

WHEELING TOWNSHIP
1616 North Arlington Heights Road
Arlington Heights, IL 60004

WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD MEETING

PAULA ULREICH MEETING ROOM
WEDNESDAY, MARCH 12, 2025
7:00 PM

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
- IV. APPROVAL OF MINUTES OF THE REGULAR MEETING JANUARY 8, 2025
- V. CITIZENS TO BE HEARD
- VI. BUSINESS
 1. Agency Site Visits Reports
 2. Approval – One and Three Year Plan
 3. Approval – Annual Report
- VII. BOARD MEMBER COMMENTS
- VIII. ADJOURNMENT

NEXT REGULAR BOARD MEETING-WEDNESDAY, MAY 14, 2025

WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD MINUTES OF
January 8, 2025

CALL TO ORDER

The Community Mental Health Board Meeting of Wheeling Township, for January 8, 2025 was held in the Paula Ulreich Meeting Room, in the Township of Wheeling, 1616 North Arlington Heights Road, Arlington Heights, Illinois. President Susan Hayes called the meeting to order at 7:00 p.m.

ROLL CALL

Secretary Bill Dixon called the roll and the following members were present, Bill Dixon, Jeanne Hamilton, John Lubbe, JoAnne Schultz, Jim Ruffatto & Susan Hayes.

Absent: Jack Vrett

Also, in attendance: Wheeling Township Attorney Kenneth Florey, and Wheeling Township Director of Finance and Administration Regina Stapleton.

PLEDGE OF ALLEGIANCE

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

APPROVAL OF MINUTES

MOTION #1: APPROVAL OF THE MINUTES OF THE WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD MEETING ON NOVEMBER 13, 2024

Motion by Jeanne Hamilton, seconded by JoAnne Schultz to approve the November 13, 2024 Wheeling Township Community Mental Health Board Meeting minutes.

VOICE CALL VOTE: ALL AYES...

NAYS: None....Motion #1 Carried.

CITIZENS TO BE HEARD

Lorri Grainawi of Arlington Heights advised the Board that House Bill 4224 was passed both by the Senate and the House. She is hoping this will allow the Board to move forward to the next step.

WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD MINUTES OF
January 8, 2025

BUSINESS

Discussion-One and Three Year Plan

Some things discussed were:

- The 1 year plan is more specific and the three year plan is more generic
- Newer 708 boards are creating their own Assessment Needs
- The Assessment Needs should be updated yearly.
- The title for hiring the new position will be a Mental Health Board Manager. Other Townships use the title of Manager.
- Creating a 501 C3 for applying for grants
- Review contracting procedures for agencies so the money funded is appropriately used
- More information on the Mental Health Board website

Discussion-Site Visits in February

Those Board Members desiring to visit an Agency will email Regina with dates, times and the Agency they would like to visit. She will set up the dates and times with the Agencies.

BOARD COMMENTS

President Susan Hayes announced that JoAnne Schultz's term is expiring and this is her last meeting. Supervisor Kathy Penner will appoint a new Board Member. The Board Members thanked JoAnne for her valuable contributions to the Board and wished her well.

Administrator Regina Stapleton announced the Mayor's Prayer Breakfast is February 6th from 7-9 a.m. She advised the Board Members if they want to attend to please email her.

Regina also stated to be on the lookout for an email from the Cook County Clerk's Ethics Department regarding the Statement of Economic Interests that needs to be filed by each Board member.

MOTION #2 ADJOURNMENT

Motion by Jim Ruffatto, seconded by Jeanne Hamilton.

VOICE CALL VOTE: All Ayes...

NAYES: None...Motion #2 carried

WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD MINUTES OF
January 8, 2025

The meeting for Wednesday, January 8, 2025 was declared adjourned at 7:43 pm. The next scheduled Community Mental Health Board Meeting is set for Wednesday, March 12, 2025, at 7:00 pm.

DRAFT

WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD
ONE AND THREE YEAR PLAN

Mission Statement

To ensure that services related to mental illness, developmental disabilities, and substance abuse are available and known to the residents of Wheeling Township.

In light of our mission statement, the recently completed assessment, and our ongoing commitment to maintain and improve the mental health of our community, focusing on those most in need: those with mental illness, intellectual and developmental disability and substance use disorder, we submit this 1 and 3 year plan for the Wheeling Township Community Mental Health Board.

Year One

1. Hire a Mental Health Board Manager.
2. Review contracting procedures with funded agencies to institute the use of Expenditure-Reimbursement Grants.
3. Maintain/increase funding specific to existing Funded Agencies and new applicants when appropriate.
4. Review Transportation service options to implement as appropriate.
5. Expand the information available on the 708 Board page of the Wheeling Township website.
6. Contract translation service in conjunction with the Township.
7. Site visit to evaluate and familiarize Board members with programs.
8. Mental Health Fair

Year Three

1. Referral Program Management and software
2. Encourage staffing in the community.
3. Community outreach.
4. Evaluate the effectiveness of existing programs.
5. Establish a respite program for care givers
6. Re -evaluation of the Community
7. Apply for Grants
8. Create a 501c (3)

WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD

ANNUAL REPORT

MARCH 1, 2024-FEBRUARY 28, 2025

The Wheeling Township Community Mental Health Board made significant progress in the year ending February 28, 2025. An early accomplishment in the year was approval of a Community Survey conducted in 2023. The survey was coordinated by the Township staff.

In May of 2024, the Community Mental Health Board approved a Policies Manual. This document addresses a number of organizational matters such as Meetings, Powers and Duties, Conflicts of Interest and the procedure for amending the Policies Manual.

Pursuant to State Law and the Policies Manual the Board elected officers for the 1-year period beginning July 1, 2024. Those elected were Susan Hayes-President, James Ruffatto-Vice President, and Bill Dixon-Secretary.

Efforts to better inform the public of Community Mental Health Board activities were enhanced by placing Meeting agenda and back-up materials on the Township website.

A major undertaking began with selection of Harper College Business Solutions to conduct a Needs Assessment. Funding for this activity was provided by the Wheeling Township Board.

The Needs Assessment was finalized and subsequently presented to the Community Mental Health Board in September of 2024 by Harper College Business Solutions. The Assessment provided valuable data and numerous recommendations. One of the noteworthy suggestions was a formula regarding allocation of funds to agencies. The report recommended that 50% of funding be devoted to Mental Health, 30% be allocated to Intellectual and Developmental Disabilities and 20% be allocated for Substance Use Disorder.

Drawing upon the Needs Assessment, the Board discussed the one and three year plans in January of 2025 and anticipates adopting them in March 2025. A copy of those plans is attached.

The Board learned of changes in State Law pertaining to Community Mental Health Boards. Some of the modifications dealt with Board vacancies, Reporting deadlines, Ballot language, and Property Tax Extension Law Limits.

Board Member JoAnne Schultz's term expired on February 28, 2025. Ms. Schultz chose not to seek reappointment. At the Meeting of January 8, 2025, the Community Mental Health Board thanked Ms. Schultz for her valuable service to Wheeling Township and the Community Mental Health Board over the years and wished her the best. Supervisor Penner will likely appoint someone to fill the vacancy in April.

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