

**ST. CHARLES 708 COMMUNITY MENTAL HEALTH BOARD  
WEDNESDAY NOVEMBER 16, 2022 5:30 PM  
2 E. MAIN STREET, DENZ A&B  
MEETING MINUTES**

**1. Call to Order**

Chair Poremba called the meeting to order at 5:30 PM

**2. Roll Call**

Members present: Denz, Litchfield, Poremba, Rosenberg, Silkaitis, Weddell

Absent: Bryant

**3. Approval of Meeting Minutes**

**A. April 28, 2022**

Chair Poremba asked for a motion to approve.

Motion to approve by Weddell second by Silkaitis

Voice Vote Aye: 3 No: 0

Abstain: Denz, Litchfield, Rosenberg

Motion carries

**B. May 25, 2022**

Chair Poremba asked for a motion to approve.

Motion to approve by Weddell second by Litchfield

Voice Vote Aye: 4 No: 0

Abstain: Denz, Rosenberg

Motion carries

**4. Chair Report**

**A. AID Nutrition Priority**

Chair Poremba discussed a response given to AID in response to questions they had regarding funding decisions for this priority.

**B. FY 2023-2024 Funding**

Chair Poremba discussed available funding and an increase to funds available.

**5. Action Items**

**A. Application**

Chair Poremba asked if everyone had a chance to review the updated funding application and some of the adjustments made. Chair Poremba read some notes for absent member Bryant discussing reasons for some of the updates and the associated goals in making these changes. Board member Weddell expanded on the discussion using examples from an application from last year and effects on various sections where updates will provide greater clarity for applicants. Chair Poremba discussed section 4 and how new applicants will be scored. They will receive the 2 points for the first year, but completion of this section will be

necessary in subsequent applications to receive these points. Board member Silkaitis discussed the verbiage on the topic of greater than 10% in terms of year over year requests from agency applicants. The verbiage on page two needs to reference, in section 2, number 13 versus number 10 as it currently states. Board member Silkaitis asked if the board would want to consider limiting requests for no more than 10% greater than a previous year. Board member Weddell discussed some of the specific requests in terms of greater funding asks year over year. Round table discussion of the topic ensued. New board members Litchfield and Rosenberg asked clarifying questions for how applicants describe need. It was determined it best to leave the verbiage as it is for this year and consider it again for future changes. Chair Poremba asked for a motion to approve subject to changes as discussed by changing wording in section 2 to read #13. Board member Silkaitis asked that a final draft be created, and the vote be conducted at the January meeting.

**B. Rubric**

Board member Weddell discussed page three numbers 17 and 18 and recommended changes to wording to read “section 3 and 4” respectively. Board member Litchfield asked if board members need to provide a narrative for reasoning of how an application was scored. Board member Denz stated only if they felt necessary to bring it up during the meeting, but otherwise no it isn’t necessary to explain each item scored. Board member Weddell discussed the guide sheet for agency applicants and some updates to align with changes to the application. Board member Weddell will bring it to a subcommittee meeting with Board member Bryant to complete updates bringing consistency in line with the updates to the application.

**C. Social Media Public Service Announcement Program**

Chair Poremba discussed current initiatives in use of social media and recommended approaching funding agencies to highlight a program that has been funded by the St. Charles 708 Board for use in social media posts. Through round table discussion, members agreed it is a great suggestion. Chair Poremba also discussed a request for previous year funding awarded to be shared on social media and asked if any board member had any objection. The information is public as it stands, therefore no member had objection.

**D. 2022-2023 Meeting Schedule**

Chair Poremba asked if there were any conflicts with the current schedule as planned as well as mandatory meeting dates. No conflicts were identified.

**6. Q&A**

None

**7. Adjourn**

Chair Poremba asked for a motion to adjourn the meeting.

Motion to adjourn by Denz second by Silkaitis

Voice Vote Aye: 6 No: 0  
Meeting adjourned at 6:16 PM

***ADA Compliance***

Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the ADA Coordinator, Jennifer McMahon, at least 48 hours in advance to the scheduled meeting. The ADA Coordinator can be reached in person at 2 East Main Street, St. Charles, IL, via telephone at (630) 377 4446 or 800 526 0844 (TDD), or via e-mail at [jmcmahon@stcharlesil.gov](mailto:jmcmahon@stcharlesil.gov). Every effort will be made to allow for meeting participation. Notices of this meeting were posted consistent with the requirements of 5 ILCS 120/1 et seq. (Open Meetings Act).

