

**ST. CHARLES 708 COMMUNITY MENTAL HEALTH BOARD**  
**TUESDAY SEPTEMBER 15, 2020 5:30 PM**  
**CITY HALL, DENS A & B**  
**MEETING MINUTES**

**1. Call to Order**

Chair Travilla called the meeting to order at 5:26 PM

**2. Roll Call**

Present: Bryant, Denz, Poremba, Silkaitis, Travilla, Waibel, Weddell

Absent: None

**3. Welcome New Members**

Chair Travilla welcomed new board members Ms. Poremba and Ms. Bryant. Round table introductions.

**4. Action**

**A. Approval of Minutes June 9, 2020**

Motion to approve by Denz second by Bryant

Voice Vote: Aye: 7 No: 0

Motion Carries

**5. Chair Report**

**A. Review application and discuss adjustments**

Chair Travilla discussed some background information of the St. Charles 708 Mental Health Board for new members.

Chair Travilla discussed a call he received from the Suicide Prevention Hotline regarding their funding request and questions they had about funding decisions.

Chair Travilla discussed another call from Fox Valley Special Recreation request to use funding in a changed service format due to Covid-19.

Round table discussion about a Bidders' Meeting for the fall and options due to current health concerns, or if board members deemed it necessary. Ms Waibel brought up the fact that some people may have several questions about how to approach the application and funding requests due to the Pandemic. This meeting is an opportunity to explain to agencies what expectations there are with regard to being specific for funding requests. A board member recommended an addendum to the application form that might be used, to offer agencies some room for flexibility in use of funds from what may be described in their applications, due to changing times during this Pandemic. The Board wants to be considerate of agencies and the fact that in the past, agencies who did not use funding as outlined in their applications were denied funding in subsequent years.

Discussion of possible options for agencies to choose in-person or virtually will be considered. Ms. Bryant has agreed to create the guidance addendum sheet for the application as discussed. A recommendation was made by a board member that each board member serve as a point of contact for approximately three agencies. After round table discussion, at this time they will table, and consider revisiting at a later date, the splitting of agency points of contact responsibilities.

A recommendation was made that a Google Doc be created to offer an opportunity for agencies' questions to be entered by agencies ahead of time, so they can be answered efficiently during a Bidders' Meeting. Round table discussion for Bidders' Meeting date. The Bidders' Meeting will be held on Tuesday October 20, 2020 in Council Chambers.

**B. Confirm the rubric**

A sub-committee met and discussed any potential changes to the rubric. Mr. Weddell led the discussion explaining some of the history of how the application was created.

Recommended changes to the application to be made as follows:

1. Page 1, application must be signed. This will be added in bold lettering.
2. List fiscal year on section one
3. Page 3 "indicate up to four priorities", boxes were also cut down to four.
4. Section 4 deleted "designated program" from each.
5. Section 4.1 a table was developed to explain what this section is seeking.
6. A document for guidance was created to help explain the sections of the rubric and what information they are looking for in the application. "Who, what, where why and how" sections of the document are designed to help guide better organization of information on the application. The hope for this is to get information into the proper data fields and avoid lower rubric scores due to data that may just be in the wrong place.
7. #2 "describe the need of the program" This is the 'who' per new application guide.
8. #3 describe the specific activities of the program "the what, where and how you operate."  
A board member recommended "feel free" be changed to a more direct requirement for the section. Round table discussion about how much data is sought and at what point it becomes too much information and for what purpose is this data collected and used.
9. #4 'when the activities occur'
10. "Tell us what you plan to accomplish from this service"
11. 6-10 on the application were skipped as they were self-explanatory.
12. #10 some descriptors were written on the addendum that was created to further explain what the application is asking. Round table discussion on challenges in past applications adequately completing this section.
13. 11-12 no changes
14. 13-14 overlapped so #13 was removed.

15. Section 6 which is not scored; but asks how last years' funding was utilized seeks a summary. Round table discussion about best practice to ask this question, since the current year application may have nothing to do with last year.
16. Subsequent to changes made rubric scoring points were reappropriated to scoring sections.

Board members Weddell and Bryant continued by discussing changes to the Rubric. New members will receive examples of completed applications for reference.

Ms Waibel recollected from a previous meeting this Board was to have a discussion on how to address a request for funding much higher than previous requests and whether to ask for explanation and reason why, or to limit how much more can be asked. Round table discussion ensued, discussing examples and notes taken from last year. Guidance language to be added to the application as discussed.

## **6. Old Business**

- A. Sub-committee update**  
Discussed in 5B

## **7. New Business**

- A. Discuss establishment of a written policy regarding agency redirection of monies issued**

A board member recommended waiting until after the bidders' meeting to hear feedback from agencies before writing the policy. Round table discussion that it will be advised at the bidders' meeting to come at a later date. A board member discussed the possibility of keeping a reserve fund. It was discussed that small reserves may be kept but larger amounts are not kept as reserve. Round table discussion about addressing with agencies who do not show fully spending awarded monies and whether to write a policy about this topic. This will be discussed at an October meeting.

- B. 2020-2021 Policy/By-law review**

It was discussed which items are appropriate as a policy change versus what is a more stable, much less frequently changed by-law. This was just discussed in the spring of 2020. No changes are necessary.

- C. Assess the list of organizations and contacts for any needed edits**

- D. Ideas for Bidder's Meeting**  
Discussed in chair report.

- E. Determine 2020-2021 Board schedule**

Vice Chair Waibel reminded the group of a discussion for moving the timeline of the traditional meeting in February to the end of April to better align with City accounting. Alderman Silkaitis reminded that elections for Aldermen occur in May so the meeting would need to take place before May. It was also recommended that

by-laws would need to be changed to accommodate this as well. The application would then be due from agencies in February; in this example, of a new planned timeline.

Roundtable discussion about moving the timeline of Board operations from current to a revised plan. It was determined that for this year the timeline would remain the same and discussion to realign will continue during future meetings this year.

**Meeting Schedule 2020/2021:**

October 20, 2020 (Tuesday)

\*Applications are due January 13, 2021

January 14, 2020 (Thursday)

February 25, 2020 (Thursday) 5:00-6:00 meeting then presentations until approximately 10PM (Hybrid meeting)

March 2, 2020 (Tuesday) 5:30PM (Allocations Meeting)

April 27, 2020 (Tuesday) 5:30PM

**F. Create a board member contact list**

Chair Travilla made note of contact information for each Board Member and will distribute to the Board via email.

**8. Future Agenda Items**

- A. Review moving the timeline
- B. Review plan to create a written policy for and an addendum to the application for potential redirection of funds agencies may need to exercise due to Pandemic.
- C. Review creating a policy or communication to agencies who seek funding in exponentially greater amounts from previous years awarded funding.
- D. Public service announcements via social media. Point person identified as Board Member Poremba with Board Member Denz assisting in creating a notification to agencies that this is an opportunity. City representation to be involved as well.

**9. Q&A**

None

**10. Adjourn**

Chair Travilla requested a motion to adjourn the meeting.

Motion by Waibel second by Denz

Voice Vote Aye: 7 No: 0

Meeting adjourned at 7:55 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).

