



Schaumburg Township
Mental Health Board – Regular Meeting
Minutes

July 2, 2024 7:00 pm
Township of Schaumburg – Upper Level – Boardroom
1 Illinois Boulevard, Hoffman Estates, IL 60169

- I. Call to Order/Pledge of Allegiance/Welcome – President Bob Ogilvie called the meeting to order at 7:00pm. Pledge of Allegiance was recited.
- II. Roll Call - Members present: Bob Ogilvie, Trustee Lauren Saturnus, Kathleen Reed, Gina Raza, Joanmarie Wermes, and MaryAnn Ogilvie
Members absent: Binoy Thomas
Guests: None
Executive Director: Quinette Hobson-Robb
- III. Public Comments
None
- IV. Approval of Minutes
 - A. Lauren made a motion to approve the June 4, 2024, MHB meeting minutes. MaryAnn seconded the motion. Lauren made one change to the minutes: The correct spelling of Binoy's name. Minutes were unanimously approved with this change by voice vote.
- V. Executive Director's Report
 - A. See attached report.
 - B. The Township's most needed service continues to be transportation.
 - C. The grant application has been built into Submittable and is ready to be used. Quinette suggested that each member enter a dummy grant application to better understand how the program works and to help identify glitches prior to rollout to the public.
 - D. Schaumburg Police Dept. has still not submitted its signed grant application for funding.
 - E. Transportation
 1. Hoffman Estates is conducting a transportation survey, called Hoffman in Motion, for its residents.
 2. Lauren met with various townships' representatives to discuss transportation needs and how entities can work together.
 3. Lyft offers a discount for Harper students. The rides are door-to-door.
 4. PACE offers a discount for Harper students. The rides begin at defined pick up spots.
 5. The Village of Schaumburg has conducted the first phase of a needs assessment. A second phase will ask about transportation and will be conducted later this year.
- VI. Old Business
 - A. The Inter-Governmental Agreement (IGA) was passed unanimously.

VII. New Business

- A. A funding request presentation and application were given to the MHB by Jessica Kazaniwskyj on behalf of Rise Beyond Your Roots, Inc. This organization requested \$30,000. Its goal is to train early childhood educators to identify signs of trauma and associated mental health issues in at-risk children and provide support to those children and their families. The MHB will vote on whether or not to fund Rise Beyond Your Roots, Inc. at the August meeting.
- B. Quinette requested that MHB members send to her MHB accomplishments as they occur to be included in presentations, reports, media, etc.

VIII. Finance

- A. Quinette presented the Mental Health Board Audit Report for June, 2024, the MHB Detail Report of March-May, 2024, and the MHB Profit and Loss Report for May, 2024. Quinette stated that she is not always informed of MHB expenses prior to the bills being paid. She often finds out about the expenses upon receipt of the financial reports. Lauren advised Quinette to inform the Finance Dept. that she (Quinette) approves all purchases and charges to the MHB before those expenses are incurred. Quinette stated that she will so inform the appropriate TOS staff members.
- B. Quinette's mileage reimbursement for April-May, 2024, was approved and signed by Bob.

IX. Board Member Comments

- A. Bob thanked Kathy for stepping up to run the June MHB meeting.
- B. Bob thanked all those who attended the Juneteenth Block Party.
- C. Lauren stated that the Township will send out a new survey by Polco to residents in the next three weeks. If any member has a question/s that he/she would like to have included in the survey, he/she should send the question/s to Quinette.
- D. The MHB cannot hire therapists, but the Township is allowed to. The Township wants feedback regarding the types of employees that should be hired. Ideas that were suggested are: employment support, two full-time therapists who could also run support groups, transportation specialists, gero-psych therapists, therapists who provide after-school and evening hours and specialists who can provide resource lists to those seeking assistance. Members were asked to send additional ideas to Lauren.
- E. MHB has been guaranteed at least 200 square feet of office space in the building's second floor expansion. Supervisor Heneghan also offered the Trustee Room as an option. That room would require installation of IT equipment, a security camera and a panic button. Members seem to prefer the expansion space at this time, although no final decision has been made.
- F. School District 54 has requested space in the Township building.
- G. Joe Kolodziej in the Assessor's office passed away last week.
- H. Kathy suggested that the MHB have dedicated space in the *Town Crier*. All thought this is a very good idea.
- I. Quinette will advocate for all MHB members to have a Township email address. This email address is required in order to log into Submittable.
- J. Terms of office are: President, Vice President and Secretary (Bob, Kathy and MaryAnn) – 4 years; 2 members (Gina and Joanmarie) – 3 years; 2 members (Binoy who is finishing Ken's term and Lauren) – 2 years. Officer elections are held annually.

X. Next Meeting Date – August 6, 2024, 7:00pm

XI. Adjournment – Gina made a motion to adjourn the meeting. Joanmarie seconded the motion. The motion was passed. The meeting was adjourned at 8:55pm.



Executive Director Report | June 2024

Worked on FY25 and FY26 budgets to plan for Township reimbursement and building a reserve.

Completed site visits with 10 funded providers.

- Northwest CASA, Life Span, Advance Preschool, Children's Advocacy Center, Kenneth Young Center, NWSRA – Special Leisure Services Foundation, BRIDGE Youth and Family Services, Clearbrook, GiGi's Playhouse, Resources for Community Living

Continuous Quality Improvement Mentorship meetings.

Continued research on grant reporting best practices to develop MHB reporting requirements.

Worked with Submittable Implementation Team to build out FY26 application and determine next steps.

Continued working with funded providers to collect contracts, funding requests/invoices, and reports.

Received 4 new grant inquiries – provided guidelines, answered questions, and discussed requirements with potential applicants.

Quarter 1 is complete! Working with providers to get quarter 1 reports submitted and working on a report tracker to showcase services being provided with MHB funds.

Attended ACMHAI Legislative Meeting; Signed up for CMHA Ad Hoc Implementation Group.