

**MEETING MINUTES**  
**ST. CHARLES 708 COMMUNITY MENTAL HEALTH BOARD**  
**WEDNESDAY NOVEMBER 13, 2019 5:30 PM**  
**MUNICIPAL BUILDING, DENS A & B**  
**2 E. MAIN STREET, ST. CHARLES, IL**

**1. Call to Order**

Chair Waibel called the meeting to order at 5:27PM

**2. Roll Call**

Present: Cohen, Denz, Gacic, Silkaitis, Waibel, Weddell

Absent: Travilla

**3. Approval of the Minutes September 26, 2019**

Motion to approve made by Weddell second by Silkaitis

Voice Vote Aye:6 No:0

Motion Carried with edit to insert comma in sentence after the word “copy” in 6B.

**4. Chair Report**

Chair Waibel distributed copies of financial reports from the INC Board to Board members. Chair Waibel inquired with the City, individual Board members ability to call in to participate in 708 Mental Health Board meetings. None of the commissioned boards for the City of St. Charles have been given authority by the City to call in to meetings. It was asked if they could bring the inquiry to City Council to make a vote for future consideration. More information will be forthcoming as the City makes determination.

Chair Waibel discussed a meeting attended with Karina Villa and other local 708 Mental Health Boards. They discussed reasons why 708 Boards would *not* be interested in a consolidated board. Also discussed in this meeting was the possibility of developing a more uniform funding application across existing 708 Mental Health Boards. The City of St. Charles 708 Mental Health Board has stated they may be interested in participating with other 708 Boards toward a more universal application.

Chair Waibel discussed ideas for maintaining current versions of documents developed by the 708 Board.

Chair Waibel discussed attending the opening of the new police station. Chief Keegan discussed having dedicated space for a social worker in the new building. Chair Waibel discussed how that would impact the St. Charles 708 Board should funding be sought by the police department for this expanded initiative. Round table discussion of the topic ensued discussing government agencies funding other government agencies. Noted board member comment; this could include getting future applications from other government agencies.

Round table discussion to add a December meeting to determine the Board’s position and policy recommendation for funding other government agencies, to St. Charles City Council, when the funding sought is relative to mental health services. The board will meet December 2<sup>nd</sup>, 2019 at 12 noon.

**5. Bidders Meeting**

Presentation of Application / Feedback

Bidders Meeting began at 6:04PM

Chair Waibel opened meeting with introductions of the 708 Board and asked agencies to introduce themselves. Chair Waibel discussed the FY 2021, 708 Mental Health Board Application for funding and highlighted some of the changes this year, as well as method for turning in the completed application. Completed applications are due January 15<sup>th</sup>, 2020 by end of business day. Late applications will not be accepted. The Organization Presentation meeting is February 27<sup>th</sup>, 2020 and mandatory. Chair Waibel discussed some reminders for what the application is asking agencies to complete. Board member Weddell addressed specifics of the application stating the application is designed to be a continuation from previous years' information and show outcomes over time. The application will be available on the City of St. Charles website on December 11<sup>th</sup>, 2019. Chair Waibel asked for any questions from the agency attendees. An attendee asked for clarification to define what fiscal year the application was asking. Chair Waibel stated it was the applying agency's fiscal year. Another question from an attendee, seeking clarification for measuring number of City of St. Charles residents served for specific programs. It was recommended attendees review a City of St. Charles map available on the City website identifying the five wards and related streets encompassing the proper boundaries of the City of St. Charles tax base for the 708 Mental Health Board.

Bidders meeting ended at 6:40PM

Short recess meeting resumed at 6:50PM

**6. Old Business**

**A. Discuss Application**

Round table discussion of other edits and proofreading detail of the FY2021 application.

Recommended changes include:

- i. Page 1 second sentence "we only will be accepting applications electronically" 3<sup>rd</sup> line "electronically by the end of the business day"
- ii. Page 5 add new section six titled "allocation expenditure summary" stating "Provide a summary report of actual funding received this past year documenting how your organization spent funds on the designated program or priorities listed in the application"

Chair Waibel asked for a motion to approve with edits as noted above.

Motion made by Weddell second by Denz.

Voice Vote: Aye: 6 No:0

Motion carries

Chair Waibel will email copies with final amendments to Board members.

**B. Discuss Rubric**

Chair Waibel asked if all had opportunity to review the rubric.

Round table discussion to clarify use of rubric scoring.

**C. Approve Policies**

Chair Waibel collected all recommendations and edited policies per discussion at a previous meeting. Board member asked for clarification of item 3 and whether more specifics were needed or if there were consequences for broken policies. Chair Waibel states that there are not consequences other than in extreme situations where members may be removed by the Mayor.

Chair Waibel asked for a motion to approve policies.

Motion by Gacic second by Denz.

Voice Vote: Aye: 6 No: 0

Motion carries

## 7. New Business

### A. Youth Commission Update

Board Member Denz will serve as liaison between the 708 Board and the Youth Commission.

### B. Misc

Chair Waibel discussed revisiting the Mission of the St. Charles 708 Mental Health Board and finding greater presence in the community without additional use of funds. An item will be added to a future meeting agenda for board discussion on community outreach and any necessary associated change to policies and bylaws.

## 8. Action

### A. Approve Application

Chair Waibel asked for a motion to approve with edits as noted above in 6A.

Motion made by Weddell second by Denz.

Voice Vote: Aye: 6 No:0

Motion carries

### B. Approve Rubric

Motion by Gacic second by Denz

Voice Vote: Aye: 6 No: 0

Motion carries

## 9. Adjourn

Chair Waibel asked for motion to adjourn.

Motion by Weddell second by Gacic.

Voice Vote: Aye: 6 No: 0

Meeting adjourned at 7:55PM

### *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).

