

**MINUTES**  
**CITY OF ST. CHARLES, ILLINOIS**  
**708 MENTAL HEALTH BOARD MEETING**  
**THURSDAY, SEPTEMBER 7, 2017**

**1. Opening of Meeting**

The meeting was called to order by Barb Gacic at 5:34 pm.

**2. Roll Call**

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

**Absent:** None

**Guest:** Alicia Schatteman, School of Public and Global Affairs, Department of Public Administration and the Center for NGO Leadership and Development, Northern Illinois University.

**3a.** Motion by Silkaitis, second by Cumblad to approve and place on file minutes of the February 23, 2017, 708 Mental Health Board meeting.

**Voice Vote:** Ayes: Unanimous; Nays: None. **Motion Carried.**

**3b.** Motion by Cumblad, second by Waibel to approve and place on file the minutes of the the July 13, 2017, 708 Mental Health Board meeting.

**Voice Vote:** Ayes: Unanimous; Nays: None. **Motion Carried.**

**4.** Carolyn Waibel gave an update on the Kane County Mental Health Advisory Meeting.

**5.** A discussion was had regarding appointing a sub-committee consisting of Carla Cumblad and Ron Weddell to review the current application, and bring back recommendations to the board for consideration at the meeting scheduled on October 19, 2017 at 7:00 pm. Carla and Ron should get the application recommendations to Tracey Conti in PDF form by October 16<sup>th</sup> to ensure everyone on the board has time to review.

Barb gave a general reminder that the Bidders Meeting is scheduled for November 14, 2017 at 5:30 pm, and that those attending should arrive ½ hour before the meeting begins.

**6.** Guest Presenter Alicia Schatteman gave her presentation as follows:

### **Introduction and Context:**

These questions were presented for consideration:

Where are we now?

Where do we want to be?

How do we get there?

A discussion was had regarding the questions above and where the Board would like to see things moving forward. Alicia passed out information regarding some different communities/counties, and discussed their philosophies for grant funding.

Alicia went through the remainder of her presentation touching on topics such as:

### **Updated Strategic Plan 2016**

- The Strategic Plan helps to proactively shape our community's future. It identifies 41 goals, covering areas from economic development and citywide safety programs, to thinking creatively and taking risks. The goals are categorized into short and long term, routine and complex, and focus on the following concepts:
  - Facilitating economic development.
  - Committing to capital funding and investment planning that is sustainable.
  - Developing a comprehensive City financial assessment that is independent of the State.
  - Showing a willingness to think creatively and take some risk.
  - Promoting transparency and educating citizens on the value of local government.
  - Developing programs to protect neighborhoods and businesses
- Procedural Accountability
- Performance Accountability
- Components of a strategic plan
  - Foundation
    - Mission Statement
      - Why do we exist and what role do we have in the community.
  - Supporting Components
    - Values
    - Institutional Goals
    - Vision
  - Strategic Plan
    - Goals and Objectives
    - Implementation plan

### **Values Vision and Mission**

- What we believe in
- What we want to be
- Why we exist

What are the standards that we are holding ourselves accountable, what can the people we serve expect from the Mental Health Board, what sets us apart from others doing similar work, and can we live up to our values in everything we do?

### **Why does your Organization Exist**

- A great mission statement
  - Short - one sentence that answers what you do, for whom and what result
  - Memorable – everyone knows and can recite it, it's clear to board members
  - Relevant – clear who you serve, why and for what purpose.
  - Measurable – can we measure our success
  - Purposeful – Written from the perspective of the user, client, resident

Alicia went over some examples of mission statements and discussed what key points should be included in a mission statement.

### **Mission of St. Charles 708 Board**

The purpose and values of the 708 Board were discussed, what is done and not done if the board is seeking to broaden access to services, improve services, or both? Why does the board exist?

### **Strategic Planning**

- Strategic Planning vs. Strategic Plans
  - Establishing priorities on what you want to accomplish in the future
  - Address critical performance issues
  - Creating balance with what the organization is capable of and what they would like to do
  - Covering a reasonable time period
  - Convey desired future and state
  - Allow and accommodate change
  - Guide decision making

### **SWOT (Strength, Weakness, Opportunity, Threat)**

There was a discussion on funding after which the following were agreed upon:

- Strength
  - Knowledge of Agencies
  - Broad range of board experience
  - Compassion
  - Humor
  
- Weakness
  - Lack of community awareness
  - Resource center not centralized

- Mixed purposes
- Conflicting mission
  
- Opportunities
  - Recognize failed agencies
  - Fund agencies at equal level
  - Define or decision making process
  - Define quantitative measurements
  - Put structure around subjective processes (rubric possibility)
  
- Threat
  - Challenges confronting the organization

### **Evaluation and Performance Management**

Alicia discussed what drives an organization to improve and measure performance, the problems organizations face that affects overall success. A discussion was had regarding obtaining data from agencies (outlook/outcome) and what would be easier to obtain. It was brought up that agencies would question why the data was being requested, and we may not receive the data we're looking for. Is the size of the grant in line with what you're asking agencies to do? Agencies have to be open to change.

### **Issue Identification**

Alicia discussed possible issues and the questions that need to be asked to identify if there will be a broad impact on the organization, and if the strategies for the resolution of issues require changes, and the consequences if issues are addressed.

Once the main issues are agreed upon goals need to be set and issues addressed. Goals should be specific, simply written and define what you want to do, they should be measurable so that you have tangible evidence of accomplishment, keep goals achievable and result focused, and goals should be linked to a time-frame to create a practical sense of urgency , without that it's unlikely to produce a relevant outcome.

Alicia discussed strategic planning framework, measuring outcomes, tracking over time, reporting and what will be done with the feedback.

Alicia stressed that the strategic planning is not over at this point, there will be changes, and strategies may need to be rethought. Alicia ended her presentation.

**Action steps that will be taken are as follows:**

- Revise the By-laws
- Put in place a decision making process
- Focus on our service to the community, community service building
- Where is there opportunity for improvement
- Funding at program level

**Motion by Waibel, second by Silkaitis to adjourn meeting, 9:37 pm.**

**Voice Vote:** Ayes: Unanimous; Nays: None. Chair. Gacic did not vote as Chair.

**Motion Carried.**

:tc