

SPECIAL MEETING OF THE MILTON TOWNSHIP COMMUNITY MENTAL HEALTH BOARD
February 16, 2022

The special meeting of the Milton Township Community Mental Health Board was called to order by Shannon Hartnett, President of Milton Township Mental Health Board at 6:32pm, Wednesday, February 16, 2022 at the Milton Town Hall, 1492 N. Main Street, Wheaton, Illinois.

Present were the following members:

Shannon Hartnett (President)
Kara Murphy (Secretary)
Drew Ellis
Stephanie Linares-Hood
Christine Evans
Jae Kwon
Reverend James Shannon – arrived at 7:04pm

Call to Order – Roll Call: President Hartnett called the meeting to order at 6:32pm.

Pledge of Allegiance: President Hartnett led the Pledge of Allegiance.

Approval of Minutes: President Hartnett asked for a motion to approve the minutes. Member Ellis motioned and Member Kwon seconded the motion. Secretary Murphy completed a roll call vote. All present voted in favor.

Public Comment:

Milton Township Trustee, Dan Milinko, spoke about how the Community Mental Health Board is an independent body and should have a final say on their budget.

Old Business:

Discuss First Year Budget: The board reviewed a draft township request for administrative funding support presented at the meeting. Board discussion of budget continued, with understanding that this discussion would support a vote on a final budget for Milton Township Board of Trustee consideration. It was proposed that the CMHB consider contracting vs. hiring for a part time position intended to support grants administration. A job description and salary will need to be determined; it was proposed that this position would primarily work from home as a 1099 employee. There was general board support for the need to dedicate staff to oversee grants administration, and for the economic benefits of this approach. Township Manager Heinz also expressed the need for additional township staff to support 708 CMHB.

The board reviewed the budget prepared by President Hartnett and Secretary Murphy line by line. Discussion included consideration of use of grants management software. Secretary Murphy noted that one software company, Foundant, had been recommended by both DuPage Foundation and ACHMAI president Jodi Dart. The board will be invited to join a future demo of that software and will remain open to additional options as well.

The proposed budget supported township requests for funding to support a portion of the township website, a portion of the anticipated audit expenses, a small portion of the time to support accounting and administrative functions, as well as modest allocations for supplies, computer and IT function, phone, utilities, facilities costs. Proposed facility and overhead support estimated 4 hours per month of building utilization. Legal fees were set to mirror Hanover Township. The draft budget was amended at the recommendation of the board to include additional server and email costs likely to be incurred by the township, as well as insurance costs for Directors and Officers Coverage.

Board discussion acknowledged the unique challenges of creating a year one budget, agreeing that it was wise to preserve some unallocated funds that might be applied to unknown costs or, as available, set aside as a reserve fund or additional funding awards at the discretion of the CMHB at FY end.

Member Ellis noted that the budget as presented allocated an appropriated high percentage of the total levy to funding awards to be distributed in the community.

Secretary Murphy and President Hartnett noted that the Milton Township Board was scheduled to meet on Friday February 18th to vote on the CMHB and other township budgets. With an invitation for any board members to participate who wished, President Hartnett and Secretary Murphy indicated they would be present to respond to any questions.

New Business:

Incorporating the changes as recommended by the board, President Hartnett motioned for the first year budget to be approved – Member Kwon seconded and Member Shannon seconded. Secretary Murphy completed roll call; all Members voted “aye”. The motion carried.

Discussion complete, President Hartnett asked for a motion of adjournment – Member Ellis, seconded by seconded by Christine Evans. On a voice vote, all Members voted “aye”. The motion carried. Meeting was adjourned at 7:22pm.

Printed Name of CMHB Secretary Signature Date

Printed Name of CMHB Admin. Assist. Signature Date