



**Schaumburg Township  
Mental Health Board – Regular Meeting  
Minutes**

**May 7, 2024 7:00 pm**

Township of Schaumburg – Upper Level – Boardroom  
1 Illinois Boulevard, Hoffman Estates, IL 60169

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- I. Call to Order/Pledge of Allegiance/Welcome** – President Bob Ogilvie called the meeting to order at 7:00pm. Pledge of Allegiance was recited. Visitors were welcomed.
- II. Roll Call** - Members present: Trustee Lauren Saternus, Kathy Reed, Gina Raza (arrived at 7:03pm), Bob Ogilvie, Joanmarie Wermes, Binoy Thomas and MaryAnn Ogilvie  
Members absent: None  
Guests: Laura Nash, Roosevelt Groves  
Executive Director: Quinette Hobson-Robb
- III. Moment of Silence** – Bob conducted a moment of silence to remember Kenneth Haycock, a MHB member who passed away 4 weeks ago.
- IV. Public Comments**
  - A. Laura expressed that the library raised the level of exposure for Minds Matter to the public vs. having the event at the Township building. Laura suggested that having a map with the locations of agencies' tables would be helpful.
- V. Approval of Minutes** -
  - A. Lauren made a motion to approve the April 2, 2024, MHB meeting minutes. Joanmarie seconded the motion. There was no discussion. Minutes were approved by voice vote.
  - B. Gina made a motion to approve the March 5, 2024, MHB Executive Session minutes. Joanmarie seconded the motion. There was no discussion. Minutes were approved by voice vote.
- VI. Executive Director's Report**
  - A. See attached report.
- VII. Old Business** -
  - A. Quinette reported that suggestions for the intergovernmental agreement were made by both the Township's attorneys and the MHB's attorney. Quinette will recommend to the attorneys that they determine what will be stated in the document and that it be ready to be presented to the Board of Trustees.
- VIII. New Business** –
  - A. Approval of Funding Requests and Amendments
    - i. Quinette reported that some agency grant requests have been received, but they did not submit the signed contracts yet. Quinette has sent detailed explanations to the agencies about the grant process, including monthly grant requests and quarterly reporting requirements. It has been decided that an annual request that is less than or equal to \$10,000 can be paid out in a lump sum, if the agency chooses. Quinette will develop the

criteria and process for funding requests for FY26 by this summer. The following funding requests were received to date:

Leiden Family Service (SHARE) - \$4,166.67 each for March and for April

Center for Enriched Living - \$5,000 – FY25

Special Leisure Services Foundation - \$5,000 – FY25

Doc B, PLLC - \$3,900 each for March and for April

NAMI - \$2,500 – partial FY25

Kenneth Young Center - \$64,583 – March

Northwest CASA - \$6,250 – March

Bob made a motion to approve the above amounts to be sent to these agencies. Joanmarie seconded the motion. Motion was approved by voice vote.

- ii. Quinette reported that Ray Graham Association has asked to send their reports quarterly instead of monthly because this interval works better with their accounting department. Members discussed the pros and cons of allowing this exception. Lauren made a motion to approve RGA submitting their grant requests and reports quarterly for FY 25. Gina seconded the motion. Motion was approved by voice vote via roll call.
- B. Quinette introduced a grant software program called Submittable. She and MaryAnn watched a demonstration and had a Q&A session with the sales representative. Submittable is a robust program that offers a streamlined grants process, improved applicant experience and centralized communication. The subscription that Quinette recommends is a Premium package with a 3-year contract that costs \$12,500 (year 1), \$9,750 (year 2) and \$9,750 (year 3). Quinette said that, before she signs a contract, she would clarify that TOS data would be retrievable after the contract ends or if MHB goes with another vendor. MaryAnn made a motion to purchase Submittable. Kathy seconded the motion. The motion was approved by voice vote via roll call.
- C. Quinette introduced the Funding Allocations Policy. Joanmarie made a motion to approve this policy, seconded by MaryAnn. There was no discussion. Motion was approved by voice vote via roll call.

## **IX. Board Member Comments**

- A. Joanmarie said she was impressed with Minds Matter and the number of people who attended, especially the youth. The event was set up very well and the agency representatives were friendly. It was difficult to locate the Workshop, where the speakers were located.
- B. Kathy reported that she ran out of Minds Matter green bags. There were lots of young people and the event was great.
- C. Lauren welcomed Quinette and thanked MaryAnn for taking the lead on Minds Matter.
- D. Bob reported that he was asked to attend the Juneteenth event. Roosevelt explained that this Juneteenth event will take place outdoors on June 22, 2:00-6:00pm at Harper College.
- E. Bob shared his goals for MHB that he established in December, 2023. He is pleased that many of these goals have already been accomplished. His goals for the MHB are:
  - 1. Secure office space that is visible and accessible to the public.
  - 2. Hire an Executive Director.
  - 3. Establish an official code of conduct for MHB meetings.
  - 4. Create an orientation for new MHB members.
  - 5. Create our own grant application.
  - 6. Collaborate with Senior and Disabilities Department on TOS disability events.
  - 7. Communicate MHB member duties and expectations on MHB applications.
  - 8. Ramp up online and print presence with current and helpful public information.
  - 9. Encourage MHB members to attend ACMHAI and neighboring MHB events.
  - 10. Conduct on-site visits to every grantee by the Executive Director and MHB members.
  - 11. Organize a coalition of grant recipients and host periodic meetings.
  - 12. Don't accept "It's always been done this way". Be creative pioneers.
  - 13. Advocate for appropriate funding and improved services at all government levels.

14. Learn from the MHBs that preceded us and be an example to those who follow.

15. Establish a seven-county Directors Forum.

- F. MaryAnn reported on the success of Minds Matter. The Library did a terrific job of hosting and promoting the event. Many attendees signed up to receive future MHB communications. A member from Beth Tikvah congregation, Scott Fisher, would like a MHB member to participate in a zoom meeting of their social justice committee on May 23. Gina agreed to participate. MaryAnn will contact Scott and give him Gina's contact information. The speaker event at Minds Matter did not attract many attendees (5 for the panel and 7 for In Our Own Voice), but those that did attend expressed they received great benefit. MaryAnn suggested that the two people who presented In Our Own Voice receive a \$50 stipend since they are volunteers. This practice is customary with IOOV presenters through NAMI. Members agreed. MaryAnn will send a \$50 gift card to each of the two presenters.

**X. Next Meeting Date – June 4, 2024, 7:00pm**

**XI. Adjournment** – Joanmarie made a motion to adjourn the meeting. Gina seconded the motion. The motion was passed. The meeting was adjourned at 8:25pm.



## Executive Director Report | April 2024

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Started April 8<sup>th</sup>

MHB files received, OneDrive set up.

Website Admin training with Jenna.

### **Grant Management Software:**

Researched grant management software options.

Inquiry and meeting with Submittable; follow-up demonstration and pricing meetings.

### **Contracts:**

Contracts reviewed, issues identified, recommendations provided, and corrections made. Contracts signed by MHB President & Secretary.

Contracts sent to providers for signatures on April 16<sup>th</sup>. (As of April 30<sup>th</sup> – 14/23 executed).

### **Providers:**

Contacted all funded providers for introduction. Follow-up email with requests and reporting process.

Review of provider applications. Identified application/funding issues and need for application improvements, including unbiased, standardized application review process.

Discussed Grant/Contract/Funding concerns with NAMI – Schaumburg (Barb Royce).

Worked with providers on contract questions, requests, reports, and grant requirements. (Ray Graham, Leyden – SHARE, Schaumburg PD, Kenneth Young, Doc B)

### **TOS Collaboration & Finance:**

MHB Checking Account Opened.

Met with TOS staff and Finance team to discuss MHB budget, expenses, and funding installments; as well as process for MHB payment submission and payback to TOS.

Met with TOS staff to discuss prior funding and reporting process for providers and MHB reporting to the Township Board of Trustees.

Reviewed IGA and attended COW for IGA discussion.

Attended Board of Trustees meeting – May as Mental Health Awareness Month proclamation.

**Networking & Events:**

Attended ACMHAI Legislative Committee meeting.

Talked to AKA Sorority (Olga Watts-Smith) regarding their May 2<sup>nd</sup> MH Forum. Sent out panel opportunity to MHB funded providers.

Met with Hanover Township Mental Health Board Manager.

Met with CQI Mentor to discuss reporting.

District 15 Town Hall on Mental Health Access – Hosted by Cook County Commissioner Kevin Morrison:  
Shout out to Trustee Saturnus for her participation on the panel and highlighting 708 Boards!

**Admin:**

Created MHB Letterhead.

Researched and identified needed policies and procedures.

Developed draft for 'Guidelines for Allocation of Funds' policy.

Developed 'Service Contracts – Funding Allocation' policy.

**Other Highlights:**

Received \$100 donation in memory of Ken from the Woods Family.

Received \$100 donation in memory of Ken from Perrotto Family.