

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, SEPTEMBER 10, 2025
8:00 PM

Zoom link: [September 10, 2025 Regular Meeting](#)

Zoom ID: 832 7788 9245 Passcode: 745827

Members of the public may view the meeting via Zoom, but public comments will not be accepted through Zoom. Remote participants wishing to make a public comment must submit comments by email to Mental Health Board Manager, Karin Frisk, at: kfrisk@wheelingtowship.com by **12:00 PM (noon)** on the day of the meeting. Comments will be forwarded to all Board Members and read aloud by the Board President during the Citizens to be Heard section. In-person attendees who wish to make a public comment may speak directly during the Citizens to be Heard portion of the meeting.

- I. CALL TO ORDER
- II. ROLL CALL
- III. CITIZENS TO BE HEARD – Remarks Limited to Three Minutes
- IV. APPROVAL OF MINUTES
 - a. Agency Hearings Meeting of August 13, 2025
 - b. Regular Meeting of August 13, 2025
- V. REPORTS
 - a. Site Visit Report(s)
 - b. Manager's Report
- VI. NEW BUSINESS
 - a. Levy Discussion
 - b. Submittable Discussion
 - c. Administrative Budget Discussion
- VII. BOARD MEMBER COMMENTS
- VIII. EXECUTIVE SESSION (Motion to Convene Executive Session) to discuss:
Personnel – 5 ILCS 120/2(c)(1)
- IX. OTHER BUSINESS (Including Action on Matters from Executive Session, if any)
- X. ADJOURNMENT

NEXT REGULAR BOARD MEETING - THURSDAY, SEPTEMBER 25, 2025 - 7:00 PM

**SPECIAL MEETING OF THE WHEELING TOWNSHIP
COMMUNITY MENTAL HEALTH BOARD
AGENCY HEARINGS**

August 13, 2025

CALL TO ORDER

The Special Meeting of the Wheeling Township Community Mental Health Board for August 13, 2025 was held in the Paula Ulreich Meeting Room, in the Township of Wheeling, 1616 N. Arlington Heights Road, Arlington Heights, Illinois. President, Sue Hayes called the meeting to order at 6:00 p.m.

ROLL CALL

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

MOTION # 1 TO ALLOW JACK VRETT TO PARTICIPATE REMOTELY PER BOARD POLICY

Motion by Bill Dixon, seconded by Jim Ruffatto to allow Jack Vrett to participate remotely per Board Policy.

VOICE CALL VOTE: All Ayes
NAYS: None

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

Absent: None

PLEDGE OF ALLEGIANCE

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

CITIZENS TO BE HEARD

None

AGENCY HEARINGS

Agencies were each allotted ten minutes for a presentation, with questions and answers following. All agencies submitted an application prior to the presentations, which was used as a guideline during the question and answer period. Each application for funding provided detailed program and budgetary information.

Presentations were made as follows:

Ascension Presentation

- Mari Brzostowski, Executive Director for Ascension Center for Mental Health (formerly Alexian Brothers, formerly AMITA), provided an update.
- The organization has been in the community for over 63 years.
- Update on the new grant for the SUPR program, which allows them to treat clients needing dual diagnosis/substance use treatment.
- Received level one SUPR licensure in March 2023.
- Grant funding was requested to hire a full-time staff member to market the new program.
- Still in the process of interviewing applicants.
- Current staff is seeing three clients in the program, with two having graduated and two referred out.
- Four clients are on a waitlist.
- Requested continued funding for outpatient and psychiatry programs.

Questions for Ascension

- Is the intent for the upcoming fiscal year to apply and provide substance use services? The intent is to continue providing the service, even without additional grant funding.
- Are you looking to hire a fully licensed therapist and CADC? A fully licensed therapist is preferred.
- Future funding request is that to support current functioning? Yes, especially for lower-income clients and psychiatry services.

Avenues to Independence Presentation

- Stephen Kray, President and CEO at Avenues to Independence, presented.
- Avenues provides residential and vocational services to adults with developmental disabilities.
- Currently serving about 265 individuals with about 100 employees.
- Strategic priorities include adding 15 new residents over the next three years.
- There is a waiting list of about 85 people, with about 16,000 people seeking this type of placement in Illinois.
- Planning for future contingencies, including potential changes in Medicaid funding.
- Requested an increase in funding related to the elimination of 14C subminimum wage certificates in Illinois.
- The Dignity in Pay Act aims to eliminate subminimum wage certificates.

PREP Program

- The PREP program is designed to increase clients' employability.
- It teaches job skills, supported job searching, interview skills, and job-specific training.

- Training is tailored to the individual's needs and includes workplace etiquette.
- The goal is to restructure the entire job placement program and incorporate unfunded job placement staff (mostly funded through fundraising) to make the program more robust and decrease the fundraising burden.

The Hornbrook Adventure Program

- It includes community-based activities that are age-appropriate and inclusive, offered during the day, evenings, and weekends.
- The program creates opportunities for staff to take groups of clients on vacations a few times a year.
- Travel is an often overlooked challenge for people with developmental disabilities.

Questions for Avenues to Independence

- Is the target fifteen residences? Fifteen residents, with five individuals living in each, over the next three years. The Department of Human Services is allowing the use of previously unusable space. There are a couple of apartment buildings in Park Ridge that can now be fully utilized.
- Is the change in law the major cost driver that led to the significant increase in the request this year? Yes.

Cancer Wellness Center Presentation

- Doris Sanchez Downey introduced the Cancer Wellness Center, requesting funding to partially support the 430 Wheeling Township residents currently using their cancer support services.
- The center provides free clinical services, including individual counseling and support groups.
- From January 1st to July 31st, services were provided to 356 Wheeling Township residents, a 12% increase over the previous year.
- The grant request represents 2% of the overall program cost for clinical support services.
- The center is funded through grants, private donations, and corporate sponsorships.
- Services are provided free of charge to eliminate the burden of insurance and payment issues for those going through cancer.
- Medical debt is a significant issue, and people often have to choose between medical treatment and mental health support.

Questions for Cancer Wellness Center

- How do you get word out about your services? 50% of referrals come from hospital partners, and a strong word of mouth.

Clearbrook Presentation

- Jessica Smart, President/CEO, and Olivia Stueben, Government Grants & Outreach Manager, provided an update.
- Clearbrook supports over 8,000 individuals and their families.
- 560 Clearbrook clients are residents of Wheeling Township.
- Clearbrook requested additional funding to create a community support program.
- The program would support individuals with intellectual and/or developmental disabilities and co-occurring serious mental illness.
- The program aims to facilitate illness self-management, build interpersonal and community skills, and promote recovery.
- Clearbrook is selling its large warehouse in Palatine and has bought two smaller commercial units. One in Rolling Meadows, one in Prospect Heights.
- They are working on a third location.
- The goal is to provide more community-based opportunities for individuals.
- They purchased two small units and are under contract for four more.
- Clearbrook provides most client transportation with their direct support professionals.

Questions for Clearbrook

- Is Clearbrook looking to expand in Lake County, closer to the northern portion of Wheeling Township? Yes, two small units have been purchased.

Gerry's Cafe Presentation

- Natalie Griffin and Amy Philpott, Co-Founders, presented.
- Gerry's Cafe is a non-profit coffee shop in Arlington Heights that provides meaningful employment for adults with intellectual and developmental disabilities.
- They are requesting support from Wheeling Township for their catering program.
- The catering program will allow them to serve more people and hire and train more individuals.
- The grant will fund the purchase of a catering van.
- They currently have 34 employees and are looking to grow to at least 40 or more individuals with the catering program.
- They are requesting one-time funding to establish this new program.

Questions for Gerry's Café

- Is the requested funding of \$115,000 a one-time investment? Yes, it would cover 100% of the cost to launch the new catering program, including a delivery van.
- Are you concerned about sales since a lot of people work from home. No.

Glenkirk Presentation

- Kim Barenberg, CEO, expressed gratitude for the formation of a mental health board in Wheeling Township.
- Glenkirk has a history in the Township, previously operating a special education facility.
- Glenkirk is requesting support for their behavioral health clinic, which serves special populations with targeted mental health services.
- About 80% of the people Glenkirk supports are dually diagnosed with an intellectual disability and a mental health diagnosis.
- The behavioral health clinic model is licensed through Medicaid and targets mental health services to individuals with intellectual disabilities.

Questions for Glenkirk

- Is the \$20 million just for the behavioral Health Clinic? No, the \$20 million is the revenue for the entire agency.

Kenneth Young Center Presentation

- Linda Springer, Senior Clinical Director of Behavioral Health, presented. She expressed gratitude for Wheeling Township's support last year.
- Kenneth Young Center is requesting additional funds for behavioral health services to support Wheeling Township residents.
- The agency focuses on providing comprehensive behavioral health and social services to clients of all ages in the northwest suburbs of Chicago, primarily serving those with Medicaid or who are unfunded.
- The request is specifically for high-end services, including crisis services, outpatient services for adults and children, and psychiatric services.

Kenneth Young Center Services Supported by Township Dollars

- Assertive Community Treatment (ACT)
- Community Support Team (CST)
- Case management and therapy for adults (in home)
- Crisis services for children
- Screening, assessment and support services (SAS)
- Psychiatric Services
- Case management and therapy services (children and adults, in office)

Questions for Kenneth Young Center

- Do you take private insurance? Typically, private insurance does not cover ACT or CST services. Township dollars can offset the cost for clients with no benefits or inadequate private insurance.
- What is the staff turnover for psychiatrists? The rate is low.

Northwest Center Against Sexual Assault Presentation (Northwest CASA)

- Carrie Estrada, Executive Director, presented.
- Offers a 24/7 crisis hotline and provides services to Wheeling Township residents.
- Provides medical advocacy services (free medical exams, STI testing, pregnancy testing).
- Works with seven hospitals, including Northwest Community and Ann & Robert H. Lurie Children's Hospital of Chicago.
- Provides legal advocacy (support in the court system).
- Offers trauma counseling (licensed counselors with advanced trauma training).
- All services are free of charge.
- Provides prevention education in the local high schools.

Questions for Northwest Center Against Sexual Assault

- Is translation a high need? Over 40% of clients identify as Hispanic/Spanish speaking. Most staff are bicultural and speaks English/Spanish.
- How quickly do people get in? Roughly within 2 weeks.
- Are you doing forensic interviews? No, interviews have to be done at the CAC.
- Is there a concern going forward with federal grants? Yes.

OMNI Services Presentation

- Doryce McCarthy, President of OMNI, presented and has been with the organization for 40 years.
- There are three arms to OMNI: prevention, child welfare, and counseling programming.
- OMNI provides individual, family, and group counseling services to everyone age 5 to 105.
- Started in Wheeling Township in 1972.
- Has three locations: Wheeling, Buffalo Grove, and Libertyville.
- Provides substance abuse training, treatment, and recovery services for adolescents and adults.

Search Inc.'s Presentation

- Trina Grogan, Development Manager and guest Danielle S., presented on Search Inc.
- Search empowers adults with intellectual and developmental disabilities (I/DD) to achieve their full potential, accept a valued role in their communities, and live rich, rewarding lives within Wheeling Township.
- Search operates six homes with 32 residents and an adult learning site supporting over 70 people monthly.
- Search has been in the Township since the 1990's.

- Search is requesting \$30,000 in support of their Community Integration program in Wheeling Township and their Supported Living Program for capital improvements at some of the houses.
- Search provides 24/7/365 support with daily living, including transportation, and navigating daily tasks, medical and behavioral court, and recreational activities.

Questions for Search

- Are you anticipating any growth? Yes. Search would like to open new houses, but the uncertainty in the budget restricts what they can do.
- Is there an overlap of services between you, Glenkirk and Clearbrook?
- There is collaboration between agencies like Glenkirk and Clearbrook to ensure that service areas aren't duplicative.

MOTION #2 ADJOURNMENT

Motion by John Lubbe, seconded by Jen Underwood to adjourn

VOICE CALL VOTE: All Ayes

NAYES: None...Motion 2 carried

The meeting for Agency Presentations was declared adjourned at 8:13 pm.

WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD MINUTES OF
AUGUST 13, 2025

CALL TO ORDER

The Community Mental Health Board Meeting of Wheeling Township, for August 13, 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 8:25 PM.

ROLL CALL

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

Absent: Jack Vrett.

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

APPROVAL OF MINUTES

**MOTION #1: APPROVAL OF THE MINUTES OF THE WHEELING TOWNSHIP
COMMUNITY MENTAL HEALTH BOARD MEETING ON JULY 16, 2025**

Motion by Lorri Grainawi, seconded by Jim Ruffatto to approve the July 16, 2025 Wheeling Township Community Mental Health Board Meeting minutes.

VOICE CALL VOTE: All Ayes

NAYS: None...Motion #1 Carried.

REPORTS

Site Visits

A visit was made to Little City. It was reported to be a very inviting place. There are lots of activities for the different age groups, housing facilities and a greenhouse.

WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD MINUTES OF AUGUST 13, 2025

Another visit was made to Journeys. Those visiting were impressed by the quality of their facility, and robust service offerings. Some of the services include a food pantry, shelter, small apartments for families, and counseling services.

Manager's Report

Karin Frisk reported 11 Legal General Counsel Proposals were requested and 4 were received. One proposal stood out due to Mental Health Board experience. She thanked President Hayes and Secretary Dixon for their help.

She also reported that she met with Submittable (grant management software) along with President Hayes and Administrator Stapleton. It is a cloud-based program to streamline application processes. It allows applicants to submit applications and documents online. It can be shared with the Township to share costs. Allows online application review. Will be able to incorporate funding guidelines and a rubric for scoring applications. Can create a Board member applicant opportunity. Can track reports through the cloud-based system. A discussion about Submittable will be on the next meeting's agenda.

NEW BUSINESS:

There was discussion to recommend the law firm Bond | Conway to Supervisor Maria Zeller Brauer. Representatives of the Board had a virtual meeting with the law firm and were very pleased. The attorney advised that the contract should be signed by the Township Supervisor since the Board has no funding. Administrator Stapleton advised that she will check with the Wheeling Township Board attorney to determine the necessary steps.

MOTION #2 TO APPOINT BOND/CONWAY AS LAW FIRM FOR THE WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD

Motion by Bill Dixon seconded by Jim Ruffatto to appoint Bond | Conway as law firm for the Wheeling Township Community Mental Health Board.

VOICE CALL VOTE: All Ayes

NAYS: None...Motion #2 Carried.

Approval of Adjusted Meeting Schedule

September 10, 2025 at 6PM – Agency Hearings Meeting
September 10, 2025 at 8PM – Regular Board Meeting
September 25, 2025 at 7PM – Regular Board Meeting
October 8, 2025 at 7PM – Regular Board Meeting (no change)
November 4, 2025 at 7PM – Regular Board Meeting (if needed)

WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD MINUTES OF
AUGUST 13, 2025

Administrator Stapleton clarified that the reason for the updated schedule was so that the Board can submit a first pass of the levy request at the end of the October meeting. She also reported the Township tentative date for the levy is November 18th and the final levy is approved on December 9th.

MOTION #3 TO APPROVE THE ADJUSTED MEETING SCHEDULE

Motion by Bill Dixon seconded by Jim Ruffatto to approve the adjusted meeting schedule.

VOICE CALL VOTE: All Ayes

NAYS: None...Motion #3 Carried.

ACMHAI Meeting Attendance Protocol

Anyone can attend ACMHAI meetings, but be mindful of the Open Meetings Act. The Board will pay for two people to attend the in-person meetings, with Karin being one of them. If someone wants to attend the in-person meetings in addition to the two paid for by the Board, they can go at their own expense.

BOARD MEMBER COMMENTS

There was a discussion about the funding timeline for agencies. Administrator Stapleton clarified that the 2025-26 contracts were mailed once the contract was approved by the new Trustee Board. Several Board members discussed funding priorities, the Needs Assessment, and how changes at the federal level could impact local nonprofits. Board members also discussed developing a funding rubric for next year.

MOTION #4: ADJOURNMENT

Motion by Bill Dixon, seconded by Jim Ruffatto

VOICE CALL VOTE: All Ayes

NAYS: None...Motion #4 Carried.

The meeting for Wednesday, August 13, 2025 was declared adjourned at 9:15 PM.

The Agency Hearings Meeting is set for Wednesday, September 10, 2025 at 6:00 PM.

The next Regular Community Mental Health Board Meeting is set for Wednesday, September 10, 2025 at 8:00 PM.



**Manager's Report
September 10, 2025**

- Conducted a site visit with Vice President Lubbe to Center for Enriched Living
- Accompanied President Hayes and Trustee Grainawi during a stakeholder meeting with Supervisor Zeller Brauer and Journeys | The Road Home
- Continued processing and distributing funding application documents to the Board; notified agencies required to present on September 10th
- Met with another funded agency to clarify data reporting requirements
- Met with Administrator Stapleton regarding CMHB administrative budget planning
- Processed data review and invoices for approval/payment at the August 26th Board of Trustees meeting
- Met with another Township MHB staff to discuss best practices
- Developed proposed MHB Manager goals for the remainder of fiscal year 2026-27
- Attended Human Services Coordinating Council meeting hosted by Hanover Township MHB

Spreading Awareness:

- **September is National Recovery Month**, recognizing the importance of mental health and substance use recovery, and celebrating individuals in recovery as well as the work of treatment and support providers.
***Resource for those seeking help:** SAMHSA's National Helpline 1-800-662-HELP (4357) or findtreatment.gov*
- **September 10th is World Suicide Prevention Day**, a global initiative to raise awareness about suicide prevention and promote mental health support and resources.
***Resource for those seeking help:** Suicide & Crisis Lifeline call or text 988, or visit 988lifeline.org*

Respectfully submitted,
Karin Frisk