



# Mental Health Board Needs Assessment Committee Minutes

*Tuesday, April 25, 2023 7:00pm  
Room 314*

- I. Call to Order/Welcome** – Trustee Lauren Saternus called the meeting to order at 7:03pm. The Pledge of Allegiance was recited.
- II. Roll Call** - Members present: Bob Ogilvie, Kathy Reed, Trustee Lauren Saternus, Gina Raza, MaryAnn Ogilvie. Others present: None
- III. Approval of Minutes** – MaryAnn motioned to approve the minutes of 4/12/23. Kathy seconded the motion. Minutes were approved with one correction by voice vote.
- IV. Public Comments** - None
- V. Old Business** –
  - A. Provide Outreach Updates
    - i. Lauren reported that she has reached out to Schaumburg School Districts 54 and 211 to request their participation in the needs assessment data gathering process and focus groups.
    - ii. MaryAnn reported that she received responses from Kenneth Young Center and Center for Enriched Living. All four agencies that have responded to MaryAnn’s questions offered their assistance in the needs assessment process.
  - B. Review Community Survey Questions
    - i. Gina created the initial draft of survey questions. Discussion ensued about suggestions to be made to the survey. Lauren made several suggestions based on survey research that she had done. Other members had some suggestions, as well. A final version was decided upon by the Committee.
    - ii. Having the survey available in other languages is important.
  - C. Upcoming Events and Strategy for Collecting Survey Response
    - i. Lauren and MaryAnn shared lists of community events that would attract large numbers of Schaumburg Township residents. These events will provide good opportunities to ask residents to take the survey. A few MHB members will be needed for each event. Volunteers can be used to assist in these efforts. Lauren will distribute the list to the Committee.
    - ii. The survey will be made available online (Facebook, Township website, etc.), through the use of QR codes (in Town Crier, on signs and posters, at Minds Matter) and on paper, if needed.
    - iii. Gina suggested placing a survey in each student’s back-to-school packs.
    - iv. There are PTA meetings on May 17. Survey responses could be requested during that time.



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**D. Focus Group Topics and Time Frames**

- i. Lauren offered a list of topics for focus groups. They are substance use disorders (SUD), intellectual/developmental disabilities (I/DD), autism, youth mental health, adult mental health, crisis response, cultural and linguistic gaps, housing and transportation, and vocational services.
- ii. Lauren and the Committee members made suggestions for whom to invite for each topic to participate in the focus groups.
- iii. Members were asked to think about how to and who would conduct the focus groups, time frame for conducting the groups and questions to pose to the participants prior to the next Committee meeting. Experts suggest that focus groups have 8 or less participants. The goal is to develop focus groups questions at the next MHB meeting.

**VI. New Business – None**

**VII. Committee Member Comments – None**

**VIII. Next meeting – June 6, 2023, 7:45pm; Room TBD**

**IX. Adjournment – Gina moved to adjourn the meeting; MaryAnn seconded the motion. Meeting was adjourned at 9:18pm.**