

**AGENDA**  
**ST. CHARLES 708 COMMUNITY**  
**MENTAL HEALTH BOARD**

**THURSDAY, NOVEMBER 2, 2017 – 5:30 PM**  
**DENS A & B, MUNICIPAL BUILDING, 2<sup>ND</sup> FLOOR**  
**2 E. MAIN STREET**

1. Call to Order
2. Roll Call
3. Motion to accept and place on file the minutes of the September 7, 2017, 708 Mental Health Board Meeting
4. Motion to accept and place on file the minutes of the October 19, 2017, 708 Mental Health Board Meeting.
5. Old Business
  - a. Finance Director's Response to Administration Costs
  - b. 2018-2019 Draft Funding Application
6. New Business
  - a. Bidders Meeting – Presentation of proposed changes to 2018-2019 St. Charles 708 Mental Health Funding Application.
7. Approval of 2018-2019 Funding Application
8. Scoring for 2018 Funding Applications
9. Adjourn

***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).

**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.**

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**MINUTES**  
**ST. CHARLES 708 COMMUNITY**  
**MENTAL HEALTH BOARD**  
**THURSDAY, OCTOBER 19<sup>TH</sup>, 2017 – 5:30 P.M.**  
**DEN B, MUNICIPAL BUILDING, 2<sup>ND</sup> FLOOR**

**1. Call to Order**

The meeting was called to order by Chair 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

**Others Present:** Kimberly Abantangelo

Barb introduced recording secretary Kim Abantangelo to the board members.

- 3.** Motion by Waibel, second by Silkaitis to accept and place on file minutes of the August 23, 2017, 708 Mental Health Board Sub-Committee meeting.

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

**4. Old Business**

- a. Update of Kane County Mental Health Association Committee Meeting

**Carolyn:** There are no updates regarding the Kane county Mental Health Association Meeting. Representatives from the Kane County Mental Health Advisory Committee ( KCMHAC) were to meet with Geneva, the 7 existing township 708 boards as well as the Inc. Board.

A roundtable discussion was had regarding the KCMHAC meeting.

It was noted that there have been no meetings since their last meeting on August 23<sup>rd</sup>, and no decisions have been made. They were supposed to have met with all the different 708 boards, this is a total of 9 townships and municipalities across the southern part of the county, and that has not yet been done. Bill Beith with the KCMHAC did meet with the St. Charles 708 MHB (sub-committee meeting minutes of 8-23-17 approved at the 10-19-17 meeting) but no one has shown up at any other meetings, nor have they responded to any of the emails Carolyn has sent. There is a possibility of a meeting on Monday October 23<sup>rd</sup>, but that hasn't been confirmed.

**Barb:** Stated that Barb Jeffers with the KCMHAC has received a ruling from the county State's attorney that a quorum would be 3.

**Carolyn:** Has inquired of any movement. They do not know anything at this time. The feeling is they don't have the support of the cities. Nothing more is known. Added and acknowledged that if decisions will be made for a spring plan, it needs to be on the referendum by December of 2017. It appears unlikely it will make this time frame.

## **5. New Business**

### a. Recap of September ACMHAI Conference

**Barb:** Attended the ACMHAI Conference on September 21 & 22, 2017. The conference was combined with the Department of Public Health IPHA Conference. This combined meeting included the guest speakers for both conferences and all were quite dynamic. They will be doing this again next year as they felt it is a good fit to combine.

The training and best practices change each quarter and because it was suicide prevention month the guest speakers focused on that topic.

While at the conference Barb shared that a St. Charles student recommended putting the suicide prevention number on the back of high school student's ID's. This was the result of a previous Suicide Prevention Summit. Barb offered this information as an example of ideas shared at the ACMHAI conference and the value of this sharing of ideas across the state.

Barb also mentioned that the second day of the conference included a presentation by Terry Steczo, ACMHAI lobbyist, discussing the strategy of various legislative bills; most significant for ACMHAI members was the passage of SB 3 by Senator John Cullerton and signed by Governor Rauner.

### b. Discussion

#### **1. Consultant's Report Findings.**

Discussion was had to finalize the retreat presentation by Alicia Schatteman regarding board planning assistance.

#### **2. Sub-committee recommendations for 18/19 application.**

Barb asked Carla and Ron to discuss their recent work and meeting activity regarding updating the application and review the retreat presentation as compiled by Alicia Schatteman.

**Carla:** Ron and I met at the STC Public Library for the purpose of redeveloping the application.

There was a round table discussion regarding Ron and Carla's collaborative efforts with the Application.

**Ron W:** Discussed and recommended the addition of a mission and vision statement to the application as was mentioned in the final report from Alicia Shatteman.

**Carla:** Asked the group if they believe vision statement should be adopted. The group was

in favor of adopting the vision as read in the report.

Carla Discussed the mission statement. All were in favor of adding this with some significant discussion of a few edits to verbiage of the mission statement.

Carla Took group through what the new MHB application looks like. A round table discussion was had about specifics of each item in the new proposed application.

These three topics were specifically discussed:

- **Proposed Definitions:** Fund allocations by agencies awarded should be defined and identified. There was an extensive discussion about what should be defined and identified specifically by the agencies applying. The board discussed the proposed application per line item.
- **Title Change:** It was proposed that the title be changed to “Application for Funding” from The previous title of “Accountability Report”
- **Scoring Rubric:** The application of a scoring rubric was proposed. The rubric would be helpful when reviewing the applications, and would help to streamline funding discussions. It would reduce subjectivity of the discussions and assign numerical value in decision making. The Board acknowledged this recommendation was made by Alicia Schatteman, and after significant discussion, it was determined it would be a valuable tool to employ as a trial method for this year.

**Carolyn:** Added that while employing a scoring method is a good idea, perhaps it should be in a separate night of discussion. The general consensus is the use of a rubric should be considered.

**Carla:** Discussed how the new application really focuses on 4-5 major themes to be identified in the applications.

### **3. Approval of 18/19 agency application – N/A**

### **4. Discussion regarding requiring applications being submitted online.**

Round table discussion about applicants submitting the applications online as an editable PDF versus paper copies.

### **5. Bidders Meeting November 2, 2017**

The Bidders Meeting is set for November 2, 2017, and will begin at 5:30 pm. The bidders Portion will begin at 6:00 pm. The board members discussed whether to meet at 5:30 before the Bidders meeting which begins at 6pm on 11/2/17, or after the meeting. Board will meet at 5:30pm on 11/2. If there are any changes during the bidders meeting, the board will discuss after the meeting ends at 7pm. Application will be posted December 15, 2017.

### **6. Appoint new Subcommittee**

**Barb:** Discussed requirement of new by-laws. Weddell and Cumblad were asked to review the new by-laws to current needs of the board. Travilla and Waibel also agreed to offer assistance.

The board agreed and approved this subcommittee to rework the by-laws.

## **6. Adjournment**

Motion by Waibel, second by Silkaitis to adjourn the meeting at 7:31 PM.

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