

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

**WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD MEETING**

PAULA ULREICH MEETING ROOM  
WEDNESDAY, JUNE 12, 2024  
7:00 PM

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
- IV. APPROVAL OF MINUTES OF REGULAR BOARD MEETING MAY 8, 2024
- V. PRESENTATION – Dr. Sean Bailey Harper Business Solution, Needs Assessment Update
- VI. CITIZENS TO BE HEARD
- VII. NEW BUSINESS
  1. Election of Officers
    - a. President
    - b. Vice-President
    - c. Secretary
  2. Approval – Funding Application
  3. Secretary’s Annual Report
- VIII. BOARD MEMBER COMMENTS
- IX. ADJOURNMENT

NEXT REGULAR BOARD MEETING-WEDNESDAY, AUGUST 14, 2024-7:00 PM

WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD MINUTES OF  
MAY 8, 2024

**CALL TO ORDER**

The Mental Health Board Meeting of Wheeling Township, for May 8, 2024 was held in the Paula Ulreich Meeting Room, in the Township of Wheeling, 1616 North Arlington Heights Road, Arlington Heights, Illinois. President Jack Vrett called the meeting to order at 7:03 p.m.

**ROLL CALL**

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

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

**PLEDGE OF ALLEGIANCE**

President Jack Vrett led those assembled in the Pledge of Allegiance.

**APPROVAL OF MINUTES**

**MOTION #1: APPROVAL OF THE AMENDED MINUTES OF THE WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD MEETING ON MARCH 13, 2024.**

Motion by Susan Hayes, seconded by JoAnne Schultz, to approve the amended minutes of March 13 , 2024 Wheeling Township Community Mental Health Board Meeting.

VOICE CALL VOTE: ALL AYES...  
NAYS: None....Motion #1 Carried.

Prior to Citizens To Be Heard President Jack Vrett advised the audience that Regina will explain the documents that have circulating around. He also stated that citizens can email questions to [wt708mhb@wheelingtowship.com](mailto:wt708mhb@wheelingtowship.com) 10 days prior to the board meeting. This will allow the board to be more prepared to answer the questions. Wheeling Township Attorney Ken Florey stated that the allotted time will still be 20 minutes.

**CITIZENS TO BE HEARD**

Fred Vogt a resident of Arlington Heights stated that he is confused by the 20 minutes allotted for Citizens To Be Heard. He said 20 minutes is not conducive for good public dialog. He stated that a Q & A session should be held for the citizens to get more information from the Board and for them to express their concern on what's going with the funding. He would like to see this Board to speak to the Wheeling Township Board

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MAY 8, 2024

to come up with a way to fill the needs and to improve Mental Health services that are desperately needed.

Lorri Grainawi a resident of Arlington Heights stated at the last Board Meeting JoAnne Schultz asked if the group that voted on the referendum had a plan on how to spend the money that was levied. Lorri said before advocating to form a Mental Health Board the group talked with Police & Fire Departments and other social service agencies to determine if there was more need in the community.

Tracy Shreva a resident of Arlington Heights stated she had questions for Dr. Bailey on the Needs Assessment. She will email her questions to Regina Stapleton before the next Board Meeting. She also stated she wants to make sure Mental Health, Developmental Disabilities and Substance Use Disorder are all being addressed.

Denise Dirks a resident of Wheeling stated she has observed and is requesting that not only the agenda be posted but also the backup material should be posted so they can prepare for the Board Meetings. Her other request is that the agenda & back up material be translated into Spanish & Polish.

Kathy Motto a resident of Arlington Heights stated that she would like to know what the plans are to get started. She asked if there was going to be a new referendum and when money would be levied.

Prior to Business Wheeling Township Administrator Regina Stapleton explained the Community Survey results and the flyer for focus groups. She stated that Harper created the graphs from the survey results. She also stated she has sent out over 200 emails to Service Providers, School Districts, Municipalities, & Churches asking them to participate in a focus group.

**BUSINESS**

**MOTION #2 APPROVAL OF THE WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD POLICIES**

Motion by Jim Ruffatto, seconded by JoAnne Schultz to approve the Wheeling Township Community Mental Health Board Policies.

VOICE CALL VOTE: ALL AYES...

NAYS: None...Motion #2 Carried.

**Update-Needs Assessment**-Board member Susan Hayes gave an update on the Wheeling Township Mental Health Community Needs Assessment prepared by Dr. Sean Bailey. She stated the Community Needs Assessment is focused on services to mental

WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD MINUTES OF  
MAY 8, 2024

health, intellectual and developmental disabilities and substance use disorders. Completion of the Needs Assessment should be the first week in September.

**Review of the 2025-26 Funding Agency Application**-Wheeling Township Administrator Regina Stapleton asked the Board to please review the application and to send revisions to her. She stated vote for approval will be at the June meeting as there is no July meeting and the application will be available on the website in August.

**BOARD COMMENTS**

Jack Vrett thanked everyone on the board for all their work. He stated the elections for officers of the Board will be at the June meeting.

Jeanne Hamilton thanked John Lubbe for attending other Townships Mental Health Board Meetings and for sharing how they run their meetings. She also stated that she is concerned about HB444 if passed would exempt 708 Boards from the Ptell Law.

John Lubbe stated he attended Schaumburg Township Mental Health Board Meeting and Vernon Township Mental Health Board Meeting. He shared some of the notes from both meetings.

Bill Dixon thanked John Lubbe for attending the 2 Township Mental Health Board Meetings. He stated for clarification the Policy Manuel says 30 minutes is allowed for public participation.

Jim Ruffatto asked if the final wording for the referendum had been finalized. Wheeling Township Attorney Ken Florey said the filing period has not opened yet. There was more discussion on the wording and the amount to be levied.

**MOTION # 3 ADJOURNMENT**

Motion by Jeanne Hamilton, seconded by Bill Dixon

VOICE CALL VOTE: All Ayes...

NAYES: None...Motion #3 carried

The meeting for Wednesday, March 13, 2024, was declared adjourned at 7:53 pm. The next scheduled Community Mental Health Board Meeting is set for Wednesday, June 12, 2024, at 7 pm.

**WHEELING TOWNSHIP**  
**2025-26 AGENCY APPLICATION FOR FUNDING**  
**GENERAL INSTRUCTIONS**

**Completed applications must be returned to Wheeling Township by September 23, 2024**

**General Application Requirements**

The following provides a brief description of the mandatory components of the application package. The application package must include and address each component. An incomplete application may be considered unqualified for consideration.

**Program Information**

Every question must be answered. Be specific on government and non-government funding on page 1-list each funding source by name. If you need additional space use a separate page and attach to application. Please put your program name at the top of each page in the upper right hand corner.

**Budget**

The budget should be completed using current year operating information. A budget narrative may be included if further explanation is needed on how fringe benefits were calculated, why particular items of supplies or equipment must be purchased, etc.

**Attachments**

Should include:

- 12 Copies of the Application for Funding signed and dated
- 12 Copies of the current budget (including itemized revenues by source)
- 12 Copies of the Agency certification (form provided)
- 12 Copies of the Organizational Chart
- 12 Copies of a most recent Balance Sheet
- 1 Copy of the Certificate of Insurance
- 1 Copy of the Articles of Incorporation
- 1 Copy of the Agency by-laws
- 1 Copy of the Agency audit (most recent)
- 1 Copy Form 990 and AG990IL

**THIS APPLICATION MUST NOT BE ALTERED IN ANY WAY OR IT WILL BE REJECTED.**

# WHEELING TOWNSHIP

## 2025-26 *Application for Funding*

*"We are Neighbors helping Neighbors. Our mission is to responsibly apply tax dollars to fulfill our state mandates, as well as provide services, information and resources to assist and benefit our residents."*

[www.wheelingtowship.com](http://www.wheelingtowship.com)

Name of Organization \_\_\_\_\_

Contact Person/Title \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone & Fax \_\_\_\_\_

Email \_\_\_\_\_

No. Years in Existence		Agency Fiscal Year		TO	
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*Requested Funding 2025-26*      \$ \_\_\_\_\_

SEPARATELY LIST BY ENTITY 2024-25 Sources of Governmental Funding	SEPARATELY LIST BY ENTITY 2024-25 Sources of Non Governmental Funding
\$	\$
\$	\$
\$	\$
\$	\$
\$	\$
\$	\$
\$	\$
\$	\$
\$	\$
\$	\$
\$	\$
\$	\$
\$	\$
\$	\$
\$	\$

**Please briefly describe the purpose of the agency, or the proposed program, using only the space provided:**

*I/We hereby certify that all information contained in this application for funding is true and correct to the best of my/our knowledge and agree to comply with all requirements of the program if this agency is awarded and accepts funding.*

\_\_\_\_\_  
 Name and Title of Representative                      Signature                      Date

**THIS APPLICATION MUST NOT BE ALTERED IN ANY WAY OR IT WILL BE REJECTED.**

5

IN-KIND FUNDING		
Wheeling Township In-Kind Funding *		\$
Other In-Kind Funding		\$
*Agencies occupying space in the Wheeling Township Community Center should include rent in basement @ \$12.00 per square foot and second floor @16.00 per square foot.		

### Program Information

Describe the services provided by the program (include unit of service by activity)

### WHEELING TOWNSHIP CURRENT CLIENT DEMOGRAPHICS

Gender	0-4 Years	5-17 Years	18-24 Years	25-64 Years	65 & Older
Female					
Male					
Total					

Ethnicity	0-4 Years	5-17 Years	18-24 Years	25-64 Years	65 & Older
Caucasian					
African American					
Hispanic/Latino					
Native American					
Asian/Pacific Islander					
Other					
Total					

Number of Clients Served	2023-2024
Total number clients served for the ENTIRE agency	
Total number Wheeling Township clients served	
Total number direct service hours provided to Wheeling Township clients	

**Define eligibility requirements for services (e.g. income, age, geographic location)**

**Provide estimated timeline for when specific activities will be conducted and/or completed. Some activities may be ongoing and should be so noted**

**Provide days and hours services are available**

**Explain any fees charged for this program, including use of sliding scale fees. Please attach a fee schedule**

**Identify demand for this service from the community**

**Explain why your agency is best suited to undertake this program**



**Describe how the agency will publicize Wheeling Township funding**

**Discuss efforts to collaborate with other northwest suburban agencies providing similar services, eliminating duplication of efforts**

**Describe participation of volunteers and estimate the value of volunteer hours**

**Describe Fundraising/Outreach Efforts**

**Please list all outside consultants including professional fundraiser, include their objective and total fees and expenses paid. If you used a professional fundraiser, include total amount raised by the fundraiser.**

**Objectives**

**State client based outcome objectives (Tell what the client will get out of these services, e.g. client will get and keep a job for at least 6 months):**

**Identify strategy to achieve objectives (e.g. client will attend job skill workshop and be appropriately placed in employment):**

**Identify method of measuring outcome objectives (e.g. caseworker and client report):**

**Provide outcome objective results for previous year:**

**Provide any changes that are being made in the program as a result of the previous outcomes:**

**Identify major staff positions responsible for this program & the number of employees directly responsible for clients & ratio of staff to clients**

Position	Qualifications (Include degree, if applicable)

**Describe recent implementation of cost reduction measures**

**Other pertinent information**

# Budget

<b>A. Salaries-List each position by title (top 3 positions only)</b>		
<b>Position/Title</b>	<b>Salary (Include bonuses, deferred comp, and all other allowances) Please attach Organizational Chart</b>	<b>Fringe Benefits</b>

<b>B. Occupancy-Include only: Facility, rent, usage charges, utility charges, building and grounds services, supplies and property insurance</b>	
<b>Item</b>	<b>2024-25 Cost</b>
	\$
	\$
	\$
	\$

<b>C. Program-direct client contact employees/consultants, supported/transitional living programs-include rent, client transportation, utilities for facility</b>	
<b>Item</b>	<b>2024-25 Cost</b>
	\$
	\$
	\$

<b>D. Percent (%) All administration costs are to total budget-include only non-client contact expenses</b>	
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# AGENCY CERTIFICATION

Please mark "YES" or "NO" as appropriate next to each statement and initial each. Your initials certify the accuracy of each statement. Supporting documents may be requested at a future date and must be supplied upon request.

Initial    YES    NO

- |       |       |       |  |
|-------|-------|-------|--|
| _____ | _____ | _____ | Agency maintains a personnel policy manual                                     |
| _____ | _____ | _____ | Agency has Audited Financial by independent CPA                                |
| _____ | _____ | _____ | Agency has a non-discrimination policy   |
| _____ | _____ | _____ | Agency has a sexual harassment policy  |
| _____ | _____ | _____ | Agency has a grievance procedure   |
| _____ | _____ | _____ | Agency has an ethics policy  |
| _____ | _____ | _____ | Agency has a whistle blower policy   |
| _____ | _____ | _____ | Agency has a conflict of interest policy                                       |
| _____ | _____ | _____ | Agency has an effective fiscal management system in place                      |
| _____ | _____ | _____ | Agency maintains liability insurance coverage                                  |
|       |       |       | If yes, amount of coverage _____   |
|       |       |       | Name of insuring agency _____  |
| _____ | _____ | _____ | Agency pays all federal and state required payroll taxes                       |
| _____ | _____ | _____ | Agency maintains fidelity bond coverage for employees handling agency accounts |
|       |       |       | If yes, amount of coverage _____   |
|       |       |       | Name of insuring agency _____  |
|       |       |       | If no, what would cost of coverage be _____                                    |
| _____ | _____ | _____ | Agency has by laws in place  |
|       |       |       | Date accepted _____  |
|       |       |       | Date last amended _____  |

\_\_\_\_\_  
Print name of person initialing above

\_\_\_\_\_  
Signature of person initialing above

\_\_\_\_\_  
Title

## ANNUAL REPORT 2024

### WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD

The Wheeling Township Community Mental Health Board held its first meeting in March of 2023. The Board was created as a result of a successful referendum in November of 2022. At its first meeting, the Board elected from its membership persons to fill the positions of President, Vice President, and Secretary, all for 1-year terms in accordance with State law.

In late March, a number of Board members attended an orientation session held by The Association of Community Mental Health Authorities of Illinois. The Wheeling Township Community Mental Health Board subsequently joined the Association and has regularly received briefings from the Association. The Board appreciates the funding provided by the Wheeling Township Board for this membership.

Throughout its first year, the Board has received periodic visits at its Board meetings from persons with knowledge of mental illness, substance use abuse, and developmental disabilities. The aforementioned conditions are the statutorily directed focus areas for community mental health boards. Among those making presentations at Wheeling Township Community Mental Health Board meetings have been:

- Executive Director of Ascension Center for Mental Health
- Arlington Heights Police Chief
- Executive Director of Clearbrook
- Wheeling Deputy Police Chief and Social Service Manager

Presentations were also made by:

- Children's Advocacy Center
- Harbour
- Omni
- Shelter, Inc.
- Center of Concern

One of the major steps taken by the Board in the past year was selection of a firm to conduct a Needs Assessment. Following review of proposals and subsequent interviews, Harper College Business Solutions was selected for the engagement. The Board appreciates the funding for this engagement provided by the Wheeling Township Board.

Among its various outreach efforts, Harper College Business Solutions will draw upon the results of a Community Survey authorized by the Board and conducted in late 2023.

The Wheeling Township Community Mental Health Board was actively involved in reviewing requests for funding from local agencies. The Board's recommendations were conveyed to the Township Board for its consideration as funding allocations are made by the Township Board.

An unanticipated challenge faced by the Wheeling Township Community Mental Health Board in its initial year was the written opinion by Township Attorney Ken Florey, which was received in late June of 2023. Mr. Florey stated in his letter that the November 2022 referendum failed to contain the required language set forth in State law that would give the Wheeling Township

Community Mental Health Board authorization to request a tax levy. It had been anticipated that the preponderance of the money raised by a tax levy would be used to address the statutorily targeted areas of mental illness, substance use abuse, and developmental disabilities. For now, the lack of taxing authority is unresolved.

Throughout the Board's first year, extensive and constructive input has regularly been received at Wheeling Township Community Mental Health Board meetings from interested citizens.

The presence of Wheeling Township Attorney Ken Florey at the Wheeling Township Community Mental Health Board meetings has been helpful in clarifying questions that have arisen.

Finally, the support of Wheeling Township Director of Finance and Administration Regina Stapleton has been of great benefit to the Wheeling Township Community Mental Health Board. Administrative Assistant Linda Hallett has made valuable behind-the-scenes contributions as well.

Ms. Stapleton and Ms. Hallett have full-time positions with the Township. The additional activities prompted by the existence of the Wheeling Township Community Mental Health Board have had a significant impact in conjunction with their pre-existing workloads. The Wheeling Township Community Mental Health Board extends its recognition and thanks for their assistance.