

SPECIAL MEETING OF THE MILTON TOWNSHIP COMMUNITY MENTAL HEALTH BOARD
April 26, 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, Tuesday, April 26, 2022 at the Milton Town Hall, 1492 N. Main Street, Wheaton, Illinois.

Present were the following members:

Shannon Hartnett (President)

Kara Murphy (Secretary)

Stefanie Linares Hood

Christine Evans

Reverend James Shannon

Drew Ellis - Joined meeting already in progress

Absent: Jae Kwon

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 Shannon motioned and Member Ellis seconded the motion. Secretary Murphy completed a roll call vote. All present voted in favor.

Public Comment:

Erica Nelson, Wheaton, IL spoke about the shortage of mental healthcare in the school setting.

Discussion and Vote to Purchase Grant Management Software form Foundant Technologies, occasioning a two-year contract payable in two installments totaling 9,500. The first-year payment will be \$5,500, which includes a one-time set up fee of \$1,500. In year two, annual commitment decreases to \$4,000. Several board members and township staff participated in a demo of the software capabilities and spoke favorably of the tool, which is also in use at a number of 708 CMHB throughout the state as well as DuPage area foundations. After discussion, President Hartnett motioned for the Grant Management Software purchase to be approved and Member Shannon seconded the motion. Secretary Murphy completed roll call; all Members voted “aye”. The motion carried.

Discussion and vote of hiring a grant manager. Preferring to discuss the potential extension of a contractor position in open session but wishing to be respectful of candidate’s privacy, all board members received a copy of an identified candidates resume but Secretary Murphy asked that conversation occur without discussion of candidates’ name. President Hartnett and Secretary Murphy shared details from interview with potential candidate and spoke favorably of candidate’s experience, prior work and declared interest in this role and more broadly public health. Satisfied with the information shared, the board supported advancing discussion up to and including a formal offer if

reference checks were favorable. President Hartnett will seek references and draft an offer letter as feedback supports, with board approval. President Hartnett asked for a motion to approve proceeding under terms stated above. Secretary Murphy made the motion which was seconded by Member Linares Hood seconded. Secretary Murphy completed roll call; all Members voted “aye”. The motion carried.

Old Business:

Secretary Murphy requested that board ensure that they were checking Milton Township email regularly to stay apprised of activities and requests as grant process launches in coming months. The board also provided the best phone number at which they could be reached, the list will be formalized and circulated.

The board discussed Milton Township website redesign. The board was encouraged to submit any ideas/recommendations to President Hartnett who will in turn discuss them with Alex Heinz who is working closely with the web developer. President Hartnett will share her recommendations with the board via email. Board members were asked to submit bios and headshots to Township for website inclusion.

New Business:

Application for Tax Exempt Status. The Mental Health Board confirmed in consultation with ACHMAI that the Milton Township Tax Exemption Certificate will also cover the CMHB.

Committee Assignments. President Hartnett noted that in coming months the board needed to complete several time sensitive tasks to support launch of a grant process later in the summer of 2022, including establishing timing, application and reporting process, grant application, and protocol for grant review. President Hartnett asked for volunteers to participate in a series of ad hoc meetings to ensure progress on grantmaking deliverables. President Hartnett, Secretary Murphy and Member Linares Hood volunteered. If other members are available, they are encouraged to reach out to express their interest.

May is Mental Health Awareness Month- Board discussed putting together some activities and perhaps a speaking engagement to commemorate the month and further invite community feedback regarding 708 activities.

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 7:14pm.

Printed Name of CMHB Secretary

Signature

Date

Printed Name of CMHB Admin. Assist.

Signature

Date