



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

December 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. November 4, 2025 Regular Board Meeting
- V. Reports
 - a. Executive Director’s Report
 - b. Finance Report
- VI. Old Business – For Discussion/For Action
 - a. Executive Director Job Description
- VII. New Business – For Discussion/For Action
 - a. FY27 Application Review
 - b. FY27 Funding Decisions
- VIII. Approval of Monthly Expenses
 - a. MHB Warrant: 11/1/25 – 11/26/25 | \$94,218.88
- IX. Closed session
 - a. Pursuant to Section 2(c)(1) of the Open Meetings Act to consider “the appointment, employment, compensation, discipline, performance, or dismissal of specific employees for the public body”.
- X. Decision on COLA and Merit Increase
- XI. Board Member Comments
- XII. Next Meeting: January 6, 2026 at 7pm
- XIII. Adjournment



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

November 4, 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. Guest was welcomed.
- II. Roll Call** - Members present: Bob Ogilvie, Lauren Saternus, Joanmarie Wermes, Trustee Holly Fath, Binoy Thomas, MaryAnn Ogilvie
Absent: Megan Stenberg
Executive Director present: Quinette Hobson-Robb
- III. Public Comments** – NA.
Bob reminded all members to stay on the agenda topic during the meeting. Other topics can be introduced during the Member Comments portion of the meeting. He also suggested reading previous meeting minutes if a member wished to be caught up on past MHB meeting discussions.
- IV. Approval of Minutes**
 - A. Holly made a motion to approve the minutes of the October 7, 2025 meeting. Joanmarie seconded the motion. The motion was unanimously approved by roll call vote.
- V. Reports**
 - A. Executive Director’s report. See attached.
Quinette reported that she met with the new CEO from Kenneth Young Center (KYC), Maurice Ware. Mr. Ware is focused on centralizing client intake and having someone dedicated to working the waitlist. He and Quinette discussed requiring KYC to refer clients that are put on their waitlist to ReferralGPS, as well. This requirement will be added to the KYC service contract.
 - B. September Finance Report was given by Quinette.
The annual ACMHAI meeting is on December 4 and 5. Quinette and Bob will attend both days. Lauren will attend on Dec. 4 and MaryAnn will attend on Dec. 5.
 - C. Daniel Riemenschneider from Good Works Results reported on progress with the Nonprofit Leadership Advisory Forum. Nine agencies that the MHB funds participate.
- VI. Old Business**
 - A. Quinette requested that a part-time employee be added to the FY27 budget. The number of community inquiries has increased in both volume and complexity. Bob made a motion to accept the FY27 budget which includes funds for this position. Lauren seconded the motion. The motion was unanimously approved by roll call vote.

VII. New Business

- A. The deadline for agency funding applications is November 7. Quinette will review the applications and assign to MHB members for review. Members will review their assigned applications by no later than November 28, preferably by November 26.
- B. Quinette will revise the Executive Director job description to more accurately reflect the duties. The job description will be discussed at the December meeting.
- C. The MHB meeting calendar for 2026 was reviewed. One change from the regular schedule is that the November, 2026 meeting will take place on November 10, due to election day being on November 3. Lauren made a motion to approve this meeting schedule. Binoy seconded the motion. The motion was unanimously approved by roll call vote.

VIII. Finance

- A. Warrant for 10/4/25-10/31/25 for \$169,148.83. Lauren made a motion to pay the warrant. Joanmarie seconded the motion. Motion was unanimously approved by roll call vote.

IX. Board Member Comments - None

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

XI. Adjournment – Holly made a motion to adjourn the meeting. MaryAnn seconded the motion. All members approved by roll call vote. Meeting was adjourned at 8:16pm.



Executive Director Report | October 2025

August 2025 funded provider report attached.

Attended September ACMHAI meetings.

Met with RGA to discuss FY26 funding.

Answered FY27 application questions.

Attended D54 PTA meeting.

Participated in Coordinated Care Team (Bridge) meeting.

Met with DSS Program staff for event and programming coordination.

Hosted Lori from Clearbrook so she could see her art displayed.

Met with ReferralGPS for updates.

Attended October planning meetings for Children's Network.

Met with GiGi's regarding panel and Little City regarding podcast appearance.

Completed a school tour and met with Wallace Academy staff to better understand needs and potential for partnership.

Upcoming Events:

ACMHAI Meeting | Schaumburg | December 4 – 5



Executive Director Report | November 2025

Attended November ACMHAI meetings.

Answered FY27 application questions.

Participated in Cook County Office of Behavioral Health RBHC meetings.

Attended Village of Schaumburg CHIP meetings.

Met with KYC CEO for introduction and updates.

Sat on funder panel for GiGi's Playhouse National Conference.

Attended Hanover Township Coordinating Council meeting. Met with new MHB staff and discussed potential for collaboration.

Participated in Coordinated Care Team (Bridge) meeting.

Completed review of all FY27 applications.

Compiled and organized board reviews for board meeting discussion regarding FY27 funding decisions.

Upcoming Events:

ACMHAI Meeting | Schaumburg | December 4 – 5

Township of Schaumburg

Profit and Loss Budget vs Actual - MHB

	October	YTD	Budget	\$ Over Budget	% of Budget
Income					
50 · MHB Fund - Revenue					
5051012 · Property Tax	-	1,064,392.37	2,000,000.00	-935,607.63	53.22%
5051013 · Interest	3,570.64	20,991.43	-	20,991.43	100.0%
Total 50 · MHB Fund - Revenue	3,570.64	1,085,383.80	2,000,000.00	-914,616.20	54.27%
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	-	543.21	1,000.00	-456.79	54.32%
5046001 · Office Supplies	120.21	1,365.16	2,500.00	-1,134.84	54.61%
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	120.21	16,885.41	53,500.00	-36,614.59	31.56%
Salaries/Benefits					
5047000 · Salaries	10,029.60	57,501.80	90,000.00	-32,498.20	63.89%
5047001 · Insurance	-	4,806.29	30,000.00	-25,193.71	16.02%
5047002 · Unemployment	-	-	310.00	-310.00	0.0%
5047003 · IMRF	451.32	4,711.40	7,110.00	-2,398.60	66.26%
5047004 · Social Security/Medicare	746.28	4,260.75	7,650.00	-3,389.25	55.7%
Total 50 · Salaries/Benefits - Expense	11,227.20	71,280.24	135,070.00	-63,789.76	52.77%
Contingency					
5049000 · Contingency	-	-	50,000.00	-50,000.00	0.0%
Service Contracts					
5048000 · Service Contracts	169,102.49	952,269.63	1,750,000.00	-797,730.37	54.42%
Total 50 · MHB Fund - Expense	180,449.90	1,046,862.68	2,008,070.00	-961,207.32	52.13%
Net Income	(176,879.26)	38,521.12	(8,070.00)	46,591.12	

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11/11/25

Accrual Basis

Township of Schaumburg - Mental Health Board
Transaction Detail By Account
March through October 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
Bill	08/13/2025	07/31/...	FNBO - 4421	Walmart- Office supplies	47.21
Check	08/31/2025			Service Charge	79.05
Check	08/31/2025			Service Charge	7.35
Check	09/30/2025			Service Charge	59.55
Check	09/30/2025			Service Charge	7.35
Bill	10/06/2025	102767	The Finer Line, Inc.	Board member name badge	46.34
Check	10/31/2025			Service Charge	66.52
Check	10/31/2025			Service Charge	7.35
Total 5046001 - Office Supplies					1,365.16
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

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11/11/25

Accrual Basis

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

Type	Date	Num	Name	Memo	Amount
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					16,885.41
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 July	6,086.40
General Journal	08/31/2025	Augus...		MHB Payroll August	6,086.40
General Journal	09/30/2025	Sept P...		MHB Payroll September	6,086.40
General Journal	10/31/2025	Oct Pyrl		MHB Payroll	10,029.60
Total 504700 - MHB Salaries					57,501.80
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 July	645.90
General Journal	08/31/2025	Augus...		MHB Payroll August	645.90
General Journal	09/30/2025	Sept P...		MHB Payroll September	645.90
General Journal	10/31/2025	Oct Pyrl		MHB Payroll	451.32
Total 5047003 - IMRF					4,711.40
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 July	497.52
General Journal	08/31/2025	Augus...		MHB Payroll August	497.52
General Journal	09/30/2025	Sept P...		MHB Payroll September	497.52
General Journal	10/31/2025	Oct Pyrl		MHB Payroll	746.28
Total 5047004 - Social Sec/Medicare					4,260.75
Total 5047 - MHB SALARIES/BENEFITS					71,280.24
5048 - MHB SERVICE CONTRACTS					

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Accrual Basis

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

Type	Date	Num	Name	Memo	Amount
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
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

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11/11/25

Accrual Basis

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

Type	Date	Num	Name	Memo	Amount
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	June 2...	Doc B, PLLC	June 2025	1,125.00
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
Bill	08/13/2025	July 2...	Children's Advocacy...	July 2025 Safe from the Start	833.33
Bill	08/13/2025	July 2...	Children's Advocacy...	July 2025 MHS	833.33
Bill	08/13/2025	July 2...	Fellowship Housing ...	July 2025	1,833.33
Bill	08/13/2025	July 2...	Northwest Center A...	July 2025	7,083.33
Bill	08/13/2025	7/202...	Partners for Our Co...	7/2025/MHS/case mgmt	1,250.00
Bill	08/13/2025	June 2...	Ray Graham Associ...	June 2025	4,583.33
Bill	08/13/2025	June 2...	Teen Parent Connec...	June 2025	1,426.36
Bill	08/13/2025	July 2...	Wings Program, Inc.	July 2025	1,500.00
Bill	08/18/2025	July 2...	Doc B, PLLC	July 2025	2,250.00
Bill	08/18/2025	July 2...	Little City Foundation	July 2025	3,750.00
Bill	08/25/2025	July 2...	St. Mary's Serv dba ...	July 2025	2,358.00
Bill	08/25/2025	July P...	Kenneth Young Cen...	July 2025 Psychiatric Services	16,746.25
Bill	08/25/2025	July S...	Kenneth Young Cen...	July 2025 Clinical Substance Use Prevention and Recovery	3,229.16
Bill	08/25/2025	July C...	Kenneth Young Cen...	July 2025 Crisis Intervention Services	3,330.00
Bill	08/25/2025	July In...	Kenneth Young Cen...	July 2025 Intensive Recovery Group Services	3,229.16
Bill	08/25/2025	July T...	Kenneth Young Cen...	July 2025 Outpatient Therapy Services	30,295.83
Bill	08/25/2025	July M...	Kenneth Young Cen...	July 2025 Mentoring & Community Support Services	7,752.91

6:30 AM

11/11/25

Accrual Basis

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

Type	Date	Num	Name	Memo	Amount
Bill	08/25/2025	July 2...	Leyden Family Servi...	July 2025	4,166.67
Bill	08/26/2025	July 2...	Teen Parent Connec...	July 2025 - AFS	2,132.68
Bill	09/08/2025	July 2...	Clearbrook	July 2025 ST CILAs	2,000.00
Bill	09/08/2025	July 2...	Clearbrook	July 2025 Pursuit	833.33
Bill	09/08/2025	2518	Good Works Results...	Indiv. Coaching/Group Forums	11,400.00
Bill	09/08/2025	July 2...	Life Span	July 2025 grant allocation	2,083.33
Bill	09/08/2025	July 2...	Ray Graham Associ...	July 2025	4,583.33
Bill	09/09/2025	Augus...	Fellowship Housing ...	August 2025	1,833.33
Bill	09/09/2025	Augus...	Leyden Family Servi...	August 2025	4,166.67
Bill	09/09/2025	Augus...	Children's Advocacy...	August 2025 SFS	833.33
Bill	09/09/2025	Augus...	Children's Advocacy...	August 2025 MHS	833.33
Bill	09/09/2025	Augus...	Partners for Our Co...	August 2025 MHS/CS	1,250.00
Bill	09/09/2025	Augus...	Doc B, PLLC	August 2025	1,743.75
Bill	09/09/2025	June 2...	St. Mary's Serv dba ...	June 2025	2,358.00
Bill	09/22/2025	Aug 2...	Clearbrook	August 2025 CILA	2,000.00
Bill	09/22/2025	Aug 2...	Clearbrook	August 2025 Pursuit	833.33
Bill	09/22/2025	Augus...	GiGi's Playhouse	August 2025 service contract	2,083.33
Bill	09/22/2025	Aug 2...	Kenneth Young Cen...	August 2025 Psychiatric Services	16,746.25
Bill	09/22/2025	Aug 2...	Kenneth Young Cen...	August 2025 Clinical Substance Use Prevention and Rec...	3,229.16
Bill	09/22/2025	Aug 2...	Kenneth Young Cen...	August 2025 Crisis Intervention Services	3,330.00
Bill	09/22/2025	Aug 2...	Kenneth Young Cen...	August 2025 Outpatient Therapy Services	30,295.83
Bill	09/22/2025	Aug 2...	Kenneth Young Cen...	August 2025 Intensive Recovery Group Services	3,229.16
Bill	09/22/2025	Aug 2...	Kenneth Young Cen...	August 2025 Mentoring and Community Support Services	7,752.91
Bill	09/22/2025	Augus...	Teen Parent Connec...	August 2025	1,464.04
Bill	09/22/2025	Augus...	Wings Program, Inc.	August 2025	1,500.00
Bill	10/06/2025	Augus...	Life Span	August 2025	2,083.33
Bill	10/06/2025	Augus...	Little City Foundation	August 2025	3,750.00
Bill	10/06/2025	Augus...	Northwest Center A...	August 2025	7,083.00
Bill	10/06/2025	Septe...	Partners for Our Co...	September 2025 MHS/CS	1,250.00
Bill	10/06/2025	Augus...	Ray Graham Associ...	August 2025	4,583.33
Bill	10/06/2025	1264	ReferralGPS	Q2 Care navigation	40,000.00
Bill	10/06/2025	Augus...	Resources for Com...	August 2025	1,000.00
Bill	10/06/2025	Augus...	St. Mary's Serv dba ...	August 2025	2,358.00
Bill	10/06/2025	Augus...	The Bridge Youth & ...	August 2025	6,250.00
Bill	10/06/2025	Septe...	Doc B, PLLC	September 2025	1,912.50
Bill	10/06/2025	Septe...	Fellowship Housing ...	September 2025	1,833.33
Bill	10/20/2025	Sept 2...	Children's Advocacy...	September 2025 Safe from the Start	833.33
Bill	10/20/2025	Sept 2...	Children's Advocacy...	September 2025 Mental Health Services	833.33
Bill	10/20/2025	Septe...	GiGi's Playhouse	September 2025	2,083.33
Bill	10/20/2025	Septe...	NAMI Schaumburg ...	September 2025	582.38
Bill	10/20/2025	Septe...	Northwest Center A...	September 2025	7,083.33
Bill	10/20/2025	Septe...	Ray Graham Associ...	September 2025	4,583.33
Bill	10/20/2025	Septe...	Wings Program, Inc.	September 2025	1,500.00
Bill	10/21/2025	Sept 2...	The Bridge Youth & ...	Sept 2025 Comm Case Coordination	6,250.00
Bill	10/21/2025	Sept 2...	Kenneth Young Cen...	Sept 2025 Mentoring and Community Support Services	7,752.91
Bill	10/21/2025	Sept 2...	Kenneth Young Cen...	Sept 2025 Mentoring and Community Support Services	30,295.83
Bill	10/21/2025	Sept 2...	Kenneth Young Cen...	Sept 2025 Intensive Recovery Group Services	3,229.16
Bill	10/21/2025	Sept 2...	Kenneth Young Cen...	Sept 2025 Crisis Intervention Services	3,330.00
Bill	10/21/2025	Sept 2...	Kenneth Young Cen...	Sept 2025 Clinical Substance Use Prev & Recovery	3,229.16

6:30 AM

11/11/25

Accrual Basis

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

Type	Date	Num	Name	Memo	Amount
Bill	10/21/2025	Sept 2...	Kenneth Young Cen...	Sept 2025 Psychiatric Services	16,746.25
Bill	10/21/2025	Sept 2...	Clearbrook	Sept 2025 Pursuit	833.33
Bill	10/27/2025	Sept 2...	Clearbrook	Sept 2025 Residential Services CILA	2,000.00
Bill	10/28/2025	9/202...	Little City Foundation	Sept 2025 Adult Day Services	3,750.00
Bill	10/28/2025	Sept 2...	Life Span	Sept 2025 Counseling Services for SDVSA	2,083.33
Total 5048000 - Service Contracts					952,269.63
Total 5048 - MHB SERVICE CONTRACTS					952,269.63
Total 504 - MHB Expenditures					1,046,862.68
TOTAL					1,046,862.68

Township of Schaumburg
Mental Health Board Director

Reports to: Schaumburg Township Mental Health Board

Status: Full-Time - Exempt Employee

Pay: Estimated \$70,000-\$90,000 per year

Position Overview

The Director is a dynamic leader who builds strong working relationships with community partners to maximize the impact of mental health, developmental disabilities, and substance use disorder services for Schaumburg Township residents. The Director advises and assists the Mental Health Board in carrying out its statutory responsibilities and is accountable for the Mental Health Board's overall mission and its leadership in mental health, developmental disability, and substance use disorder services in Schaumburg Township. The Director has primary responsibilities for implementing and administering the plans and policies of the Mental Health Board and managing its day-to-day activities. The Director serves as the Mental Health Board's liaison to governing authorities and funded agencies and must effectively collaborate to design a system of care that meets the needs of Schaumburg Township residents.

Hours

In-office/hybrid schedule to be determined with the Mental Health Board; Mental Health Board meetings and special events in the evening or weekend hours will occur periodically

Responsibilities/Essential Functions

- Demonstrates leadership abilities, including initiative, ability to work independently and with teams, train Mental Health Board members and Schaumburg Township employees. Completes projects under time constraints.
- Communicates effectively with the Mental Health Board at all of its meetings and provides timely and accurate information and data necessary for the Mental Health Board to function at a high level and to make informed decisions
- Reviews and evaluates the Mental Health Board's mission and strategic plans, including coordination of periodic needs assessments
- Develops continuous written one- and three-year plans for the Mental Health Board
- Prepares and publishes annual Mental Health Board budgets and annual reports
- Develops and participates in marketing and communication plans
- Compiles monthly and annual statistics of services provided and submits written reports to the Mental Health Board
- Maintains a working knowledge of federal and state laws regarding funding, mental health, substance use, and developmental disability related services
- Examines and evaluates funding applications received by the Mental Health Board and participates in the development of funding recommendations for the consideration of the Mental Health Board
- Oversees contracts maintained by the Mental Health Board, including allocation and accountability monitoring of taxpayer funds
- Represents the Mental Health Board at outside functions and other meetings as requested, either in person or by Zoom meetings. These meetings may include travel outside of the Chicago area.
- Fosters partnerships among community stakeholders, including Township departments, to ensure collaboration, to maximize efficiency, and to align efforts to aid Township residents

Nothing in the job description restricts the Mental Health Board's right to reasonably assign duties and responsibilities to this job at any time. Essential features of this job are described under the headings above. A copy of this job description will be kept with the employee's personnel files.

Required Skills, Knowledge, and Abilities

- Works well in a government setting and understands the Community Mental Health Act, Open Meetings Acts, Robert's Rules of Order, Freedom of Information Act, and confidentiality requirements
- Informed about the agencies providing services for mental health, developmental disabilities, and substance use disorders in the community
- Effective and collaborative problem solving skills
- Working knowledge of administrative principles and practices
- Skills to plan and administer budgets
- Represents the Mental Health Board positively and effectively to the public
- Commitment to continued professional development and involvement with relevant organizations

Education and Experience

- Bachelor's or Master's degree preferred in a field related to mental health, business administration, healthcare administration, or public administration
- At least five years experience in a behavioral health and/or leadership setting
- Experience working with public boards is an added advantage

Physical Demands

- While performing the duties of this job, the employee is regularly required to sit, talk, use repetitive motion, type, and hear. The employee is frequently required to stand, walk, use hand and fingers to handle and feel, and reach with hands and arms. The employee is occasionally required to bend, climb stairs, and reach overhead. The employee must occasionally lift and/or move up to 30 pounds.

Working Conditions

- This position is primarily performed indoors; however, the position may require contact with outdoor weather at special or planned programming events. Contact with moderate noise levels may be experienced during normal working hours and special activities of the Township.
- This position may require off-site training that may have other conditions not listed here.
- The Director must be able to work directly with diverse vendors and manage conflict.

Benefits

- This position is scheduled for 37.5 (40?) hours per week. Specific schedule parameters will be agreed upon between the Mental Health Board and the Director.
- The Mental Health Board and Schaumburg Township offer a generous benefits package including paid vacation, sick, and bereavement leave, medical, dental, vision, life insurance, and participation in the Illinois Municipal Retirement Fund (IMRF).

Nothing in the job description restricts the Mental Health Board's right to reasonably assign duties and responsibilities to this job at any time. Essential features of this job are described under the headings above. A copy of this job description will be kept with the employee's personnel files.



Executive Director

Reports to: Mental Health Board
Status: Full-time – Exempt Employee
Salary: \$75,000 – \$85,000 (DOQ)

Position Overview

Under the guidance of the Mental Health Board (MHB), this role requires a dynamic leader who builds strong working relationships with community partners to maximize the impact of services for mental health, substance use disorders, and intellectual/developmental disabilities. The Executive Director advises and assists the MHB in carrying out its statutory responsibilities. This role is accountable for the MHB's overall mission and its leadership in mental health, substance use disorder, and intellectual/developmental disability services in Schaumburg Township. The fundamental responsibilities are to implement and administer the MHB's plans and policies, as well as manage its day-to-day activities. This role serves as the MHB's liaison to the governing body, funded agencies, and community partners. The Executive Director must effectively collaborate to design a system of care that meets the needs of Schaumburg Township residents.

Essential Job Functions

Leadership and Governance

- Communicate effectively with the MHB. Provide the board with accurate information in a timely manner to ensure they can function properly and make informed decisions.
- Advise and support the board in policy development and implementation.
- Assist the MHB with the funding allocation process, from application submission to contract execution.
- Serve as the Open Meetings Act designee for the board.
- Onboard new board members and provide ongoing education and training.
- Provide community systems leadership for mental health, substance use, and intellectual/developmental disability related initiatives.

Financial Management

- Prepare and manage annual budget. Assist in determining annual levy.
- Regularly monitor Mental Health Board bank accounts and ensure adequate funds are available.
- As a designated signer for MHB accounts, review and approve invoices and funding requests.
- Maintain all financial records for the MHB.
- Responsible for executing contracts on behalf of the MHB.
- Execute contracts for service with funded providers and oversee funding award.
- Serve as point of contact for finance team, bank staff, and accounting department to ensure financial matters are handled in a timely manner and in line with statutory requirements.

Administration & Operations

- Maintain an understanding of relevant legislation and updates that may impact local providers.
- Coordinate periodic community needs assessments to ensure development of effective strategic plans.
- Develop and manage the MHB's one and three plans in accordance with the CMHA.
- Prepare, present, and publish the MHB annual report in accordance with the CMHA.
- Prepare agenda and packets for Mental Health Board meetings.
- Establish reporting requirements for funded providers.
- Act as team administrator in Submittable.
- Serve as the grant lifecycle manager and ensure funded providers remain in compliance with contract requirements.
- Maintain and ensure proper posting of public records in accordance with statutory requirements.
- Oversee proper destruction of public records.

Stakeholder Engagement

- Act as the board's liaison with the Township board, Township staff, community partners, and residents.
- Develop relationships with funded providers and serve as their liaison with the MHB.
- Represent the Mental Health Board at outside functions and meetings to foster partnerships.
- Develop relationships with funded providers and serve as their liaison with the MHB.
- Develop and oversee execution of a communication plan.
- Serve as administrator of MHB social media accounts and manage MHB webpage.
- Serve as the point of contact for residents and handle community inquiries.
- Advocate for the taxpayer and ensure public funds are used responsibly, efficiently, and transparently.
- Be an active member of the Association of Community Mental Health Authorities of Illinois (ACMHAI).

Required Skills, Knowledge, and Abilities

- Understands the Community Mental Health Act (CMHA), Open Meetings Act (OMA), Freedom of Information Act (FOIA), and Robert's Rules of Order.
- Awareness of agencies providing services in the community for mental health, substance use disorders, and intellectual/developmental disabilities.
- Effective problem-solving skills.
- Working knowledge of administrative principles and practices.
- Expertise in planning and administering budgets, with familiarity with accounting software.
- Ability to represent the MHB positively and effectively to the public.
- Commitment to continued professional development and involvement with relevant organizations.
- Demonstrate leadership abilities including taking initiative, ability to work independently and effectively, particularly in high pressure situations.
- Ability to maintain sensitive information.
- Able to work with diverse vendors and manage conflict.
- Capability to effectively manage and complete projects simultaneously while under tight time constraints.
- Complete Illinois Open Meetings Act training upon hire and annually thereafter.

Education & Experience

- Bachelor's degree in a field related to mental health, business administration, healthcare administration, or public administration. Master's degree preferred.
- At least five years' experience in a behavioral health and/or leadership setting.
- Basic understanding of local government and experience working with public boards is an added advantage.

Physical Demands & Working Conditions

- While performing the duties of this job, the employee is regularly required to sit, talk, use repetitive motion, type, and hear. The employee is frequently required to stand, walk, use hands and fingers to handle and feel, and reach with hands and arms. The employee is occasionally required to bend, climb stairs, and reach overhead. The employee must occasionally lift and/or move up to 30 pounds.
- This position is primarily performed indoors; however, it may require contact with outdoor weather at special or planned programming events.
- Contact with moderate noise levels may be experienced during normal working hours and special activities of the MHB.
- It may require attendance at off-site training or events that have other conditions not listed here.

Hours

Full-time, flexible Monday through Friday, in-office/hybrid schedule as approved by the MHB. In addition, special events and meetings in the evening or weekend hours.

Benefits

This position is scheduled for 40 hours per week. The Mental Health Board offers a generous benefits package including paid time off, major medical, dental, vision, life, and IMRF retirement.

Schaumburg Township
Board Warrant Report
From 11/1/25 - 11/26/25

Mental Health Board	
Per Attached List of Voucher to be Paid:	
Accounts Payable	
Total	94,218.88

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 December 2025.

Trustee

Trustee

Trustee

Trustee

Trustee

Trustee

Trustee

Township of Schaumburg - Mental Health Board
Board Audit Report - MHB
November 1 - 26, 2025

Type	Date	Num	Name	Memo	Amount
504 - MHB Expenditures					
5045 - MHB ADMIN					
504500 - Schmburg Twsp Services					
Bill	11/03/2025	FY26 Services	Township of Schau...	FY26 Schaumburg Township Services	-4,500.00
Total 504500 - Schmburg Twsp Services					-4,500.00
Total 5045 - MHB ADMIN					-4,500.00
5046 - MHB COMMODITIES					
5046000 - Travel					
Bill	11/04/2025	reimb mileage	Quinette Hobson-Ro...	Reimb mileage 6/18-10/01/25	-60.48
Total 5046000 - Travel					-60.48
5046001 - Office Supplies					
Bill	11/10/2025	10/31/25	FNBO - 4421	Walmart- Office supplies	-15.74
Total 5046001 - Office Supplies					-15.74
5046003 - Equipment/Database					
Bill	11/10/2025	SUN488231	SundogIT	tosmhb.org domain	-30.00
Total 5046003 - Equipment/Database					-30.00
5046007 - Special Events					
Bill	11/10/2025	10/31/25	FNBO - 4421	Wide Image Inc- TOS 2025 trunk or treat	-50.00
Bill	11/10/2025	10/31/25	FNBO - 4421	Etsy- TOS 2025 trunk or treat	-141.61
Bill	11/10/2025	10/31/25	FNBO - 4421	Amazon- TOS 2025 trunk or treat	-75.14
Total 5046007 - Special Events					-266.75
Total 5046 - MHB COMMODITIES					-372.97
5048 - MHB SERVICE CONTRACTS					
5048000 - Service Contracts					
Bill	11/03/2025	September 2025	Associates in Behav...	September 2025	-3,000.00
Bill	11/04/2025	Oct 2025 MHS...	Partners for Our Co...	October 2025 MHS/CS	-1,250.00
Bill	11/17/2025	Oct 2025 Safe ...	Children's Advocacy...	October 2025 Safe from the Start	-833.33
Bill	11/17/2025	Oct 2025 Ment...	Children's Advocacy...	October 2025 Mental Health Services	-833.33
Bill	11/17/2025	Oct 2025 Pursuit	Clearbrook	October 2025 Community Day Services PURSUIT	-833.33
Bill	11/17/2025	Oct 2025 CILAs	Clearbrook	October 2025 Residential Services CILAs	-2,000.00
Bill	11/17/2025	October 2025	Fellowship Housing ...	October 2025	-1,833.33
Bill	11/17/2025	October 2025	GiGi's Playhouse	October 2025	-2,083.33
Bill	11/17/2025	Oct 2025 Psych	Kenneth Young Cen...	October 2025 Psychiatric Services	-16,746.25
Bill	11/17/2025	Oct 2025 Subs...	Kenneth Young Cen...	October 2025 Clinical Substance Use Prevention and Reco...	-3,229.16
Bill	11/17/2025	Oct 2025 Crisis	Kenneth Young Cen...	October 2025 Crisis Intervention Services	-3,330.00
Bill	11/17/2025	Oct 2025 Inten...	Kenneth Young Cen...	October 2025 Intensive Recovery Group Services	-3,229.16
Bill	11/17/2025	Oct 2025 Outp...	Kenneth Young Cen...	October 2025 Outpatient Therapy Services	-30,295.83
Bill	11/17/2025	Oct 2025 Ment...	Kenneth Young Cen...	October 2025 Mentoring and Community Suppoer Services	-7,752.91
Bill	11/17/2025	October 2025	Little City Foundation	October 2025	-3,750.00

Township of Schaumburg - Mental Health Board
Board Audit Report - MHB
November 1 - 26, 2025

Type	Date	Num	Name	Memo	Amount
Bill	11/17/2025	October 2025	St. Mary's Serv dba ...	October 2025	-4,716.00
Bill	11/17/2025	October 2025	Wings Program, Inc.	October 2025	-1,500.00
Bill	11/24/2025	October 2025	NAMI Schaumburg ...	October 2025	-46.62
Bill	11/24/2025	October 2025-...	Life Span	October 2025-SDVSA	-2,083.33
Total 5048000 - Service Contracts					-89,345.91
Total 5048 - MHB SERVICE CONTRACTS					-89,345.91
Total 504 - MHB Expenditures					-94,218.88
TOTAL					-94,218.88