

WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD

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

REGULAR MEETING

WEDNESDAY, APRIL 22, 2026
7:00 PM

Zoom link: <https://us02web.zoom.us/j/88691560626?pwd=dIMqV7SEroPcQTa4b57amFXh42sPKy.1>

Zoom ID: 886 9156 0626 Passcode: 515214

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 Board staff, Karin Frisk, at: 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.

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. CITIZENS TO BE HEARD – Remarks Limited to Three Minutes
5. APPROVAL OF MINUTES
 - a. Regular Meeting of March 11, 2026
6. REPORTS
 - a. President’s Report
 - b. Trustee Liaison’s Report
 - c. Staff Report
7. BUSINESS – FOR DISCUSSION / FOR ACTION
 - a. Ratification of Bill Dixon as President Pro Tem though June 30, 2026
 - b. Promoting May as Mental Health Awareness Month
 - c. New Board Member Recommendation

- d. Consideration and Possible Adoption of a Standardized Site Visit Framework
- e. Consideration and Possible Adoption of Performance-Based Reporting Requirements for Funded Programs
- f. Consideration of Updated Job Description, Including Title, and Work Hours for Manager Position Renamed to Executive Director
- g. Open Meetings Act and Freedom of Information Act Officer Appointment
- h. Consideration and Possible Adoption of Draft Purchasing Policy
- i. Temporary Designation of Board Member to Review Invoices and Present Same to the Board for Payment Authorization
- j. Consideration and Possible Action to Authorize Payment of the Executive Director's Vehicle Allowance from the Administrative–Contingencies Budget Line

8. BOARD MEMBER COMMENTS

9. ADJOURNMENT

NEXT REGULAR BOARD MEETING - WEDNESDAY, MAY 13, 2026, at 7:00 PM

WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD

MINUTES OF MARCH 11, 2026

I. Call to Order

The Community Mental Health Board Meeting of Wheeling Township, for March 11, 2026, was held in the Paula Ulreich Meeting Room, in the Township of Wheeling, 1616 North Arlington Heights Road, Arlington Heights, Illinois. President Sue Hayes called the meeting to order at 7:07 PM.

II. Roll Call

Secretary Dixon called the roll.

Board Members Present: Jaime Clark, Bill Dixon, Lorri Grainawi, John Lubbe, Jen Underwood, and President Sue Hayes.

Board Members Absent: Jack Vrett.

Also Present: Mental Health Board Manager Karin Frisk, and Attorney Sarah Kallas.

III. Pledge of Allegiance

President Hayes led those assembled in the Pledge of Allegiance.

IV. Citizens to Be Heard

None.

V. Approval of Minutes

a. Regular Meeting of January 14, 2026

Member Lubbe moved to approve the minutes, seconded by Member Underwood.

Voice Call Vote: All Ayes

Nays: None

Motion carried.

b. Special Meeting of February 21, 2026

Member Lubbe moved to approve the minutes, seconded by Member Clark.

Voice Call Vote: All Ayes

Nays: None

Motion carried.

VI. Reports

a. President's Report

President Hayes advised the Board that they should have received notice to file their Statement of Economic Interest and reminded the Members to submit their Sexual Harassment Prevention Training certificates if they had not already done so. President Hayes also advised that, due to her impending resignation from the Board, she will assign a President Pro Tem prior to the next Board meeting and will send correspondence regarding this matter.

b. Trustee Liaison's Report

Trustee Grainawi inquired whether the Board had any questions for her. The Board was informed that the Township's Annual Town Meeting is scheduled for April 14, 2026, and that an Annual Summary Report, drafted by Secretary Dixon, will be submitted to the Township for the meeting.

c. Manager's Report

Manager Frisk advised that the Community Mental Health Board will be included in enhancements to the Township's social media presence. She shared information on recent posts and future topics. Manager Frisk noted that significant changes were added to the new Funding Agreement and provided updates regarding electronic processing. She also shared upcoming events of possible interest and requested Board Members provide their availability for site visits.

VII. Business

a. Updated Mission, Vision, Philosophy Statement

Board Members confirmed that the document included the updates discussed at the February 21st meeting.

Member Dixon moved to approve the updated Mission, Vision, and Philosophy Statement as presented, seconded by Member Underwood.

Roll Call Vote: Ayes: Clark, Dixon, Grainawi, Lubbe, Underwood, and Hayes
Nays: None
Motion carried.

b. FY2026-27 One Year Plan

Board Members discussed potential modifications to the proposed FY2026-27 One Year Plan but agreed to keep the Plan as presented.

Member Dixon moved to approve the FY2026-27 One Year Plan as presented, seconded by Trustee Grainawi.

Roll Call Vote: Ayes: Clark, Dixon, Grainawi, Lubbe, Underwood, and Hayes
Nays: None
Motion carried.

c. Updated FY2025-26 – FY2027-28 Three Year Plan

Trustee Grainawi moved to approve the updated FY2025-26 – FY2027-28 Three Year Plan as presented, seconded by Member Lubbe.

Roll Call Vote: Ayes: Clark, Dixon, Grainawi, Lubbe, Underwood, and Hayes
Nays: None
Motion carried.

d. Draft Fund Balance Reserve Policy

Board Members discussed the proposed policy and reserve framework.

Member Lubbe moved to approve the Fund Balance Reserve Policy as presented, seconded by Member Dixon.

Roll Call Vote: Ayes: Clark, Dixon, Grainawi, Lubbe, Underwood, and Hayes
Nays: None
Motion carried.

e. Draft Funding Agreement

The Board discussed the proposed funding agreement, including structure and implementation considerations.

Member Dixon moved to approve the Funding Agreement as presented, seconded by Member Lubbe.

Roll Call Vote: Ayes: Clark, Dixon, Grainawi, Lubbe, Underwood, and Hayes
Nays: None
Motion carried.

f. Bill Paying Procedure

The Board discussed bill payment procedures, roles, banking requirements, and financial authority under the Community Mental Health Act. The Board reached consensus that, for the current fiscal year, bills will be approved by the CMH Board and submitted to the Township for payment processing.

g. Upcoming Board Vacancy Notification

The Board discussed the upcoming Board Member vacancy, including notification, and candidate review process. The Board agreed to move forward with the vacancy notifications and have Vice President Lubbe, Trustee Grainawi, and Manager Frisk conduct interviews.

VIII. Board Member Comments

The Board engaged in general discussion regarding community-related matters, and their relation to Board roles.

IX. Closed Session to Discuss Personnel, Pursuant to 5 ILCS 120/2(c)(1)

Member Underwood moved to convene Closed Session to discuss personnel at 8:23 PM, seconded by Trustee Grainawi.

Roll Call Vote: Ayes: Clark, Dixon, Grainawi, Lubbe, Underwood, and Hayes

Nays: None

Motion carried.

Trustee Grainawi moved to return to Open Session at 9:29 PM, seconded by Member Underwood.

Voice Call Vote: All Ayes

Nays: None

Motion carried.

Board Members present during return to Open Session: Jaime Clark, Bill Dixon, Lorri Grainawi, John Lubbe, Jen Underwood, and President Sue Hayes.

Board Members Absent: Jack Vrett.

X. Other Business (Including Action on Matters from Closed Session)

No final action was taken in Closed Session.

Member Clark moved to approve the Employment Agreement with Karin Frisk, in substantially the form presented with minor revisions as discussed in Closed Session, for a four-year term at an annual salary of \$95,000, and to authorize the President to execute the Agreement, subject to Karin Frisk's approval. Seconded by Member Underwood.

Roll Call Vote: Ayes: Clark, Dixon, Grainawi, Lubbe, Underwood, and Hayes

Nays: None

Motion carried.

XI. Adjournment

Member Clark moved to adjourn the meeting at 9:31 PM, seconded by Member Underwood.

Voice Call Vote: All Ayes

Nays: None

Motion carried.

The next Regular Meeting of the Community Mental Health Board is scheduled for Wednesday, April 22, 2026, at 7:00 PM

JOB DESCRIPTION

POSITION TITLE: Mental Health Board Manager

REPORTS TO: Wheeling Township Community Mental Health Board President

FULL-TIME: 32.50 Hours/Week

POSITION SUMMARY

Provide professional management and administrative support to the Wheeling Township Community Mental Health Board (MHB), which distributes annual funding in the areas of mental health, intellectual and developmental disabilities, and substance use disorder. Build working relationships with community partners. Manages funding distributed to agencies and programs serving Wheeling Township residents. Perform oversight of funding recipients by conducting compliance audits, and the review and approval of monthly reporting. Manage the preparation and implementation of the one and three year plan for the Mental Health Board. Experience with grant writing is a plus. This position is non-remote and will require working some evenings. Possibly a weekend or two as needed.

ESSENTIAL JOB FUNCTIONS

- Demonstrate leadership abilities, including initiative, and the ability to work independently, with teams, and MHB members. Complete projects under time constraints.
- Communicate effectively with the MHB in all meetings and provide timely and accurate information and data necessary for the MHB to make informed decisions.
- Maintain written one and three plan for the MHB.
- Prepare agenda for MHB meetings in cooperation with the MHB President.
- Prepare MHB minutes in cooperation with MHB Secretary.
- Conduct compliance audits and site visits of agencies and programs as directed by the MHB.
- Oversee applications, funding awards and reporting for all agencies receiving funding.
- Maintain public information program for the MHB including website updates and brochures.

- Work with the Director of Finance and Administration to administer the Mental Health Board Budget.
- Serve as the MHB liaison to the funded agencies, community organizations, Mental Health planning bodies and Township Staff.
- Perform all other duties as assigned by the Director of Finance and Administration and Mental Health Board.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of mental health and/or human services.
- Familiarity with the Illinois Community Mental Health Act.
- Capacity to identify and manage multiple projects, programs and services in an efficient and effective manner with minimal supervision.
- Knowledge of public administration, project management and grant administration.
- Ability to work in a diverse team environment while utilizing strong evaluative and critical judgement skills.
- Ability to clearly convey instructions to employees or teams. Capable of speaking clearly and effectively before groups of people and answering questions appropriately.
- Ability to create and edit reports and correspondence from varied source materials.
- Ability to maintain effective professional relationships with elected officials, staff, residents, grantees and vendors.
- Ability to work effectively with residents that have a wide variety of mental and physical disabilities.

EDUCATION, EXPERIENCE AND COMPUTER SKILLS

- Bachelor's degree in public administration, healthcare administration or non-profit administration.
- Two years related experience in local government, human services, grant administration or related field.
- Proficiency in Microsoft Office Suite: includes spreadsheets, database application and PowerPoint.
- Experience working with public boards a plus.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with reasonable accommodations.

- Must be able to sit, walk, stand, use fingers in a repetitive motion, twist and turn for long periods of time.
- The position may require some light lifting, pulling, pushing and carrying of up to 25 pounds.
- Requires the operation of a motor vehicle.

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with reasonable accommodations.

- This position is primarily executed indoors. However, it may require contact with outdoor weather at a special event activity participation.
- Contact with low noise levels common in an indoor working environment. Moderate noise levels may be experienced during certain activities.

BENEFITS

This position is full-time salary at 32.5 hours a week. The position is not remote and will require some evenings as the MHB meets the second Wednesday of the month at 7 pm. This position offers a generous benefit package including paid time off, major medical, dental, vision, life and IMRF retirement.

JOB DESCRIPTION

POSITION TITLE: Executive Director

REPORTS TO: Wheeling Township Community Mental Health Board

FULL-TIME: 40 Hours/Week, Exempt

POSITION SUMMARY

Provide professional administration and management for the Wheeling Township Community Mental Health Board (Board), which distributes annual funding in the areas of mental health, intellectual and developmental disabilities, and substance use disorder. Build working relationships with community partners. Manage funding distributed to agencies and programs serving Wheeling Township residents. Oversee funding recipients by conducting site visits/compliance audits and reviewing and approving monthly reporting. Lead and coordinate the strategic planning process, engaging Board Members and key stakeholders, and manage the preparation, implementation, and ongoing monitoring of the Board-approved one and three year plans. Experience with grant administration is a plus. This position is primarily non-remote and will require working some evenings, and possibly a weekend or two as needed. Travel for site visits/compliance audits, annual conferences, and relevant community events is required.

ESSENTIAL JOB FUNCTIONS

- Demonstrate leadership abilities, including initiative, and the ability to work independently, with teams, and with Board Members. Complete projects under time constraints.
- Communicate effectively with the Board in all meetings and provide timely and accurate information and data necessary for the Board to make informed decisions.
- Lead the development and execution of the Board's annual plans, ensuring alignment with its mission, vision, and identified community needs.
- Implement the Board's plans and policies to advance strategic objectives.
- Create agendas for Board meetings in cooperation with the Board President.
- Prepare Board meeting minutes in cooperation with the Board Secretary.
- Develop an annual calendar to coordinate site visits of agencies/programs with Board Members. Conduct site visits in accordance with Board objectives.
- Oversee applications, funding awards, and reporting for all agencies receiving funding.
- Review and validate invoices in preparation of payment approval.
- Maintain public information program for the Board including website updates and relevant community outreach materials.
- Manage the day-to-day administration of the Board's budget.
- Coordinate with the Township's Director of Finance and Administration to execute administration of the Board's budget.

- Serve as the Board liaison to the funded agencies, community organizations, Mental Health planning bodies, Township Officials, and Township staff.
- Develop and disseminate the Board's Annual Report.
- Serve as the Board's OMA and FOIA Officer.
- Develop policies, procedures, and materials relevant to the Board's success.
- Serve as administrator for grant application and reporting software.
- Perform all other duties as assigned by the Board.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of mental health and/or human services.
- Familiarity with the Illinois Community Mental Health Act.
- Capacity to identify and manage multiple projects, programs and services in an efficient and effective manner with minimal supervision.
- Knowledge of public administration, project management and grant administration.
- Knowledge of privacy laws and other relevant statutory regulations.
- Ability to work in a diverse team environment while utilizing strong evaluative and critical judgement skills.
- Ability to clearly convey instructions to employees or teams. Capable of speaking clearly and effectively before groups of people and answering questions appropriately.
- Ability to create and edit reports and correspondence from varied source materials.
- Ability to maintain effective professional relationships with elected and appointed officials, staff, residents, grantees, and vendors.
- Ability to foster an inclusive and respectful environment when working with individuals of varying abilities.

EDUCATION, EXPERIENCE AND COMPUTER SKILLS

- Bachelor's degree required; Master's degree preferred, in a field related to mental health, public administration, healthcare administration, non-profit administration, or a related discipline.
- Two years related experience in local government, human services, grant administration, or related field.
- Proficiency in Microsoft Office Suite: includes spreadsheets, database application and PowerPoint.
- Experience working with public Boards preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with reasonable accommodations.

- Must be able to sit, walk, stand, use fingers in a repetitive motion, twist and turn for long periods of time.
- The position may require some light lifting, pulling, pushing and carrying of up to 25 pounds.
- Requires the operation of a motor vehicle.

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with reasonable accommodations.

- This position is primarily executed indoors. However, it may require contact with outdoor weather at a special event activity participation.
- Contact with low noise levels common in an indoor working environment. Moderate noise levels may be experienced during certain activities.

HOURS

This is a full-time, 40-hour per week, exempt position. Due to the nature of executive responsibilities, the work schedule will require flexibility, including occasional evening and weekend hours.

BENEFITS

This position offers a generous benefit package including paid time off, major medical, dental, vision, life and IMRF retirement.

Wheeling Township Community Mental Health Board Purchasing Policy

1. Purpose

The purpose of this Purchasing Policy is to ensure that all purchases of goods and services on behalf of the Wheeling Township Community Mental Health Board (“Board”) are made in a manner that is transparent, fiscally responsible, and compliant with Illinois Law while allowing efficient day-to-day operations.

2. Scope

This policy applies to all officers, employees, and Board members of the Wheeling Township Community Mental Health Board and governs all purchases and procurement activities undertaken on behalf of the Board. This includes, but is not limited to, the procurement of:

- A. Supplies, materials, and equipment;
- B. Contractual services;
- C. Professional services; and
- D. Grant-funded expenditures administered by the Board

3. General Standards

All purchasing shall:

- A. Serve a legitimate public purpose consistent with the Board’s statutory authority;
- B. Be within the approved budget appropriation;
- C. Promote full and open competition to the extent practicable;
- D. Ensure the best value for the Township, taking into account cost, quality, and reliability;
- E. Prohibit the artificial division or “splitting” of purchases for the purpose of avoiding applicable approval thresholds or bidding thresholds, in accordance with Illinois Law;
- F. Comply with the Illinois Prevailing Wage Act, when applicable to the work being performed;
- G. Avoid conflicts of interest and comply with all applicable ethics laws;

- H. Comply with the Illinois State Officials and Employees Ethics Act Gift Ban provisions in all purchasing activities; and
- I. Ensure timely payment of obligations in accordance with the Local Government Prompt Payment Act.

4. Purchasing Agents, Authority, and Limits

The Board President and/or Executive Director shall serve as the Board’s purchasing agents

- i. The purchasing agent is responsible for procuring items according to approved requests, providing all necessary backup documentation, and ensuring that the request is properly coded and verified

B. Staff purchasing authority – no prior Board approval required:

Maximum Single Purchase	Position
Up to \$1,000.99*	Executive Director

C. Board and officer purchasing authority:

Maximum Single Purchase	Position
Up to \$10,000.99*	Board President
Over \$10,000.99	Full Board
No independent purchasing authority	Individual Board Members

*The Board President and Executive Director may, without prior approval by the Board, enter into agreements, make purchases, and otherwise commit to the expenditure of Board funds for goods and services on behalf of the Board in an amount not to exceed the above-referenced dollar limits, subject to the terms and conditions of this Policy. Such authority does not extend to any agreement, purchase, or commitment in connection with the hiring, employment, compensation, or dismissal of any Board employee, contractor, vendor, or other service provider, except in the case of bona fide emergency or disaster.

D. The Board may enter into agreements for the purchase of goods or services, including employment agreements, that extend beyond the current fiscal year, as authorized by the Illinois Community Mental Health Act and in compliance with applicable law. All multi-year agreements shall be approved by formal action of the Board. To the extent required by law or deemed appropriate by the Board, such agreements may be made subject to annual appropriation or the availability of funds.

- E. All purchases of goods or services must correspond with a specific line-item in the approved Budget for that fiscal year, and no purchase may be made unless sufficient funds remain in the appropriate line-item. This requirement shall not apply to multi-year agreements or other obligations expressly approved by the Board pursuant to Section 4.D, provided that expenditures in any given fiscal year are subject to appropriation and budget approval.
- F. Any emergency expenditure shall be documented and presented to the Board for ratification at its next regular meeting.

5. Competitive Quote Requirements

- A. The following guidelines will determine the competitive quote requirements for Board purchases:

Dollar Limits	Quote Requirements
\$1,000.99 or less	Verbal quotes are sufficient (at least 2)
\$1,001.00 to \$10,000.99	Minimum of 2 written quotes
\$10,001.00 to \$29,999.99	Minimum of 3 written quotes
\$30,000.00 or greater	A formal RFP (Request for Proposal) and/or competitive bid may be required in accordance with State Law and Township Ordinance. Only certain exceptions are allowed by law.

If the required number of quotes cannot be obtained for a purchase under \$30,000, a written explanation as to why the required number of quotes could not be obtained is required.

- B. The Board may waive the Quote Requirements for expenditures under \$30,000 if, in its opinion, efforts to obtain quotes are exhausted or impractical.
- C. Exceptions to the Quote Requirements include single source vendors, repeat and repetitive purchases, purchases through a purchasing cooperative, requirements by State statute or local ordinance, prior-approved or allowed contractual obligations, or other situations authorized by the Board or existing Board policy, or otherwise by law.

6. Documentation and Records

- A. All purchases must be supported by:
 - i. Invoices or receipts
 - ii. Proof of quotes when required

iii. Board minutes when applicable

B. Records shall be retained in accordance with the Illinois Local Records Act

7. Expenditure Review and Approval Process

- A. The Executive Director shall review all bills and supporting documentation for accuracy, contractual compliance, programmatic appropriateness, and general accuracy. The bills and supporting documentation shall be made available for further Board member review. Bills determined to be appropriate for payment shall be forwarded to the Wheeling Township Accountant, who will prepare an unpaid bills detail that identifies each vendor, the applicable account line item, and the dollar amount involved
- B. The Board shall designate one or more members to perform a pre-approval review of bills and supporting documentation. The designated Board member(s) shall review the bill list for reasonableness, completeness of supporting documentation, and apparent compliance with Board-approved contracts, budget appropriations, and applicable policies.
- C. The unpaid list of bills shall be presented to the Board at a duly noticed Board meeting for review and approval. No disbursement of funds shall be made without formal approval by the Board.
- D. Following Board approval, the list of approved unpaid bills shall be submitted to the Township Supervisor and Clerk for signatures, processing and issuance of checks.

8. Recurring Expenses

- A. The Board President, Executive Director, or assigned designee, shall have the authority to pay the following goods and services without prior examination of the payables, or invoices by the Board:
- i. Board employee compensation, IMRF contributions, and all other employee payroll deduction obligations, e.g., health insurance, deferred compensation plans, Executive Director vehicle allowance, etc.*
 - ii. Shared services contributions with Wheeling Township**
 - iii. Ordinary payments for general operating expenses that have been appropriated in the approved Budget or approved via contract at a Board meeting: office

supplies, postage, printing, public notifications, public information, general liability insurance, technology vendors (Adobe, Docusign, Office 365, Submittable), Association membership dues and training conferences (Association of Community Mental Health Authorities of Illinois (ACMHAI), Health Care Compliance Association (HCCA), Township Officials of Illinois (TOI), Metropolitan Township Association (MTA), legal counsel services (Bond | Conway Law Firm, LTD), cellphone service (Verizon)**

- iv. Employee reimbursements in a manner consistent with the Wheeling Township's Travel and Expense Reimbursement Policy*

B. Recurring expenses shall be included for review at the Board's Regular Meeting

*Designee = Township Director of Finance and Administration or Township Supervisor

**Designee = Board President or Executive Director, in accordance with the Purchasing Limits identified in Section 4.

9. Prohibited Practices

- A. Artificial division of purchases
- B. Personal purchases using public funds
- C. Purchases from prohibited vendors / sources
- D. Circumventing Board authority

10. Grant-Funded Procurements (GATA / Federal Compliance)

Procurements funded in whole or in part with federal or state grant funds shall comply with all applicable requirements of the Illinois Grant Accountability and Transparency Act (GATA) and all applicable federal laws and regulations, including but not limited to 2 CFR Part 200.

In the event of a conflict between this Policy and applicable grant requirements, the more restrictive requirement shall govern. In addition, all procurements shall comply with any specific terms, conditions, and requirements of the applicable grant award or pass-through entity, including any special procurement provisions imposed by the awarding agency, whether or not such provisions are more restrictive than this Policy.

The Board adopts the procurement standards set forth in 2 CFR §§ 200.317 through 200.327, including requirements relating to full and open competition, procurement methods, cost and price analysis, contract provisions, and administrative requirements.

All grant-funded procurements shall be conducted in a manner providing full and open competition and in accordance with applicable conflict of interest standards. No employee, officer, or agent of the Board may participate in the selection, award, or administration of a contract supported by grant funds if a real or apparent conflict of interest exists.

To the extent required by law or the terms of the applicable grant, contracts funded in whole or in part with grant funds shall include all required federal and state contract provisions.

The Executive Director, or designee, is responsible for ensuring compliance with applicable grant procurement requirements and maintaining appropriate documentation supporting each procurement.

11. Policy Review

This policy shall be reviewed annually by the Board and amended as necessary to ensure continued compliance with Illinois Law

Approved: _____

Next Review: _____