

REGULAR MEETING OF THE MILTON TOWNSHIP COMMUNITY MENTAL HEALTH BOARD
July 20, 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 6:31pm, Wednesday, July 20, 2022, at Access DuPage, 511 Thornhill Drive Lower Level, Suite C Carol Stream, Illinois 60188.

Present were the following members:

Shannon Hartnett (President)
Kara Murphy (Secretary)
Drew Ellis
Reverend James Shannon
Stefanie Linares Hood (via Zoom)
Jae Kwon (via Zoom)

Absent: Christine Evans

Call to Order – Roll Call: President Hartnett called the meeting to order at 6:31 pm.

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

Approval of Minutes: President Hartnett asked for a motion to approve the minutes.

- May 24th minutes: Member Shannon motioned, and Member Ellis seconded the motion. Secretary Murphy completed a roll call vote. Member Kwon abstained. All present voted in favor.
- April 26th minutes: Member Ellis motioned, and Member Shannon seconded the motion. Secretary Murphy completed a roll call vote. Member Kwon abstained. All present voted in favor.

Public Comment: None

Old Business:

OMA training for all Board members is now available. The link for this online training will be shared with all Board members to complete.

New Business:

Milton Township CMHB Manager – Board President Hartnett reported on the recent hire of Milton Township Community Mental Health Board Manager – Jennifer Hutchins. Ms. Hutchins will be present for future meetings and has already begun her work to support the board, with special focus on software orientation, review of board work over the prior year, and efforts to launch an application process in late summer 2022. The board welcomed Ms. Hutchins and Board President Shannon Hartnett and Board Secretary Kara Murphy remarked on how much had been accomplished since Jennifer began,

including the development and launch of a draft web-based application via Foundant, consideration of scoring rubrics, etc.

Grant Process: The Board launched a conversation on the questions and tasks required to support a successful grant application process. Board was presented with examples of grant applications from local and regional funders, as well as a checklist of details and deliverables, and examples of a scoring rubric. The board made a number of decisions including the amount of potential grant awards, types of awards to be offered, application timelines, grant application elements, reporting guidelines, contracts, reporting requirements, and fund distribution.

Member Shannon asked additional questions about eligibility criteria, to understand whether entities were required to be a 501c3 to qualify for funding. Consensus was that some otherwise strong applicants might lack that designation. Board to consult other 708 Boards and Statute to clarify eligible entities.

Member Linares-Hood (via zoom) reviewed the statute to advise some minor changes to eligibility criteria to align with the statute as relates to funding for individuals with disabilities, as statute specifies which disabilities would be included.

The board discussed interest in having training on the web-based grants software at the next board meeting. Ms. Hutchins will reach out to coordinate.

Discussion of application complete, President Hartnett asked for a motion to support launch of application the last week of July or first week of August with edits and recommendations from this meeting incorporated. Member Ellis motioned, seconded by Member Shannon. The motion passed. Member Kwon abstained.

Members were presented with and reviewed a recent P+L. Property tax collection is underway, and that funding is represented in the financials. Brief discussion followed. Future board meetings will include financial reporting as well.

Discussion complete, President Hartnett asked for a motion of adjournment – Member Shannon motioned, seconded by Member Ellis. On a roll call vote, all Members voted in favor. The motion carried. Meeting was adjourned at 7:28 pm.

Printed Name of CMHB Secretary Signature Date

Printed Name of CMHB Admin. Assist. Signature Date