

WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD

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

REGULAR MEETING

WEDNESDAY, JUNE 10, 2026

7:00 PM

Zoom link: <https://us02web.zoom.us/j/83089762611?pwd=k0TboEP5DFtssX9rs2vpxlAaKKtGPu.1>

Zoom ID: 830 8976 2611 Passcode: 382359

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 Executive Director, 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. REPORTS
 - a. President's Report
 - b. Trustee Liaison's Report
 - c. Executive Director's Report
6. BUSINESS – FOR DISCUSSION / FOR ACTION
 - a. List of Bills – Approval
 - b. Consideration and Possible Action Regarding Scheduling Additional Special Board Meeting Dates
 - c. FY2027-28 Notice of Funding Availability Content – Discussion
 - d. Consideration and Possible Adoption of Requirements and Guidelines for Allocation of Funds
 - e. FY2027-28 Funding Application Content – Discussion

f. Officer Elections – for Annual Terms Beginning July 1, 2026

i. President

ii. Vice President

iii. Secretary

7. BOARD MEMBER COMMENTS

8. ADJOURNMENT

NEXT REGULAR BOARD MEETING - WEDNESDAY, JULY 8, 2026, at 7:00 PM

WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD

Requirements and Guidelines for Allocation of Funds

Introduction

Pursuant to the authority contained in the Community Mental Health Act, Illinois Compiled Statutes (405 ILCS 20/0.1 et seq.), funds allocated by the Wheeling Township Community Mental Health Board (WTCMHB) shall be used to contract for mental health, substance use disorder, and intellectual and developmental disability services as defined by the local community mental health board.

The WTCMHB believes that services should be provided in the least restrictive environment appropriate to the needs of the individual client; that WTCMHB funding support shall be community-based. WTCMHB will coordinate its planning and funding efforts in consideration of governmental and nongovernmental payers and providers of services.

In various sections of these Requirements and Guidelines, the terms “Applicant,” “Agency,” “Organization,” and “Provider” refer to the entity seeking or receiving funding from the WTCMHB. Acceptance of WTCMHB funding establishes a legal obligation on the part of the contracted agency to use the funding in full accordance with the provisions, terms, and conditions of the contract. The funded agency assumes full responsibility for the conduct of Program/Project activities and deliverables and is responsible for meeting WTCMHB compliance standards for financial management, internal controls, audits, and periodic reporting. An individual contract, once awarded, will include additional details.

General Requirements for Applicants

Who may apply for WTCMHB funding:

Applicants for funding may be an individual or a public or private entity providing mental health, developmental disability, or substance use disorder support and/or services to residents of Wheeling Township. The Applicant must demonstrate sound business practices for a minimum of two years prior to submission of application.

The following entities are eligible to apply:

- Not-for-Profit corporations must be registered as a not-for-profit in good standing with the State of Illinois and established as a Section 501(c)3 for a minimum of two years under the Internal Revenue Code; the agency must have a Board of Directors representative of the service area.
- For-Profit Businesses (including properly certified/licensed and insured sole proprietorships and individually owned LLCs).
- Governmental Entities/Departments within Wheeling Township.

Through the funding application and review process, all entities must demonstrate financial accountability, reliability, and stability, as well as appropriate service of value to the persons to be served as determined by the WTCMHB.

Administrative Requirements of Applicants

1. If a corporation, must have corporate By-Laws; WTCMHB strongly recommends the By-Laws encourage consumer representation on the Board.
2. Have policies ensuring nondiscrimination in the acceptance of clients, employment of personnel, and appointment to the Board of Directors or in any other respect on the basis of race, color, creed, religion, ancestry, national origin, age, mental or physical disability, gender, marital status, order of protection status, pregnancy, military status, unfavorable discharge from military service, citizenship status, sexual orientation, including gender-related identity whether or not traditionally associated with the person's designated sex at birth, or any other basis prohibited by applicable federal, state, or local fair employment laws or regulations.
3. Services funded by WTCMHB shall not be denied based on a client's inability to pay.
4. Demonstrate a willingness and ability to enter into networking agreements with other providers in order to avoid overlapping services and coordinate care.
5. Cooperate fully in Program evaluation and onsite monitoring as conducted by the WTCMHB and staff pursuant to the mandate contained in the Community Mental Health Act and funding contracts.
6. Provide services to each eligible client in accordance with a written individual plan (where applicable) which identifies the client's needs and strengths as determined by assessment.
7. Comply with all applicable Illinois and Federal laws and regulations with respect to safeguarding the use and disclosure of confidential information about recipients of services.
8. Comply with all applicable Illinois and Federal laws and regulations with respect to record retention requirements.
9. Have admission and discharge policies and procedures set forth in writing and available for review.
10. Demonstrate that professional staff are licensed, registered, or certified by the State of Illinois, as applicable to the discipline and current Illinois regulations/requirements.
11. Demonstrate that all Program facilities are in compliance with applicable State of Illinois licensure requirements and local ordinances with regard to fire, building, zoning, sanitation, health, safety, and ADA accessibility requirements.
12. Shall certify that they will not use WTCMHB funds:
 - a. To engage in proselytizing activities with consumers and/or require worship or religious instructional activities as a condition of participation.
 - b. For direct or indirect medical (physical health) services that are not related to mental health, substance use disorder or intellectual and developmental disabilities.

- c. To supplant funding for Programs or services under the jurisdiction of public school systems.
 - d. To augment or supplant funding from any other Federal or State source prohibiting such action and/or subject to coordination of benefits.
13. As a condition of receiving funding, the Applicant shall certify that it is in compliance with all applicable State, Federal, and local laws, regulations, and requirements governing its operations and the activities funded by the WTCMHB contract. Such certification shall include, but is not limited to:
- a. The Applicant maintains and complies with applicable equal employment opportunity, non-discrimination, anti-harassment policies and practices.
 - b. The Applicant provides a drug-free workplace and, where applicable, complies with all requirements governing controlled substance and alcohol testing for employees performing motor vehicle operation.
 - c. The Applicant is not barred from contracting with any unit of State or local government as a result of a violation of laws related to bidding.
 - d. For capital projects, where applicable, the Applicant certifies compliance with the Steel Products Procurement Act, and that, to the extent required by the Americans with Disabilities Act (ADA), shall utilize standards and/or methods that do not discriminate against the disabled.
14. As a condition of receiving funding, the Applicant will need to have the following liability/insurance coverages for the duration of the contract term:
- a. Commercial General Liability*
 - b. Business Automobile Liability*
 - c. Professional Liability Errors and Omissions
 - d. Sexual Abuse or Molestation Liability*
 - e. Blanket Crime
 - f. Workers Compensation Insurance**
 - i. *These policies will require the Grantor and its affiliates to be named as additional insureds, on a primary and non-contributory basis
 - ii. **This policy will require providing a waiver of subrogation to Grantor
15. The Applicant will acknowledge financial support from the Wheeling Township Community Mental Health Board on the agency's marketing and promotional materials related to funded Program(s), including social media, community presentations, and reports.

The Wheeling Township Community Mental Health Board reserves the right to contact the applicant's funding sources with or without applicant's notice or knowledge to confirm compliance with all non-supplanting or supplemental funds and/or certification/accreditation standards.

Fiscal Expectations for All Applicants

1. The organization shall be managed in a manner consistent with sound fiscal standards and shall maintain written policies and procedures regarding its fiscal activities, including but not limited to payroll, purchasing, internal controls, cash management, relevant fee schedules, contracts, billing, and risk management.
2. Applicants will be required to submit both (1) the Organization's current agency-wide operating budget, and (2) a detailed budget for the proposed Program/Project covering the Grant period. The Program/Project budget must clearly identify all anticipated revenues and expenditures. The Program/Project budget must identify the specific expenses, activities, and/or positions for which Grant funds are requested and disclose any other funding sources supporting the Program. The WTCMHB reserves the right to include additional financial metrics as part of the funding application.
3. Organizations will be held to WTCMHB approved budgets for each Program awarded funds as outlined in the funding agreements. A financial reconciliation of WTCMHB payments to actual expenses related to funding contracts will be required at year end, with unexpended or disallowed amounts returned to the WTCMHB.
4. Applicants must have other potential and committed sources of funding. WTCMHB funds awarded are restricted to the Program(s) specified in the contract(s) concerning the obligation of funding. For Grant contracts, WTCMHB funds in excess of actual reimbursable expenses by the Program are subject to recovery.
5. If indirect expenses will be charged to the award, the organization's cost allocation plan must be submitted to WTCMHB and the expenses in line with the plan or the expenses will be disallowed.
6. Organizations will establish and maintain an accrual accounting system in accordance with generally accepted accounting principles to include a level of documentation, classification of entries and audit trails.
 - a. All fiscal records shall be maintained for five (5) years after the end of each contract(s) term, and if a need still remains, such as unresolved issues arising from an audit or legal process, related records must be retained until the matter is completely resolved.
 - b. Amounts charged to WTCMHB-funded cost centers for personnel services must be based on documented payrolls. Payrolls must be supported by time and attendance records for individual employees (as applicable).
 - c. WTCMHB funds may only be used for expenses that are reasonable, necessary and related to the provision of services as specified in the contract. All allowable expenses that can be identified to a specific WTCMHB-funded Program should be charged to that Program on a direct basis. Any allowable reimbursable expenses indirectly identified to a WTCMHB-funded Program must be allocated similarly to all Programs, both funded and non-funded, in an equitable manner.

d. The following is a list of non-allowable expenses:

- 1) Bad debts;
- 2) Contingency reserve fund contributions;
- 3) Contributions and donations,
- 4) Entertainment;
- 5) Purchase of alcohol;
- 6) Compensation for Board Members;
- 7) Fines and penalties;
- 8) Interest expenses;
- 9) The portion of any expense that is offset by rental income received;
- 10) Capital or Asset purchase expenditures greater than \$500 unless funds are specified for such purpose through a stand-alone funding application;
- 11) Expenses that are already funded, reimbursed, or otherwise covered by State or Federal funding sources, including any costs that would result in a duplication of benefits or violate coordination-of-benefits requirements;
- 12) Supplanting funding from another revenue stream. The WTCMHB may delay allocation decisions when anticipated funds from other sources may be influenced by WTCMHB decisions;
- 13) Expenses or items not otherwise approved through the budget, or in excess of approved budget;
- 14) Expenses incurred outside the term of the contract;
- 15) Contributions to any political candidate or party;
- 16) Non-WTCMHB-funded Program purposes;
- 17) Excessive administrative costs including:
 - a) Any indirect administrative cost rate in excess of 20% of the non-administrative portion of the budget, unless approved by the Board;
 - b) Any indirect administrative costs that exceed those approved in the Program/Project/Service budget;
 - c) Any indirect administrative costs for which an organization's cost allocation plan has not been submitted and deemed acceptable to WTCMHB;
- 18) Lobbying costs;

7. Unless otherwise specified, WTCMHB is the "payer of last resort" for funded Programs.

8. Any funds not used or expended by the end of the contractual period shall be returned to WTCMHB.

9. The WTCMHB, at its discretion, may elect not to fund an application based on what is deemed to be in the best interest of the Township.
10. Each agency will be required to submit an annual independent financial audit unless otherwise waived by WTCMHB. Failure to meet these audit requirements shall be cause for termination or suspension of WTCMHB funding. If the audit includes a management letter, this document and any report of corrective action must also be made available for WTCMHB inspection. Any exceptions to these requirements must be preapproved by the WTCMHB.

Allocation and Decision Process

1. All WTCMHB allocation and contracting decisions are made in meetings open to the public. Allocation decisions will be based on statutory mandates, priorities and defined criteria related to the findings of various needs assessment activities sponsored by the WTCMHB. To the extent possible, final decisions will be predicated on how well an application aligns with the statutory mandates, WTCMHB-established priorities, and rubric criteria.

The WTCMHB application for funding process shall include the following steps:

- a. Public notification of the availability of funding shall be issued via email to currently funded agencies; Notice of Funding Availability or Request for Funding Proposals on the WTCMHB website and through a press release announcement once the Board approves the release of the application process. This announcement will provide information necessary for an organization to submit an application for funding and how to request access to application materials.
- b. Funding priorities and criteria will be reviewed each fiscal year, identifying the funding application process and timeline.
- c. All potential applicants must register in the Submittable grant management system. Access to application(s) follows completion of the registration process.
- d. Organization must submit, in the WTCMHB's required format, an Agency and Program budget containing anticipated revenues and expenditures for carrying out the purposes of the award. When an organization or third parties support a portion of expenses associated with the award, the budget includes the non-WTCMHB as well as WTCMHB share of expenses.
- e. Technical assistance regarding compliance with WTCMHB requirements will be made available upon request at any time prior to the due date of the application predicated on staff time available.
- f. Application due date will be specified in the public notice and accessible on the WTCMHB webpage <https://www.wheelingtowship.com/Community-Mental-Health-Board>.
- g. Applicants will submit applications by the stated deadline. Late applications will not be accepted for the annual WTCMHB grant program.
- h. Submission of an application does not guarantee funding.
- i. Access to submitted application(s) will be provided to Board Members of the WTCMHB in a medium preferred by the Board Member.

- j. WTCMHB staff and Board Members will complete a review of each application.
 - k. The WTCMHB may require some or all applicants to provide written responses or be present at Board Meetings to answer questions about funding application(s).
 - l. Out-of-cycle funding requests will not be considered, unless they are at the initiation of the WTCMHB.
 - m. The WTCMHB retains complete discretion to make all funding decisions based on the current and anticipated needs of the Wheeling Township community, and all decisions made by the WTCMHB are final.
2. As necessary, the Executive Director shall engage and consult with other public and private agencies for purposes of planning and contracting for delivery of services. The WTCMHB may award and/or reallocate funding without a Special Allocation process.

The Award Process, Contracts, and Amendments

1. Award Procedures

Once the WTCMHB approves its Final Budget (in January), Applicants will be notified of the Board's funding decision. Applicants who were approved for funding will receive a notification indicating intent to fund, which will include the effective time period of the award, and the Program/Project/Services approved for funding. Award amounts will be excluded, as funds are subject to Budget & Appropriation Ordinance Approval (typically in April, but can be as late as May).

2. Contracting Format and Implementation Procedures

Once the Budget & Appropriations Ordinance is approved, WTCMHB will initiate the contracting process. The contract shall include the boilerplate (i.e., standard language and provisions applicable to all contracts), the Program Exhibit A Document, submitted funding application, special conditions (if applicable), and required financial information. Within the context of the final allocations, the Executive Director is authorized to negotiate and complete the contracts, budgets, and Exhibit A Document. Execution of the contracts requires the signatures of the Applicant's Board President and Executive Director (or Authorized Designees), and the WTCMHB President and Secretary (or Authorized Designee). The contract period is March 1 – February 28/29. An Exhibit A Document will be established as part of contract execution to outline outcomes and parameters for the delivery of service. These documents are executed by the Authorized Designees and may be subject to amendment per WTCMHB approval.

3. Types of WTCMHB Contracts:

The contract format decision rests with the WTCMHB and is based on the appropriateness of the format in conjunction with the objectives of the Program plan.

a. Standard Grant

Payment is predicated on the budget and obligations associated with the contract.

Typically, payments are divided into equal quarterly amounts over the term of the contract,

and are not to deviate from this unless an exception is approved by the WTCMHB. Funding shall be reconciled to actual expenses at WTCMHB fiscal year end, with unspent dollars returned within 15 days of the WTCMHB's February 28 or 29 fiscal year end. Accountability is tied to defined outcomes, performance metrics, and service data. Grants are typically funded to ensure access to a particular level of care or to underwrite the cost of infrastructure needed for the Program.

b. Cost-Reimbursement Funding

In instances when the WTCMHB engages in specialized Program/Project support, payment will be driven by retrospective invoices and supporting receipts for the contract-defined expenditures, within the constraints of the contract maximum.

c. Capital or Asset Purchase

Terms and conditions are directly tied to expenditures for capital improvements or equipment purchases. Payment is driven by an approved spending plan and/or invoices associated with approved items. This type of funding is used for capital equipment, technology, or other tangible assets that support approved programmatic, clinical or operational needs, and provide long-term organizational value. The Applicant must include a timeline for the implementation for the request and identify any other sources of funding. The calculation of percentage of cost attributable to WTCMHB should also be included, based upon WTCMHB covered Program expenses to overall agency expenses (excluding the proposed capital/asset expense).

The WTCMHB reserves the right to prioritize service-related funding over Capital and Asset requests. Strictly Capital or Asset requests may be excluded from funding eligibility if noted with a Notice of Funding Availability or Request for Funding Proposals.

d. Intergovernmental Agreement

The WTCMHB, at its discretion, may enter into an Intergovernmental Agreement with other units of government, for the delivery of services or service system enhancements.

4. Contract Amendments

The need for a contract amendment is driven by a change in conditions delineated in the original agreement. The Provider is required to report changes that modify the administrative structure and/or implementation of the Exhibit A Document. It is recognized that Programs are dynamic, and it is prudent to make Program adjustments to better meet overall goals and objectives. Contract Amendments shall be carried out pursuant to the WTCMHB's Funding Allocation and Funding Agreement Oversight Policy

5. General Reporting Requirements for WTCMHB Funding

Financial, service, reconciliation, and performance metrics reporting requirements are delineated in the contract boilerplate and in additional documents provided to the Agencies. The requirements are subject to revision from year to year. In general, each funded agency is required to submit an annual audit (unless otherwise waived by WTCMHB), monthly service data and quarterly performance metrics reports.

6. Exceptions to the Provisions of the Funding Guidelines

All exceptions to the Funding Guidelines must have the prior approval of the WTCMHB. Requests for exceptions must be submitted to the Executive Director for review and submission to the Board. Subsequently, the WTCMHB's written decision will be transmitted to the agency.

If the contract and Funding Guidelines are not in agreement, the contract shall prevail.

The WTCMHB reserves the right to not select a Provider or to submit a new notice of funding for re-defined services. The WTCMHB also reserves the right to begin negotiations with selected providers for all or part of the proposal components based on its selection criteria.