from grantees, incorporating components to move funding agreements from paper to electronic processing
- Created CMHB letterhead with updated logo
- Responded to inquiries about participating on the CMHB
- Attended AchieveIt demonstration meeting
- Processed invoices/data review
- Developed content for Strategic Planning meeting
- Met with local Birth to Five team members

Respectfully submitted,  
Karin Frisk

**WHEELING TOWNSHIP MENTAL HEALTH  
2026-2027 Mental Health Board Budget**

**2026-27  
BUDGET**

**ADMINISTRATIVE**

1 SALARIES	95,000	1
2 FICA	7,270	2
3 IMRF	7,600	3
4 U/C	300	4
5 MEDICAL INSURANCE	12,000	5
6 WORKERS COMP	500	6
7 SUPPORT SERVICES	37,000	7
8 LEGAL	20,000	8
9 TRAVEL	2,000	9
10 TELEPHONE	700	10
11 PRINTING	300	11
12 INSURANCE	500	12
13 POSTAGE	200	13
14 TRAINING AND EDUCATION	5,500	14
15 DUES/SUBSCRIPTIONS	5,000	15
16 OFFICE SUPPLIES	1,500	16
17 AUDIT	0	17
18 EQUIPMENT/EQUIPMENT MAINTENANCE	8,000	18
19 PROFESSIONAL SERVICES	10,000	19
20 PUBLIC INFORMATION	3,000	20
21 MISCELLANEOUS EXPENSE	2,000	21
22 CONTINGENCIES	10,580	22
<b>23 TOTAL</b>	<b>\$228,950</b>	<b>23</b>

**BEHAVIORAL HEALTH / I/DD**

24 ARLINGTON HEIGHTS SENIOR CENTER FOUNDATION	\$ 2,300.00	24
25 ASCENSION   ALEXIAN BROTHERS MENTAL HEALTH	\$ 120,600.00	25
26 AVENUES TO INDEPENDENCE	\$ 44,200.00	26
27 CANCER WELLNESS CENTER	\$ 17,100.00	27
28 CENTER FOR ENRICHED LIVING	\$ 17,400.00	28
29 CHILDREN'S ADVOCACY CENTER	\$ 5,000.00	29
30 CLEARBROOK	\$ 123,300.00	30
31 GERRY'S CAFÉ	\$ 70,800.00	31
32 GLENKIRK	\$ 14,100.00	32
33 HOPEFUL BEGINNINGS - PERINATAL MENTAL HEALTH	\$ 31,600.00	33
34 HOPEFUL BEGINNINGS - TEENS	\$ 10,200.00	34
35 JOSSELYN CENTER	\$ 29,500.00	35
36 JOURNEYS   THE ROAD HOME	\$ 20,000.00	36
37 KENNETH YOUNG CENTER	\$ 59,400.00	37
38 KINDRED LIFE MINISTRIES	\$ 3,500.00	38
39 LITTLE CITY	\$ 36,800.00	39
40 NORTHWEST CENTER AGAINST SEXUAL ASSAULT	\$ 105,800.00	40
41 NORTHWEST COMPASS	\$ 51,900.00	41
42 OMNI - ADULT MENTAL HEALTH	\$ 20,000.00	42
43 OMNI - ADULT SUD	\$ 41,000.00	43
44 OMNI - YOUTH MENTAL HEALTH	\$ 93,000.00	44
45 SEARCH INC	\$ 19,700.00	45
46 SHELTER INC	\$ 23,700.00	46
47 SPECIAL LEISURE SERVICES FOUNDATION   NWSRA	\$ 9,200.00	47
48 YOUTH SERVICES	\$ 24,100.00	48
49 ZACHARIAS CENTER	\$ 2,500.00	49
50 OTHER PROJECTS	\$ 274,350.00	50
<b>51 TOTAL</b>	<b>\$ 1,271,050.00</b>	<b>51</b>