



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

September 2, 2025 7:00 pm

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

- I. Call to Order/Pledge of Allegiance/Welcome
- II. Roll Call
- III. Public Comment (Limit to 3 minutes)
- IV. Approval of Minutes – For Action
 - a. August 5, 2025 Regular Board Meeting
- V. Reports
 - a. Executive Director’s Report
 - b. Finance Report
- VI. Old Business – For Discussion/For Action
- VII. New Business – For Discussion/For Action
 - a. Application Review Rubric
 - b. FY27 Grant Review Timeline
- VIII. Approval of Monthly Expenses
 - a. MHB Warrant: 8/2/25 – 8/29/25 | \$98,630.88
- IX. Board Member Comments
- X. Closed session
 - a. Pursuant to Section 2(c)(21) of the Open Meetings Act – “Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.”
- XI. Adjournment

Next Meeting: October 7, 2025 at 7pm



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

August 5, 2025, 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, Lauren Saternus, Joanmarie Vermes, Megan Stenberg, Binoy Thomas, Trustee Holly Fath, MaryAnn Ogilvie
Members absent: None
Executive Director present: Quinette Hobson-Robb
- III. Public Comments**
 - A. An attendee asked how to get a grant application. Quinette said that the applications will be available on the Township website and explained how to access that site. The date when applications will be available has not yet been set.
- IV. Approval of Minutes**
 - A. MaryAnn made a motion to approve the minutes of the July 1, 2025 meeting. Lauren seconded the motion. The motion was unanimously approved by roll call vote.
- V. Reports**
 - A. Executive Director’s report. See attached.
 - B. June Finance Report was reviewed by Quinette.
- VI. Old Business**
 - A. Strategic Plan. Joanmarie made a motion to accept the Strategic Plan. MaryAnn seconded the motion. Motion was approved by unanimous roll call vote.
- VII. New Business**
 - A. Quinette presented the FY25 Mental Health Board Annual Report. Members commented on the high quality and professional appearance of the Report and thanked Quinette for her concerted efforts in creating this document. Lauren made a motion to approve and accept the FY25 Mental Health Board Annual Report. Binoy seconded the motion. Motion was approved by unanimous roll call vote. Quinette will ask Katy if a QR code for the Report can be placed in the *Town Crier* so residents have access to the Report.
 - B. Quinette developed a more streamlined grant application for FY27. The changes that were made makes the application process easier for the applicants, finance department, Executive Director and the MHB members. Holly made a motion to accept the revised grant application. Joanmarie seconded the motion. Motion was approved by unanimous roll call vote.

VIII. Finance

- A. Warrant for 6/28/25 – 8/1/25 for \$187,711.04. Lauren made a motion to pay the warrant. MaryAnn seconded the motion. Motion was unanimously approved by roll call vote.

IX. Board Member Comments

- A. Lauren thanked Quinette for the information she gathered about counseling services. This information will be placed in the *Town Crier*.
- B. Quinette looked into the types of suicide prevention education offered by Schaumburg Township schools. Brenda Huber sent a list of all the types of education now provided at District 54 schools. Dr. Huber has not yet heard back from District 211.
- C. Bob mentioned that the Village of Mundelein has a new policy for social media. Only posts with information will be allowed. No public comments are allowed. Bob suggested that this might be beneficial for the MHB. Quinette will talk to Katy about this possibility.

X. Next Meeting Date – September 2, 2025, at 7:00pm.

XI. Adjournment – Joanmarie made a motion to adjourn the meeting. Lauren seconded the motion. All members approved by roll call vote. Meeting was adjourned at 7:50pm.



Executive Director Report | July 2025

June 2025 funded provider report attached.

Attended meeting regarding KYC Juvenile Justice Grant.

Submitted OMA designee to the Illinois Public Access Counselor.

Met with D211 regarding coordination of services and use of ReferralGPS.

Finalized MHB Strategic plan.

Recorded podcast (Love Local Chicagoland) with Jason Stallard.

Worked with Advance Preschool for coordination of STCN virtual program development.

Met with Human Services Director from City of Rolling Meadows to discuss needs and possible program development.

Gave Coordinated Care Team from Bridge Youth and Family Services a tour of the Township to cover available services. Held meeting to discuss updates to CCT and the need for an MOU to assist with partnerships.

Completed MHB FY25 Annual Report.

Site visit with Associates in Behavioral Healthcare.

STCN meeting with STDL to discuss partnership on STCN virtual program offerings.

Updated FY27 contract application to streamline process for applicants, MHB, and finance team.

Upcoming Events:

Community Cruze Night | 2346 Higgins Rd, Hoffman Estates | August 16 | 4 – 8pm

Septemberfest | 201 Schaumburg Ct, Schaumburg | August 30 – September 1

Township of Schaumburg
Profit and Loss Budget vs Actual - MHB

| | July | YTD | Budget | \$ Over Budget | % of Budget |
|---|---------------------|---------------------|---------------------|----------------------|---------------|
| Income | | | | | |
| 50 · MHB Fund - Revenue | | | | | |
| 5051012 · Property Tax | - | 1,052,844.57 | 2,000,000.00 | -947,155.43 | 52.64% |
| Total 50 · MHB Fund - Revenue | - | 1,052,844.57 | 2,000,000.00 | -947,155.43 | 52.64% |
| Expense | | | | | |
| 50 · MHB Expenditures | | | | | |
| Admin | | | | | |
| 5045000 · Schaumburg Township Services | - | - | 4,500.00 | -4,500.00 | 0.0% |
| 5045001 · Legal Services | - | 6,427.40 | 12,500.00 | -6,072.60 | 51.42% |
| 5045002 · Professional Development | - | - | 2,500.00 | -2,500.00 | 0.0% |
| Total 50 Admin Expense | - | 6,427.40 | 19,500.00 | -13,072.60 | 32.96% |
| Commodities | | | | | |
| 5046000 · Travel | 395.99 | 543.21 | 1,000.00 | -456.79 | 54.32% |
| 5046001 · Office Supplies | 83.16 | 1,044.44 | 2,500.00 | -1,455.56 | 41.78% |
| 5046002 · Postage | - | - | 1,000.00 | -1,000.00 | 0.0% |
| 5046003 · Equipment/Database | - | 9,750.00 | 16,500.00 | -6,750.00 | 59.09% |
| 5046004 · Community Relations | - | 176.96 | 1,500.00 | -1,323.04 | 11.8% |
| 5046005 · Member Dues | - | 5,000.00 | 6,000.00 | -1,000.00 | 83.33% |
| 5046006 · Prof Needs Assessment | - | - | 20,000.00 | -20,000.00 | 0.0% |
| 5046007 · Special Events | - | 50.08 | 3,000.00 | -2,949.92 | 1.67% |
| 5046008 · Printing | - | - | 2,000.00 | -2,000.00 | 0.0% |
| Total 50 · Commodities - Expense | 479.15 | 16,564.69 | 53,500.00 | -36,935.31 | 30.96% |
| Salaries/Benefits | | | | | |
| 5047000 · Salaries | 6,086.40 | 35,299.40 | 90,000.00 | -54,700.60 | 39.22% |
| 5047001 · Insurance | - | 4,806.29 | 30,000.00 | -25,193.71 | 16.02% |
| 5047002 · Unemployment | - | - | 310.00 | -310.00 | 0.0% |
| 5047003 · IMRF | 645.90 | 2,968.28 | 7,110.00 | -4,141.72 | 41.75% |
| 5047004 · Social Security/Medicare | 497.52 | 2,519.43 | 7,650.00 | -5,130.57 | 32.93% |
| Total 50 · Salaries/Benefits - Expense | 7,229.82 | 45,593.40 | 135,070.00 | -89,476.60 | 33.76% |
| Contingency | | | | | |
| 5049000 · Contingency | - | - | 50,000.00 | -50,000.00 | 0.0% |
| Service Contracts | | | | | |
| 5048000 · Service Contracts | 187,266.51 | 578,201.06 | 1,750,000.00 | -1,171,798.94 | 33.04% |
| Total 50 · MHB Fund - Expense | 194,975.48 | 646,786.55 | 2,008,070.00 | -1,361,283.45 | 32.21% |
| Net Income | (194,975.48) | 406,058.02 | (8,070.00) | 414,128.02 | |

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08/05/25

Accrual Basis

Township of Schaumburg - Mental Health Board
Transaction Detail By Account
March through July 2025

| Type | Date | Num | Name | Memo | Amount |
|--------------------------------------|------------|-----------|-----------------------|--|-----------|
| 504 - MHB Expenditures | | | | | |
| 5045 - MHB ADMIN | | | | | |
| 5045001 - Legal Service | | | | | |
| General Journal | 04/30/2025 | Beg Bl... | | Beg Balance | 1,957.50 |
| Bill | 05/19/2025 | 473-0... | Airdo Werwas, LLC | April 2025 Legal Fees | 2,627.80 |
| Bill | 06/16/2025 | 473-0... | Airdo Werwas, LLC | May 2025 | 1,842.10 |
| Total 5045001 - Legal Service | | | | | 6,427.40 |
| Total 5045 - MHB ADMIN | | | | | 6,427.40 |
| 5046 - MHB COMMODITIES | | | | | |
| 5046000 - Travel | | | | | |
| Bill | 05/05/2025 | 4/30/25 | FNBO - 4421 | Bank of Springfield- Parking for ACMHAI meetings | 7.00 |
| Bill | 05/05/2025 | 4/30/25 | FNBO - 4421 | Doubletree- Hotel for ACMHAI meetings | 140.22 |
| Bill | 07/14/2025 | Mileag... | Quinette Hobson-Ro... | Mileage reimb Mar., Apr., May 2025 | 395.99 |
| Total 5046000 - Travel | | | | | 543.21 |
| 5046001 - Office Supplies | | | | | |
| General Journal | 04/30/2025 | Beg Bl... | | Beg Balance | 1.54 |
| Bill | 05/05/2025 | 4/30/25 | FNBO - 4421 | CEL Riverwoods- Art for MHB space | 250.00 |
| Bill | 05/05/2025 | 4/30/25 | FNBO - 4421 | Walmart- Office supplies for MHB space | 74.49 |
| Bill | 06/16/2025 | 100915 | The Finer Line, Inc. | Board member name plates | 117.24 |
| General Journal | 06/19/2025 | AP ch... | | AP checks | 518.01 |
| Bill | 07/07/2025 | 6/30/25 | FNBO - 4421 | Walmart- Office supplies | 48.54 |
| Check | 07/31/2025 | | | Service Charge | 34.62 |
| Total 5046001 - Office Supplies | | | | | 1,044.44 |
| 5046003 - Equipment/Database | | | | | |
| Bill | 06/03/2025 | 185441 | Summittable | grant management system | 9,750.00 |
| Total 5046003 - Equipment/Database | | | | | 9,750.00 |
| 5046004 - Community Relations | | | | | |
| General Journal | 04/30/2025 | Beg Bl... | | Beg Balance | 176.96 |
| Total 5046004 - Community Relations | | | | | 176.96 |
| 5046005 - Member Dues | | | | | |
| Bill | 05/05/2025 | 25-1037 | ACMHAI | 2025 Membership dues | 5,000.00 |
| Total 5046005 - Member Dues | | | | | 5,000.00 |
| 5046007 - Special Events | | | | | |
| Bill | 05/05/2025 | 4/30/25 | FNBO - 4421 | Crown Awards- Board member registration | 50.08 |
| Total 5046007 - Special Events | | | | | 50.08 |
| Total 5046 - MHB COMMODITIES | | | | | 16,564.69 |

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08/05/25

Accrual Basis

Township of Schaumburg - Mental Health Board
Transaction Detail By Account
March through July 2025

| Type | Date | Num | Name | Memo | Amount |
|--------------------------------------|------------|------------|-------------------------|------------------------------------|------------|
| 5047 - MHB SALARIES/BENEFITS | | | | | |
| 504700 - MHB Salaries | | | | | |
| General Journal | 04/30/2025 | Beg Bl... | | Beg Balance | 13,097.00 |
| General Journal | 05/31/2025 | May Pyrl | | MHB Payroll May 25 | 10,029.60 |
| General Journal | 06/30/2025 | June ... | | MHB Payroll June | 6,086.40 |
| General Journal | 07/31/2025 | July Pyrl | | MHB Payroll June | 6,086.40 |
| Total 504700 - MHB Salaries | | | | | 35,299.40 |
| 5047001 - Insurance | | | | | |
| General Journal | 04/30/2025 | Beg Bl... | | Beg Balance | 4,806.29 |
| Total 5047001 - Insurance | | | | | 4,806.29 |
| 5047003 - IMRF | | | | | |
| General Journal | 04/30/2025 | Beg Bl... | | Beg Balance | 1,225.16 |
| General Journal | 05/31/2025 | May Pyrl | | MHB Payroll May 25 | 451.32 |
| General Journal | 06/30/2025 | June ... | | MHB Payroll June | 645.90 |
| General Journal | 07/31/2025 | July Pyrl | | MHB Payroll June | 645.90 |
| Total 5047003 - IMRF | | | | | 2,968.28 |
| 5047004 - Social Sec/Medicare | | | | | |
| General Journal | 04/30/2025 | Beg Bl... | | Beg Balance | 778.11 |
| General Journal | 05/31/2025 | May Pyrl | | MHB Payroll May 25 | 746.28 |
| General Journal | 06/30/2025 | June ... | | MHB Payroll June | 497.52 |
| General Journal | 07/31/2025 | July Pyrl | | MHB Payroll June | 497.52 |
| Total 5047004 - Social Sec/Medicare | | | | | 2,519.43 |
| Total 5047 - MHB SALARIES/BENEFITS | | | | | 45,593.40 |
| 5048 - MHB SERVICE CONTRACTS | | | | | |
| 5048000 - Service Contracts | | | | | |
| General Journal | 04/30/2025 | Beg Bl... | | Beg Balance | 213,837.92 |
| Bill | 05/05/2025 | March... | Associates in Behav... | March 2025 Service Contract | 6,000.00 |
| Bill | 05/05/2025 | March... | Clearbrook | March 2025 CILA Service Contract | 2,000.00 |
| Bill | 05/05/2025 | March... | Clearbrook | March 2025 Community Day Services | 833.33 |
| Bill | 05/05/2025 | March... | Northwest Center A... | March 2025 Service Contract | 7,083.33 |
| Bill | 05/05/2025 | March... | Ray Graham Associ... | March 2025 Service Contract | 4,583.33 |
| Bill | 05/05/2025 | March... | Sanjeevani 4 U | March 2025 Service Contract | 10,000.00 |
| Bill | 05/05/2025 | March... | Special Leisure Serv... | March 2025 Service Contract | 6,000.00 |
| Bill | 05/05/2025 | April 2... | Partners for Our Co... | April 2025 Service Contract | 1,041.67 |
| Bill | 05/12/2025 | April 2... | Children's Advocacy... | April 2025- Safe From The Start | 833.33 |
| Bill | 05/12/2025 | April 2... | Children's Advocacy... | April 2025- Mental Health Services | 833.33 |
| Bill | 05/12/2025 | March... | Resources for Com... | March 2025 | 333.33 |
| Bill | 05/19/2025 | April 2... | Clearbrook | April 2025 CILA | 2,000.00 |
| Bill | 05/19/2025 | April 2... | Clearbrook | April 2025 Pursuit | 833.33 |
| Bill | 05/19/2025 | April 2... | Doc B, PLLC | April 2025 | 3,262.50 |
| Bill | 05/19/2025 | April 2... | Fellowship Housing ... | April 2025 | 1,833.33 |

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08/05/25

Accrual Basis

Township of Schaumburg - Mental Health Board
Transaction Detail By Account
March through July 2025

| Type | Date | Num | Name | Memo | Amount |
|---------|------------|------------|-------------------------|---|------------|
| Bill | 05/19/2025 | April 2... | GiGi's Playhouse | April 2025 | 2,083.33 |
| Bill | 05/19/2025 | April 2... | Northwest Center A... | April 2025 | 7,083.33 |
| Bill | 05/19/2025 | April 2... | Leyden Family Servi... | April 2025 | 4,166.67 |
| Bill | 05/19/2025 | April 2... | Wings Program, Inc. | April 2025 | 1,500.00 |
| Bill | 05/19/2025 | April 2... | Kenneth Young Cen... | April 2025 Mentoring and Community Support Services | 7,752.91 |
| Bill | 05/19/2025 | April 2... | Kenneth Young Cen... | April 2025 Outpatient Therapy Services | 30,295.83 |
| Bill | 05/19/2025 | April 2... | Kenneth Young Cen... | April 2025 Psychiatric Services | 16,746.25 |
| Bill | 05/19/2025 | April 2... | Kenneth Young Cen... | April 2025 Intensive Recovery Group Services | 3,229.16 |
| Bill | 05/19/2025 | April 2... | Kenneth Young Cen... | April 2025 Crisis Intervention Services | 3,330.00 |
| Bill | 05/19/2025 | April 2... | Kenneth Young Cen... | April 2025 Clinical Substance Use Prevention and Recov... | 3,229.16 |
| Bill | 06/03/2025 | April 2... | The Bridge Youth & ... | April 2025 | 6,250.00 |
| Bill | 06/03/2025 | April 2... | Associates in Behav... | April 2025 | 4,000.00 |
| Bill | 06/03/2025 | April 2... | Little City Foundation | April 2025 | 3,750.00 |
| Bill | 06/03/2025 | April 2... | Life Span | April 2025 | 2,083.33 |
| Bill | 06/03/2025 | April 2... | Ray Graham Associ... | April 2025 | 4,583.33 |
| Bill | 06/03/2025 | April 2... | St. Mary's Serv dba ... | April 2025 | 2,358.00 |
| Bill | 06/03/2025 | April 2... | Teen Parent Connec... | April 2025 | 1,651.56 |
| Bill | 06/16/2025 | May 2... | Doc B, PLLC | May 2025 | 1,800.00 |
| Bill | 06/16/2025 | May 2... | Children's Advocacy... | May 2025Safe From The Start | 833.33 |
| Bill | 06/16/2025 | May 2... | Children's Advocacy... | May 2025 Mental Health Services | 833.33 |
| Bill | 06/16/2025 | May 2... | Fellowship Housing ... | May 2025 | 1,833.33 |
| Bill | 06/16/2025 | May 2... | St. Mary's Serv dba ... | May 2025 | 2,358.00 |
| Bill | 06/16/2025 | May 2... | Partners for Our Co... | May 2025 | 1,041.67 |
| Bill | 06/16/2025 | May 2... | Ray Graham Associ... | May 2025 | 4,583.33 |
| Bill | 06/16/2025 | May 2... | Kenneth Young Cen... | May 2025 Outpatient Therapy Services | 30,295.83 |
| Bill | 06/16/2025 | May 2... | Kenneth Young Cen... | May 2025 Mentoring and Community Support Services | 7,752.91 |
| Bill | 06/16/2025 | May 2... | Kenneth Young Cen... | May 2025 Intensive Recovery Group Services | 3,229.16 |
| Bill | 06/16/2025 | May 2... | Kenneth Young Cen... | May 2025 Crisis Intervention Services | 3,330.00 |
| Bill | 06/16/2025 | May 2... | Kenneth Young Cen... | May 2025 Clinical Substance Use Prevention and Recovery | 3,229.16 |
| Bill | 06/16/2025 | May 2... | Kenneth Young Cen... | May 2025 Psychiatric Services | 16,746.25 |
| Bill | 06/16/2025 | May 2... | Northwest Center A... | May 2025 | 7,083.33 |
| Bill | 06/16/2025 | May 2... | Leyden Family Servi... | May 2025 | 4,166.67 |
| Bill | 06/16/2025 | May 2... | Wings Program, Inc. | May 2025 | 1,500.00 |
| Bill | 06/23/2025 | May 2... | The Bridge Youth & ... | May 2025 service contract | 6,250.00 |
| Bill | 06/23/2025 | May 2... | Clearbrook | May 2025 service contract - Community Day Svcs PURS... | 833.33 |
| Bill | 06/23/2025 | May 2... | Clearbrook | May 2025 service contract - Residential services | 2,000.00 |
| Bill | 06/23/2025 | May 2... | GiGi's Playhouse | May 2025 service contract | 2,083.33 |
| Bill | 06/23/2025 | May 2... | Little City Foundation | May 2025 service contract | 3,750.00 |
| Deposit | 06/24/2025 | | Northwest Center A... | New building - Capital loan repayment | -80,000.00 |
| Bill | 07/07/2025 | May 2... | Associates in Behav... | May 2025 | 5,000.00 |
| Bill | 07/07/2025 | June 2... | Children's Advocacy... | June 2025 Mental Health Services | 833.33 |
| Bill | 07/07/2025 | June 2... | Children's Advocacy... | June 2025 Safe from the Start | 833.33 |
| Bill | 07/07/2025 | May 2... | Life Span | May 2025 | 2,083.33 |
| Bill | 07/07/2025 | 1240 | ReferralGPS | Treatment fund | 40,000.00 |
| Bill | 07/07/2025 | 1242 | ReferralGPS | Care navigation | 40,000.00 |
| Bill | 07/07/2025 | May 2... | Resources for Com... | May 2025 | 666.67 |
| Bill | 07/07/2025 | May 2... | Teen Parent Connec... | May 2025 | 1,391.55 |
| Bill | 07/14/2025 | June 2... | Fellowship Housing ... | June 2025 | 1,833.33 |
| Bill | 07/21/2025 | July 2... | Doc B, PLLC | July 2025 | 1,125.00 |

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08/05/25

Accrual Basis

Township of Schaumburg - Mental Health Board
Transaction Detail By Account
March through July 2025

| Type | Date | Num | Name | Memo | Amount |
|------------------------------------|------------|-----------|------------------------|---|-------------------|
| Bill | 07/21/2025 | June 2... | Clearbrook | June 2025 service contract Pursuit | 833.33 |
| Bill | 07/21/2025 | June 2... | Clearbrook | June 2025 ST CILAs | 2,000.00 |
| Bill | 07/21/2025 | 6/202... | Kenneth Young Cen... | 6/2025 Clinical Sub | 3,229.16 |
| Bill | 07/21/2025 | 6/202... | Kenneth Young Cen... | 6/2025-OutPT Therapy | 30,295.83 |
| Bill | 07/21/2025 | 6/202... | Kenneth Young Cen... | 6/2025-Int Recovery Group Serv | 3,229.16 |
| Bill | 07/21/2025 | 6/202... | Kenneth Young Cen... | 6/2025-Crisis Intervention | 3,330.00 |
| Bill | 07/21/2025 | 6/202... | Kenneth Young Cen... | 6/2025-Mentor/Community Support Serv | 7,752.91 |
| Bill | 07/21/2025 | 6/202... | Kenneth Young Cen... | 6/2025-Psyc Services | 16,746.25 |
| Bill | 07/21/2025 | 6/202... | Leyden Family Servi... | 6/2025-Share Program | 4,166.67 |
| Bill | 07/21/2025 | 6/202... | Little City Foundation | 6/2025-Adult Day/Employment Development | 3,750.00 |
| Bill | 07/21/2025 | 6/2025 | Northwest Center A... | June 2025 | 7,083.33 |
| Bill | 07/21/2025 | 6/202... | Partners for Our Co... | 6/2025-MHS/Case mgmt | 1,250.00 |
| Bill | 07/21/2025 | June 2... | The Bridge Youth & ... | June 2025 | 6,250.00 |
| Bill | 07/21/2025 | June 2... | Wings Program, Inc. | June 2025 | 1,500.00 |
| Bill | 07/29/2025 | June 2... | GiGi's Playhouse | June 2025 service contract | 2,083.33 |
| Total 5048000 - Service Contracts | | | | | 578,201.06 |
| Total 5048 - MHB SERVICE CONTRACTS | | | | | 578,201.06 |
| Total 504 - MHB Expenditures | | | | | 646,786.55 |
| TOTAL | | | | | 646,786.55 |

[Back to Edit](#)

Section 1: General Information

*No score - no action required.

Section 2: Funding Request

The explanation of how grant funds will be utilized is clear, reasonable, and justified.

The explanation is exceptionally clear, detailed, and transparent. It provides a comprehensive breakdown of how each grant dollar will be spent, aligning perfectly with the grant's objectives. The budget justification is thorough, linking each expense to specific project outcomes. It demonstrates a thoughtful and prudent use of funds, with all expenditures well-supported and justified.

The explanation of how grant funds will be utilized is clear, reasonable, and justified. (required)

Select...



The purpose of the program is well described.

The purpose is exceptionally clear, precise, and fully articulated. It is easy to understand and leaves no room for ambiguity. Relevant stakeholders would easily grasp the program's goals and objectives. Information about the purpose is readily accessible and well-documented.

The purpose of the program is well described. (required)

Select...



Funding Request Thoughts, Questions, Concerns, etc.

Section 3: Services

Eligibility criteria is clear and equitable.

The eligibility criteria are exceptionally clear, transparent, and easily understandable. They are well-documented and publicly accessible, leaving no room for ambiguity. The criteria are fair, ensuring equal opportunities for all eligible parties to participate or benefit. They are inclusive and consider diverse perspectives and needs, promoting equity and fairness effectively.

Eligibility criteria is clear and equitable. (required)

Select...



There is a referral process in place for those deemed ineligible.

There is a well-defined referral process in place for individuals or entities deemed ineligible. The process is clearly communicated and easily accessible to all stakeholders. It ensures that individuals who do not meet eligibility criteria are directed to appropriate resources or alternative programs/services that may better meet their needs. The referral process is timely, respectful, and supports a positive participant experience.

There is a referral process in place for those deemed ineligible.

(required)

Select...



All services offered by the program are available and accessible to Schaumburg Township residents

The program is primarily rendered at locations within Schaumburg Township, with occasional exceptions or off-site activities. The main locations are well-established and generally accessible to residents.

The program serves all neighborhoods and demographics within Schaumburg Township without exception. There is clear documentation or communication confirming comprehensive coverage across the entire township area. Services are accessible and available to all residents regardless of location within the township boundaries.

The program demonstrates efforts to ensure equitable access for township residents.

All services offered by the program are available and accessible to Schaumburg Township residents (required)

Select...



Services are free / Cost of services is accessible to all and removes financial barriers.

Services are mostly free of charge with minimal costs or fees that are clearly communicated to clients. Any fees are nominal and necessary for specific services, but the majority of services provided by the program are accessible without financial burden. There is transparency in fee structures, and efforts are made to minimize costs for clients, demonstrating a commitment to affordability and accessibility.

Services are free / Cost of services is accessible to all and removes financial barriers. (required)

Select...



Services Thoughts, Questions, Concerns, etc.

Section 4: Program Capacity

Funding requested is reasonable in relation to number of Schaumburg Township residents served.

The funding requested is highly reasonable and proportionate to the number of Schaumburg Township residents served. It is well-justified based on the scale and scope of services provided, demonstrating efficiency and fiscal responsibility. The budget aligns closely with the needs and expectations of the community, ensuring optimal use of resources to benefit residents effectively.

Funding requested is reasonable in relation to number of Schaumburg Township residents served. (required)

Select... 

The wait is reasonable in regards to industry standards and there is a clear plan in place for managing the waitlist.

The wait time is generally in line with industry standards, with occasional variations that are well-managed and communicated. Customers or clients experience reasonable delays that are typical for similar programs or services. There is a clear plan for managing the waitlist. It addresses criteria for prioritization and ensures timely communication with clients about their status on the waitlist. The plan is consistently applied, ensuring fairness, efficiency, and client satisfaction. Overall, the program maintains satisfactory wait times that align closely with industry expectations.

The wait is reasonable in regards to industry standards and there is a clear plan in place for managing the waitlist. (required)

Select...



Program Capacity Thoughts, Questions, Concerns, etc.

Section 5: Program Goals and Evaluation

The goals of the program are clear and program effectiveness is being measured.

The goals of the program are clear, practical, and generally obtainable. The goals are aligned with the program's mission and contribute effectively to addressing identified needs. Measurement of program effectiveness is clearly articulated with measurable objectives that are reasonably realistic and achievable. Each measurement includes defined criteria for success that allow for objective evaluation of progress and achievement.

The goals of the program are clear and program effectiveness is being measured. (required)

Select...



Program Goals and Evaluation Thoughts, Questions, Concerns, etc.

Section 6: Attachments

Organization & program budgets are clear and fiscally sound.

The budgets are exceptionally clear, detailed, and fiscally sound. It is well-documented with transparent line items, explanations for expenditures, and income sources. There is evidence of careful consideration of revenue and expenses, with provisions for contingencies and sustainability. The program budget is fully aligned with the organization's overall budget. There is clear documentation showing how the program budget integrates seamlessly with the organization's financial plan and priorities. Expenditures and income sources are consistent across both budgets, demonstrating comprehensive alignment in financial planning and management. Overall, the budget reflects best practices in fiscal management and transparency.

Organization & program budgets are clear and fiscally sound.

(required)

Select...



Both budgets align with the funding requested.

The budget aligns well with the funding requested. Every expense item in the budget is clearly justified and directly correlates with the funding requested in the proposal. Most expense items in the budget are justified and support the objectives outlined in the funding request. There is a clear correlation between the proposed funding amount and the planned expenditures. The budget demonstrates reasonable use of resources to achieve program goals effectively.

Both budgets align with the funding requested. (required)

Select...



Attachments Thoughts, Questions, Concerns, etc.

Recommendation

Board Meeting Presentation (required)

- ☐ Recommended
- ☐ Not Necessary

Funding Recommendation (required)

- ☐ Strongly Recommended
- ☐ Recommended
- ☐ Not Recommended
- ☐ Strongly Not Recommended

Recommendation Comments

Schaumburg Township Mental Health Board Grant Application Scoring Rubric

| | | Description | Rating | | | | | |
|--|--|-------------|----------------|-------|---------|----------|-------------------|---|
| | | | Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree | |
| 2. Funding Request | | | | | | | | |
| The explanation of how grant funds will be utilized is clear, reasonable, and justified. | The explanation is exceptionally clear, detailed, and transparent. It provides a comprehensive breakdown of how each grant dollar will be spent, aligning perfectly with the grant's objectives. The budget justification is thorough, linking each expense to specific project outcomes. It demonstrates a thoughtful and prudent use of funds, with all expenditures well-supported and justified. | /10 | | 10 | 8 | 5 | 3 | 1 |
| The purpose of the program is well described. | The purpose is exceptionally clear, precise, and fully articulated. It is easy to understand and leaves no room for ambiguity. Relevant stakeholders would easily grasp the program's goals and objectives. Information about the purpose is readily accessible and well-documented. | /10 | | 10 | 8 | 5 | 3 | 1 |

| | | | | | | | | | |
|--|---|-----|--|--|----|---|---|---|---|
| 3. Services | | | | | | | | | |
| Eligibility criteria is clear and equitable. | The eligibility criteria are exceptionally clear, transparent, and easily understandable. They are well-documented and publicly accessible, leaving no room for ambiguity. The criteria are fair, ensuring equal opportunities for all eligible parties to participate or benefit. They are inclusive and consider diverse perspectives and needs, promoting equity and fairness effectively. | /10 | | | 10 | 8 | 5 | 3 | 1 |
| There is a referral process in place for those deemed ineligible. | There is a well-defined referral process in place for individuals or entities deemed ineligible. The process is clearly communicated and easily accessible to all stakeholders. It ensures that individuals who do not meet eligibility criteria are directed to appropriate resources or alternative programs/services that may better meet their needs. The referral process is timely, respectful, and supports a positive participant experience. | /10 | | | 10 | 8 | 5 | 3 | 1 |
| All services offered by the program are available and accessible to Schaumburg Township residents. | The program is primarily rendered at locations within Schaumburg Township, with occasional exceptions or off-site activities. The main locations are well-established and generally accessible to residents. The program serves all neighborhoods and demographics within Schaumburg Township without exception. There is clear documentation or communication confirming comprehensive coverage across the entire township area. Services are accessible and available to all residents regardless of location within the township boundaries. The program demonstrates efforts to ensure equitable access for township residents. | /10 | | | 10 | 8 | 5 | 3 | 1 |
| Services are free / Cost of services is accessible to all and removes financial barriers. | Services are mostly free of charge with minimal costs or fees that are clearly communicated to clients. Any fees are nominal and necessary for specific services, but the majority of services provided by the program are accessible without financial burden. There is transparency in fee structures, and efforts are made to minimize costs for clients, demonstrating a commitment to affordability and accessibility. | /10 | | | 10 | 8 | 5 | 3 | 1 |

| | | | | | | | | | |
|---|---|-----|--|--|----|---|---|---|---|
| 4. Program Capacity | | | | | | | | | |
| Funding requested is reasonable in relation to number of Schaumburg Township residents served. | The funding requested is highly reasonable and proportionate to the number of Schaumburg Township residents served. It is well-justified based on the scale and scope of services provided, demonstrating efficiency and fiscal responsibility. The budget aligns closely with the needs and expectations of the community, ensuring optimal use of resources to benefit residents effectively. | /10 | | | 10 | 8 | 5 | 3 | 1 |
| The wait is reasonable in regards to industry standards and there is a clear plan in place for managing the waitlist. | The wait time is generally in line with industry standards, with occasional variations that are well-managed and communicated. Customers or clients experience reasonable delays that are typical for similar programs or services. There is a clear plan for managing the waitlist. It addresses criteria for prioritization and ensures timely communication with clients about their status on the waitlist. The plan is consistently applied, ensuring fairness, efficiency, and client satisfaction. Overall, the program maintains satisfactory wait times that align closely with industry expectations. | /5 | | | 5 | 4 | 3 | 2 | 1 |

5. Program Goals and Evaluation

| | | | | | | | | |
|---|---|----|--|---|---|---|---|---|
| The goals of the program are clear and program effectiveness is being measured. | The goals of the program are clear, practical, and generally obtainable. The goals are aligned with the program's mission and contribute effectively to addressing identified needs. Measurement of program effectiveness is clearly articulated with measurable objectives that are reasonably realistic and achievable. Each measurement includes defined criteria for success that allow for objective evaluation of progress and achievement. | /5 | | 5 | 4 | 3 | 2 | 1 |
|---|---|----|--|---|---|---|---|---|

6. Attachments

| | | | | | | | | |
|--|--|-----|--|----|---|---|---|---|
| Organization & program budgets are clear and fiscally sound. | The budgets are exceptionally clear, detailed, and fiscally sound. It is well-documented with transparent line items, explanations for expenditures, and income sources. There is evidence of careful consideration of revenue and expenses, with provisions for contingencies and sustainability. The program budget is fully aligned with the organization's overall budget. There is clear documentation showing how the program budget integrates seamlessly with the organization's financial plan and priorities. Expenditures and income sources are consistent across both budgets, demonstrating comprehensive alignment in financial planning and management. Overall, the budget reflects best practices in fiscal management and transparency. | /10 | | 10 | 8 | 5 | 3 | 1 |
| Both budgets align with the funding requested. | The budget aligns well with the funding requested. Every expense item in the budget is clearly justified and directly correlates with the funding requested in the proposal. Most expense items in the budget are justified and support the objectives outlined in the funding request. There is a clear correlation between the proposed funding amount and the planned expenditures. The budget demonstrates reasonable use of resources to achieve program goals effectively. | /10 | | 10 | 8 | 5 | 3 | 1 |

Total Score _____ /100

Schaumburg Township
Board Warrant Report
From 8/2/25 - 8/29/25

| Mental Health Board | | |
|--|-------|-----------|
| Per Attached List of Voucher to be Paid: Accounts Payable | | |
| | Total | 98,630.88 |

All expenditures set forth herein and in the attached "Township of Schaumburg Board Audit Report " have been approved for payment by the Township Board and are hereby attested to by the Township Clerk on this 2nd day of September 2025.

Trustee

Trustee

Trustee

Trustee

Trustee

Trustee

Trustee

Township of Schaumburg - Mental Health Board
Board Audit Report - MHB
August 2 - 29, 2025

| Type | Date | Num | Name | Memo | Amount |
|-------------------------------------|------------|---------------------|-------------------------|--|-------------------|
| 504 - MHB Expenditures | | | | | |
| 5046 - MHB COMMODITIES | | | | | |
| 5046001 - Office Supplies | | | | | |
| Bill | 08/13/2025 | 07/31/2025 | FNBO - 4421 | Walmart- Office supplies | -47.21 |
| Total 5046001 - Office Supplies | | | | | -47.21 |
| Total 5046 - MHB COMMODITIES | | | | | -47.21 |
| 5048 - MHB SERVICE CONTRACTS | | | | | |
| 5048000 - Service Contracts | | | | | |
| Bill | 08/13/2025 | July 2025 Safe... | Children's Advocacy... | July 2025 Safe from the Start | -833.33 |
| Bill | 08/13/2025 | July 2025 MHS | Children's Advocacy... | July 2025 MHS | -833.33 |
| Bill | 08/13/2025 | July 2025 | Fellowship Housing ... | July 2025 | -1,833.33 |
| Bill | 08/13/2025 | July 2025 | Northwest Center A... | July 2025 | -7,083.33 |
| Bill | 08/13/2025 | 7/2025/MHS/c... | Partners for Our Co... | 7/2025/MHS/case mgmt | -1,250.00 |
| Bill | 08/13/2025 | June 2025 | Ray Graham Associ... | June 2025 | -4,583.33 |
| Bill | 08/13/2025 | June 2025 | Teen Parent Connec... | June 2025 | -1,426.36 |
| Bill | 08/13/2025 | July 2025 | Wings Program, Inc. | July 2025 | -1,500.00 |
| Bill | 08/18/2025 | July 2025 | Doc B, PLLC | July 2025 | -2,250.00 |
| Bill | 08/18/2025 | July 2025 | Little City Foundation | July 2025 | -3,750.00 |
| Bill | 08/25/2025 | July 2025 | St. Mary's Serv dba ... | July 2025 | -2,358.00 |
| Bill | 08/25/2025 | July Psychiatric | Kenneth Young Cen... | July 2025 Psychiatric Services | -16,746.25 |
| Bill | 08/25/2025 | July SUPR | Kenneth Young Cen... | July 2025 Clinical Substance Use Prevention and Recovery | -3,229.16 |
| Bill | 08/25/2025 | July Crisis Inte... | Kenneth Young Cen... | July 2025 Crisis Intervention Services | -3,330.00 |
| Bill | 08/25/2025 | July Intensive ... | Kenneth Young Cen... | July 2025 Intensive Recovery Group Services | -3,229.16 |
| Bill | 08/25/2025 | July Therapy | Kenneth Young Cen... | July 2025 Outpatient Therapy Services | -30,295.83 |
| Bill | 08/25/2025 | July Mentoring | Kenneth Young Cen... | July 2025 Mentoring & Community Support Services | -7,752.91 |
| Bill | 08/25/2025 | July 2025 | Leyden Family Servi... | July 2025 | -4,166.67 |
| Bill | 08/26/2025 | July 2025 - AFS | Teen Parent Connec... | July 2025 - AFS | -2,132.68 |
| Total 5048000 - Service Contracts | | | | | -98,583.67 |
| Total 5048 - MHB SERVICE CONTRACTS | | | | | -98,583.67 |
| Total 504 - MHB Expenditures | | | | | -98,630.88 |
| TOTAL | | | | | -98,630.88 |