

MINUTES
St. Charles 708 Community Mental Health Board
Thursday, November 2, 2017 – 5:30 P.M.
Dens A & B, Municipal Building, 2nd Floor
2 E. Main Street

1. Call to Order

The Meeting was called to order by Chair Barb Gacic at 5:39PM.

2. Roll Call

Members Present: Chair, Barb Gacic, Ron Weddell, Carla Cumblad, Ron Silkaitis, Michael Cohen, Brian Travilla, Carolyn Waibel

Absent: None

Others Present: Kimberly Abatangelo, Agencies as noted for Bidders Meeting

- 3.** Motion by Carla Cumblad and second by Ron Silkaitis to accept and place on file minutes of the September 7th, 2017 708 Mental Health Board Meeting.

Voice Vote: Ayes: 5 Nays: 0; Barb Gacic did not vote as Chair. **Motion Carried**

- 4.** Motion by Carla Cumblad and second by Ron Silkaitis to accept and place on file minutes of the October 19, 2017, 708 Mental Health Board Meeting.

Voice Vote: Ayes: 5 Nays: 0; Barb Gacic did not vote as Chair. **Motion Carried**

5. Old Business

Discussion

- a. Finance Director's Response to Administration Costs

Barb Gacic offered a copy of an email response from City Director of Finance Chris Minick to the Board, on the topic of administrative costs of 708 Mental Health Board meeting minutes. The City's position is to plan on the same 1% administrative expense allocation, while monitoring and evaluating to plan for FY19.

- b. 2018-2019 Draft Funding Application

1. The City of St. Charles 708 Mental Health Board Initial Application for Funding will be available on the City Website no later than December 8th, 2017.
2. Respective agencies seeking funding from the City of St. Charles should have completed applications returned by January 12th, 2018 at 12PM to Tracey Conti.

Carla: Discussed the original due date for the application was January 5th 2018, however it was felt that the holiday season posed a challenge for applicants to have reasonable time to complete the application.

3. February 708 Meeting dates

- a. Meeting dates for February will be:

- i. February 8th 2018 5:30PM
- ii. February 22nd 2018 5:30PM (Allocations Meeting)
- iii. February 27th 2018 5:30PM (this meeting date was determined and added after round table discussion in 7 a 1 below)

Carolyn: Discussed applying the previously discussed rubric scoring method to the new applications after the conclusion of the Allocations meeting; and breaking the discussion portion of the Allocations Meeting evening into a separate meeting.

The Board agreed with the added consensus that the subsequent meeting should be no more than a week after the Allocations Meeting. The February 27th, 2018 meeting date was added as a plan for discussion of the applications and Allocations Meeting presentations to occur at the February 22nd 2018 meeting.

6. New Business

- a. Bidders Meeting – Presentation of proposed changes to 2018-2019 St. Charles 708 Mental Health Funding Application. Attendees listed in Appendix A
 1. Chair Barb Gacic welcomed respective agencies and potential funding applicants by thanking and recognizing them for their work and the positive impact it has on the City of St. Charles and its residents. It was also mentioned that for questions regarding city boundaries, as funds are address specific; a map was available by contacting Tracey Conti.
 2. The purpose of this meeting is to discuss new application format for the City of St. Charles 708 Mental Health Board funds available; and to solicit feedback from the potential applicant agencies seeking funding as well as answer questions.
 3. Carla Cumblad and Ron Weddell presented the new St. Charles 708 Mental Health Board Initial Application for Funding.

Carla: Opened the discussion by stating the application is in draft format at this time with goals of simplifying and streamlining the application, while collecting complete information. Questions are encouraged. All applicants will be considered Initial Applicants under the newly formatted application, even if they are returning to seek repeat funding from a previous year.

Ron W: Discussed the letter of explanation and the format of the application.

Carla: Application page one highlights and changes from previous applications.

Attendee Question: Asked how best to define “number served” to satisfy the question on the application.

Carla: Responded stating the question they’re seeking to define is the size of the organization and number of people served, as well as how they’re counting the number of people served.

Carla: Application page two highlights noting two definitions, seeking to delineate what type of funding is being sought; that are important for the applicant to consider when completing the application:

1. Organizational Support: Should list two to five priorities when seeking funding for organizational support.
2. Program Support: Seeking funding for one specific purpose or program.

Attendee Question: With regard to section 3. “If seeking multiple areas of funding will this section be filled out multiple times?”

Carla: Yes, that is exactly right. The section would be filled out multiple times to match the number of areas seeking funding.

Attendee Question: Seeking further clarification on how to define use of funds, because often times the work being done carries into different areas.

Carla: Recommends to include the formula or rationale so that it’s clear. The Board’s goal is to be fair, so they’re seeking to understand the rationale for the funding.

Carla: Further offering discussion on section three stating that it is asking for a summary of information, this is information that will carry over into next year for continuing applications and that the purpose is to describe what happened in the continuation application for subsequent years, not for the purpose of judging but for the purpose of understanding data.

Ron W: Further adds that the goals of the section are to understand total outcomes of the purpose; not to evaluate the applicant's organizational measures.

Carla: Further adds that they're seeking the organizations to share data and information.

Carla: Section four of the application is seeking a funding narrative discussion. It is asking if full funding or partial funding is being sought and a description for how the funds will be used, a breakdown of a percentage of what the funds will cover.

Attendee Question: How should the information be noted if not every participant in programs is from St. Charles.

Brian: That would revert back to section three.

Carla: It's a budgeting question. The Board is not seeking full detail on how much each portion of the programs offered by the agency are being supported by which funds

Brian: The funding narrative purpose is to define how funds will be used.

Carla: Further answers the question by stating "Is this your only funding source for the specific program or portion of a program?" and further looking for it to be specific to the program or the priority where possible. This section should also be used for any other specifics the agency is seeking to share such as whether this would be a one-time situation where money would be used.

Carla: Section five of the application discussed credentials. This section is seeking to explain how many staff the agency has and if they're appropriately trained or credentialed for the activity for which funding is being sought. A copy of a 501(c) 3 certificate should be included here as well as a copy of a letter of good standing for the organization from the Attorney General's office.

Attendee Question: How old should the letter from the Attorney General's office be?

Brian: It should be within a year (365 days) of the application, no older. It should be within the application year.

It was discussed that obtaining these letters is not difficult and that agencies that need to seek this can expect it to only take about three days or so after a request is made.

Carla: This section should also list members of the board of directors by name, an abbreviated annual budget, and a report if the agency has received prior 708 Board funding. Subsequent year applications will only need to note significant changes in this section.

Ron W: Seeking to clarify what's being asked by offering an example of information being sought.

Attendee Question: Will the cover letter for the application offer a name and phone number of an individual to contact with questions, should they arise while completing the application.

Carla: Noting that currently the letter of introduction does have a blank space for this, at this time, that a name and contact phone number will be provided on that letter of introduction before it is published.

Attendee Question: "To clarify, if I complete this online, I do not need to submit ten copies of this in print format correct?" Also, asked that due to size of files would a zipped file format be accepted.

Members of Board state that Tracey Conti will be contact person for general technical questions.

Carla: Asked the group if in general the application looks to be more understandable

Attendee Consensus Comment: Yes, it is more direct.

Carolyn: Offered one final request for more feedback or questions from attendees.

Attendee Question: Is there a character or word limit to the application?

Carla: No, not at this time, but that is something that may be considered in the future after what is received in this initial year. Everyone is turning in an application this year, as if they were new.

Attendee Question: Is there something specific you're looking to see for use of the funds?

Barb: No, every agency is providing different services which are, as previously mentioned, directly providing services to more than 10% of our community.

Attendee Question: Is every agency requesting funding required to present in February at the Allocation Meeting?

Barb: Yes.

4. Barb noted important dates for attendees as follows:
 - a. December 8, 2017 – Applications will be available on the City’s website in Word format.
 - b. January 12, 2018 12PM – Application due date; submitted to Tracey Conti Senior Administrative Assistant in PDF format or if submitting in paper format, ten copies will be due. Tracey will send an email acknowledging receipt of the application.
 - c. February 22, 2018 6:00PM – Agency Presentation Meeting. Each agency will present in a ten-minute time-frame, to the Board and answer 2-3 questions from the Board and if time allows within that ten minutes can share something they feel the board should know.

5. **Carla:** Thanked group for coming.
This commenced the Bidders portion of the meeting at 6:38PM.

7. Board reconvened with 708 MHB Members to discuss approval of 2018-2019 Funding Application

a. Discussion

There was a round table discussion regarding use of specific items put in the new application and how best to incorporate them; as well as the added February date for a follow up meeting after the allocations meeting date.

1. **Carolyn:** Recommended to the table that use of rubric in scoring be considered a guideline Would like to consider the scoring (use of rubric) as a guideline rather than a firm decision maker for this year. Score it as if it would be used, and compare it to how decisions are normally made and compare to see if it’s consistent before it’s an adopted method for decision making.

Brian: If it’s a tool for decision making in the new application, it should be used.

Carla: Notes this year the questions for applying point value on the rubric, really are only gauging whether they’ve completed the application items. Feels what *has* to be of value is “what is the purpose and what is the need” rather than gauging what types of purpose the funds may be used for.

Ron S: Discusses how the rubric can remove bias from the human nature of making decisions based on types of purposes that might be listed by agencies on the application. Further discussed how the scoring rubric might have, looking forward, rules for how to score.

Michael: asks “what if everyone falls into the category A range? And there simply aren’t funds to give everyone? Back to the same position as current, it becomes a discussion for debate.”

Carla: reiterates that this year it will be used more for noting completion of the areas of the application, where next year will have more bearing on decision making.

Ron S: “All are at baseline “0” currently correct?” Last years’ funding has no bearing whether by using the rubric or any decisions made through discussion. Again, stating that there will always be a subjectivity to the decisions which is the value of the 708 Mental Health Board.

It is determined that the rubric will be used and it’s use evaluated when discussing the applications and making decisions.

2. Further round table discussion on naming an individual for the cover letter as a point of contact. It is determined that Tracey Conti will be named with directive to reach out to Barb Gacic with non-technical questions. Barb may in turn reach out to members of the Board to field answers. Specifically noting that Ron W. may field some of these non-technical questions from applicants.

3. Discussion on whether to include brochures or look to websites to vet various organizations.
Ron S: Feels a new applicant should do all paper work when completing an application making the point that the 708 Board is unfamiliar with a new organization.
Carolyn: Concurs this is a good point
Carla: Brings up the point that decision was made to look at websites for new applicants.
Carolyn: Thinks it's reasonable to ask new organizations to include a brochure.
Michael: States all of this can be found on a website.

4. Discussion to clarify sections of the new application, as well as correct formatting.
- a. Discussion to clarify defining sections of section 2. It was determined that inverting the placement of "designated program" and "organizational level funding support" would add clarity for the applicant.
 - b. Formatting suggestions resulted in some corrections of spelling, indentation and other minor corrections.

8. Motion to approve the application as changed.

Motion by Ron S. Second by: Carolyn

Voice Vote: Ayes: 6 Nays: 0 Chair Barb Gacic did not vote. **Motion carried.**

Motion to approve the cover letter as changed.

Motion by: Carolyn Second by: Brian

Voice Vote: Ayes: 6 Nays: 0 Chair Barb Gacic did not vote. **Motion Carried.**

9. Adjournment

Motion by Ron S. second by Carla to adjourn the meeting at 7:47PM

Voice Vote: Ayes:6 Nays: 0 Chair Gacic did not vote as a Chair. **Motion Carried.**

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. 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.

APPENDIX A

Attendees of the 708 Mental Health Board Bidders Meeting

<u>AGENCY</u>	<u>NAME</u>
1. Inc Board	Jerry Murphy
2. Nami KDK	Carol Speckmann
3. AID	Christie Plotzke
4. FVHH	Greg Weider
5. Lazarus House	Liz Eakins
6. Tri City Family Services	Miranda Barfuss
7. SPS	Stephanie Weber
8. SPS	Kari Evans
9. Easter Seals	Erik Johnson
10. Living Well CRC	Karen Hill
11. Lazarus House	Julie Purcell
12. Fox Valley SRA	Carolyn Nagle
13. Community Crisis Center	Lisa Winchel
14. CASA Kane County	Vicki Shaw
15. AID	Kathy Hazelwood
16. Elderday	Lori Hewitt
17. YWCA Metropolitan Chicago	Marianne Perry
18. Ecker Center	Karen Beyer
19. NAMI	Regina Harris
20. TCFS	Laura Poss
21. Renz Addiction	Jerry Skogmo
22. YWCA Metropolitan Chicago	Marianna Pokorny