

**WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD**

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

**REGULAR BOARD MEETING**

WEDNESDAY, March 11, 2026  
7:00 PM

Zoom link: <https://us02web.zoom.us/j/84111595976?pwd=dpiM5LlcZzb17qjOvAUD51E2xYKmdb.1>

Zoom ID: 841 1159 5976      Passcode: 288327

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](mailto: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.

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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. Regular Meeting of January 14, 2026
  - b. Special Meeting of February 21, 2026
- VI. REPORTS
  - a. President’s Report
  - b. Trustee Liaison’s Report
  - c. Manager’s Report
- VII. BUSINESS
  - a. Updated Mission, Vision, Philosophy Statement – Approval
  - b. FY2026-27 One Year Plan – Approval
  - c. Updated FY2025-26 – FY2027-28 Three Year Plan – Approval
  - d. Draft Fund Balance Reserve Policy – Discussion/Approval
  - e. Draft Funding Agreement – Discussion/Approval
  - f. Bill Paying Procedure – Discussion/Approval
  - g. Upcoming Board Vacancy Notification – Discussion/Approval
- VIII. BOARD MEMBER COMMENTS
- IX. CLOSED SESSION (Motion to Convene Closed Session) to discuss:  
Personnel – 5 ILCS 120/2(c)(1)
- X. OTHER BUSINESS (Including Action on Matters from Executive Session, if any)
- XI. ADJOURNMENT

**NEXT REGULAR BOARD MEETING - WEDNESDAY, APRIL 22, 2026 - 7:00 PM**

WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD MINUTES OF  
JANUARY 14, 2026

**CALL TO ORDER**

The Wheeling Township Community Mental Health Board Regular Meeting, for January 14, 2026, 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: Jaime Clark, Bill Dixon, Trustee Liaison Lorri Grainawi, John Lubbe, and President Sue Hayes.

Absent: Jen Underwood, and Jack Vrett

Also in attendance, Mental Health Board Manager, Karin Frisk.

**PLEDGE OF ALLEGIANCE**

President Hayes led those assembled in the Pledge of Allegiance.

**CITIZENS TO BE HEARD**

None.

**APPROVAL OF MINUTES**

**MOTION: APPROVAL OF THE MINUTES OF THE WHEELING TOWNSHIP  
COMMUNITY MENTAL HEALTH BOARD SPECIAL MEETING ON NOVEMBER 4, 2025**

Motion by Trustee Grainawi, seconded by Member Lubbe

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

**MOTION: APPROVAL OF THE MINUTES OF THE WHEELING TOWNSHIP  
COMMUNITY MENTAL HEALTH BOARD REGULAR MEETING ON NOVEMBER 12,  
2025**

Motion by Trustee Grainawi, seconded by Member Lubbe

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

WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD MINUTES OF  
JANUARY 14, 2026

**REPORTS**

President's Report

President Hayes updated the Board regarding the new Board Member appointment and welcomed new Member Jaime Clark.

Member Jen Underwood arrived at 7:05 PM

Trustee Liaison's Report

Trustee Grainawi advised that the Wheeling Township Board approved the Community Mental Health Board's \$1.5 million levy request. Trustee Grainawi updated the Board on her experience with public contact via her Township phone extension. The Board discussed the best means of contact for them, noting that adding their Community Mental Health Board Member email addresses to the website, and continuing to use the Manager's phone extension were the best means of communication.

Manager's Report

Manager Frisk shared a few highlights from her report, including documents that will be reviewed at the February meeting, updates to legislation allowing Service Members performing active military duty to participate in Open Meetings remotely if a physical quorum is present, and no meetings can be held on Election Day. Manager Frisk shared reminders of upcoming events that might be of interest to the Board.

**BUSINESS**

FY2026-27 Final Budget

Manager Frisk noted additional program breakouts that will occur. The programs were already included in the budget but not itemized. Manager Frisk advised that having those further breakouts would allow for better program evaluation in the coming fiscal year.

**MOTION: APPROVAL OF THE FY2026-27 FINAL BUDGET**

Motion by Member Lubbe, seconded by Member Dixon

ROLL CALL VOTE: AYES: Clark, Dixon, Grainawi, Lubbe, Underwood, and Hayes  
NAYS: None – Motion carried

WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD MINUTES OF  
JANUARY 14, 2026

Funding Notification

Manager Frisk discussed the prior timeline and process of notifying the agencies of the Board's funding decision. Manager Frisk proposed an earlier notification method that incorporates electronic agreement processing and expedites the process. Board Members advised to update the notification to include when the first payments can be expected.

The Board discussed how payments would be handled for grants versus capital projects.

**MOTION: TO APPROVE THE FUNDING NOTIFICATION AS DISCUSSED**

Motion by Member Dixon, seconded by Trustee Grainawi

ROLL CALL VOTE: AYES: Clark, Dixon, Grainawi, Lubbe, Underwood, and Hayes  
NAYS: None – Motion carried

April 2026 Meeting Date Change

**MOTION: TO CHANGE THE APRIL 2026 MEETING DATE FROM APRIL 8 TO APRIL 22, 2026**

Motion by Member Dixon, seconded by Trustee Grainawi

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

Board Member Comments

Trustee Grainawi advised the Board about a notification sent from SAMHSA to agencies operating under certain grant funding. The Board discussed potential impacts on the agencies that the Board funds or plans to fund in the next fiscal year. The Board directed Manager Frisk to reach out to potentially impacted agencies.

President Hayes noted that she learned that the Manager did not have a contract with the Board. The Board discussed terminology used for employment and requested the Manager to gather other Mental Health Board employment agreements for the Board to review and further discuss at a future meeting.

WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD MINUTES OF  
JANUARY 14, 2026

**MOTION: ADJOURNMENT**

Motion by Member Dixon, seconded by Member Clark

VOICE CALL VOTE: All Ayes

NAYS: None – Motion carried

The meeting for Wednesday, January 14, 2025 was declared adjourned at 7:48 PM.

The Special Meeting of the Community Mental Health Board is set for Saturday, February 21, 2026 at 9:00 AM.

The next Regular Meeting of the Community Mental Health Board is set for Wednesday, March 11, 2026 at 7:00 PM.

WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD MINUTES OF  
FEBRUARY 21, 2026

**CALL TO ORDER**

The Wheeling Township Community Mental Health Board Special Meeting, for February 21, 2026, 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 9:00 AM.

**ROLL CALL**

Secretary Dixon called the roll, and the following members were present: Jaime Clark, Bill Dixon, John Lubbe, Jen Underwood, Jack Vrett, and President Sue Hayes.

Also in attendance, Mental Health Board Manager, Karin Frisk.

**MOTION TO ALLOW TRUSTEE LIAISON LORRI GRAINAWI TO PARTICIPATE REMOTELY**

Motion by Member Dixon, seconded by Member Vrett.

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

**PLEDGE OF ALLEGIANCE**

President Hayes led those assembled in the Pledge of Allegiance.

**CITIZENS TO BE HEARD**

None.

**BUSINESS**

Mission, Vision, Philosophy Statement

The Board discussed making updates to the Mission, Vision, Philosophy Statement, considering updated terminology, person-first language, and alignment with State Statute.

Strategic Financial Sustainability / Consideration of a Fund Balance Reserve Policy

The Board discussed financial sustainability and variability in Cook County tax collections, and reviewed concepts for a Fund Balance Reserve Policy. Members discussed establishing a reserve target over time, maintaining flexibility, reviewing the policy annually, and establishing spend-down plan criteria should future fund balance reserves

WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD MINUTES OF  
FEBRUARY 21, 2026

exceed the targeted range. The Board discussed alignment of such a policy with year-end audit timing and cash flow considerations.

Fiscal Year 2026-27 and Fiscal Year 2027-28 Strategic Priorities

The Board discussed the progress of the previously adopted One- and Three-Year Plans, established goal priority levels, and considered goal refinements for the upcoming planning cycles. Most goals were identified as high to medium priority, however, pursuing a 501c3 status and applying for grants for the Board to provide services, as well as investing in a referral management software, were not identified as priorities for the upcoming planning periods.

FY2026-27 Notice of Funding Availability (NOFA) Development

The Board discussed development of a Notice of Funding Availability (NOFA), and reviewed approaches used by other Community Mental Health Boards. Members agreed that it was important to maintain flexibility in funding allocations, rather than allocating specific amounts toward project categories.

FY2027-28 Funding Application and Rubric Criteria

The Board discussed a multi-lens approach to the funding application, noting what information should be added, or needs refinement, from different perspectives. The Board also discussed the benefits of incorporating a rubric for funding application review and whether weighted scoring would be helpful. The Board agreed that establishing a rubric would be beneficial, and decided that weighted scoring would not be formally incorporated in the upcoming grant cycle.

FY2026-27 Reporting Metrics

The Board discussed what additional reporting metrics are important to the Board for funded agency monitoring. The Board agreed that additional reporting information is needed, and some flexibility regarding uniform reporting requirements will be considered for agencies funded at \$5,000 or less.

Consideration of an Employment Agreement for Administrative Leadership Position

The Board agreed to move forward with an Employment Agreement for the Administrative Leadership staff position, and to engage legal counsel in drafting an agreement for the Board's consideration.

WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD MINUTES OF  
FEBRUARY 21, 2026

Board Member Comments

President Hayes advised that she anticipates relocating out of the Township in the future, and that the Board will need to plan for a new Member search. President Hayes also encouraged the Board to consider adding a Treasurer position to the Officer slate.

Board Members recognized President Hayes for her dedicated service on the Board and noted that her eventual departure will be a loss to the Board.

Member Dixon inquired about the anticipated timeline for the Board's receipt of the Statement of Economic Interest (SEI) notifications and the Sexual Harassment Prevention Training. Manager Frisk advised that the notifications are expected to be sent in March, and if a Member does not receive a notification by April 1<sup>st</sup>, the Member should notify her. Manager Frisk said she would send the Board Members the Sexual Harassment Prevention Training used by the Township, for the Members to complete by the next meeting.

**MOTION: ADJOURNMENT**

Motion by Member Underwood, seconded by Member Vrett

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

The meeting for Saturday, February 21, 2026 was declared adjourned at 12:46 PM.

The next Regular Meeting of the Community Mental Health Board is set for Wednesday, March 11, 2026 at 7:00 PM.

## **Wheeling Township Community Mental Health Board**

### **Mission, Vision, & Philosophy**

**MISSION:** To ensure that every Wheeling Township resident can access and know about resources for mental and behavioral health, developmental disabilities, and substance use disorders.

**VISION:** To be a catalyst for a comprehensive and accessible mental health, behavioral health, developmental disability, and substance use disorder system, ensuring Wheeling Township residents are supported by a collaborative, resource-rich, and gap-free network of care.

#### **PURPOSE/PHILOSOPHY:**

The Illinois Community Mental Health Act mandates that each Community Mental Health Board in the state:

- Review and evaluate community mental health services and facilities.
- Plan for programs of community mental health services and facilities.
- Consult with others regarding the most efficient delivery of services.
- Recommend distribution of funds to mental health services and facilities.

The Board is committed to following these mandates by engaging in policy development and communication with service providers and community members to ensure that services for mental health, behavioral health, developmental disabilities, and substance use disorders are available and accessible to Wheeling Township residents.

# WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD

## FISCAL YEAR 2026-27 ONE YEAR PLAN

The following priorities outline the Board's strategic focus for fiscal year 2026-27. These initiatives support the broader goals of strengthening system coordination, improving access to services, enhancing organizational effectiveness, and deepening engagement with community partners.

### Administrative

#### 1. Board Sustainability Strategy

Develop a long-term sustainability strategy to support the Board's operational continuity and continued effectiveness.

#### 2. Formalized Site Visit Strategy

Develop a formalized site visit strategy to ensure consistent visit metrics, deepen program understanding, and strengthen relationships with partner organizations.

### Service Network

#### 3. Enhanced Data Collection Framework

Enhance data collection across funded programs to improve the identification of service gaps and strengthen program evaluation.

#### 4. Provider Collaboration Opportunities

Establish and host an annual Community Roundtable to enhance collaboration with partner agencies.

#### 5. Transportation Access Assessment

Assess current transportation needs and, if appropriate, pilot a transportation option to improve resident access to services.

### Community

#### 6. Community Communications Expansion

Expand community communications through updated website content, strengthened social media presence, and broader media engagement.

#### 7. Community Event Engagement

Support and participate in events that enhance community connections and advance the Board's mission and vision.

# **WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD**

## **FISCAL YEAR 2025/26 – 2027/28 THREE YEAR PLAN**

The Wheeling Township Community Mental Health Board’s Fiscal Year 2025/26–2027/28 Three Year Plan defines the Board’s strategic direction for strengthening the local system of care across mental health, behavioral health, substance use disorder, and developmental disability services. The plan identifies priority areas that help guide resource allocation, support community-based providers, and advance responsive, data-informed initiatives. By emphasizing workforce stability, community outreach, program evaluation, caregiver support, and ongoing system reassessment, the Board maintains its commitment to fostering a coordinated, accessible, and effective continuum of care for all Wheeling Township residents.

### **Service Network**

**1. Encourage staffing in the community**

Support efforts that promote long-term workforce retention and stability within the community provider agencies.

**2. Establish a respite program for care givers**

Identify and engage qualified providers who can deliver short-term respite services to support caregiving households.

### **Community**

**3. Community outreach**

Increase awareness of available services, promote engagement across diverse resident populations, and engage multiple stakeholders to strengthen system-wide collaboration.

**4. Re-evaluation of the Community**

Conduct periodic reassessment of community needs and service gaps to ensure the system remains responsive and aligned with resident needs.

### **Review and Strategic Commitment**

**5. Evaluate the effectiveness of existing programs**

Assess program performance using data-driven measures to guide quality improvement and inform future funding decisions.

**DRAFT**

Original Approval 3/12/2025

Revised 3/11/2026

Wheeling Township Community Mental Health Board  
Fund Balance Reserve Policy

**I. Purpose**

The purpose of this Wheeling Township Community Mental Health Board (“Board”) Fund Balance Reserve Policy (“Policy”) is to establish a fund balance reserve amount and processes to be followed if the ending audited fund balance (2-28-XX or 2-29-XX) develops a surplus or drops below the required reserve amount.

**II. Tiered Reserve Targets**

The Board shall establish and maintain a minimum unassigned fund balance in the general fund in accordance with the following tiered targets to ensure sufficient cash flow for operations, and to mitigate the impact of property tax timing volatility and potential revenue shortfalls:

- A. Year One (FY 2026-27): 1-3 months\*
- B. Year Two (FY2027-28): 2-5 months
- C. Year Three (FY2028-29): 3-5 months
- D. Thereafter: 5 months

*\*Cash flow during Year One is understood to be undetermined, due to first year of Levy funds.*

**III. Excess Unassigned Fund Balance**

A. Years One and Two – Reserve Building Phase

- i. If, after the year-end close and acceptance of audited financial statements, the unassigned fund balance exceeds the upper limit of acceptable range in Years One and Two:
  - 1. No mandatory spend-down plan shall be required
  - 2. The Board may retain the excess funds to make progress toward the long-term reserve target

B. Year Three and Forward

- i. If, after the year-end close and acceptance of audited financial statements, the unassigned fund balance exceeds the upper limit of acceptable range in Years Three and forward:
  - 1. The Board shall adopt a formal plan to allocate or appropriate the excess above the reserve target
  - 2. When developing such plan, the Board shall consider the following priorities:
    - a. Anticipated/likely reductions in future property tax revenue and potential impact on client service funding
    - b. Board capital needs
    - c. One time capital or special projects within the Board’s funded agency network
    - d. Impact of property tax burden on Wheeling Township residents
  - 3. The plan shall be documented through formal Board approval

Wheeling Township Community Mental Health Board  
Fund Balance Reserve Policy

**IV. Fund Balance Shortfalls**

If the ending audited unassigned fund balance falls below the applicable minimum target for that fiscal year, the Board shall develop and approve a corrective action plan to restore the reserve to the required range within a reasonable timeframe, generally not to exceed two fiscal years.

**V. Policy Review**

This policy shall be reviewed annually by the Board to ensure the plan continues to meet cash flow needs. This policy may only be amended by Board action.

Approved: \_\_\_\_\_

Next Review: \_\_\_\_\_