



MILTON TOWNSHIP

Community Mental Health Board

Shannon Hartnett, President Jenny Burke, Member
Kara Murphy, Secretary Christine Evans, Member
Drew Ellis, Trustee Liaison Robert Lyon, Member
Abby Oliver, Member



MILTON TOWNSHIP
SUPERVISOR JOHN MCNINO

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SPECIAL MEETING OF THE MILTON TOWNSHIP COMMUNITY MENTAL HEALTH BOARD

Tuesday April 23rd, 2024, at 6:00 p.m.

The special meeting of the Milton Township Community Mental Health Board was called to order by President Hartnett at 6:00 pm at Milton Township 1492 N. Main Street Wheaton, IL 60187.

Members present:

Shannon Hartnett (President)
Kara Murphy (Secretary)
Drew Ellis
Abby Oliver
Jenny Burke
Christine Evans
Robert Lyon

Secretary Murphy took roll call, and all were present.

President Hartnett led the Pledge of Allegiance.

Public Comment:

Julie Lerch from UCP Sequin spoke and wanted to thank the board for their continued support and brought their financials for the board members. She let us know that they have partnered with DCF for hard-to-place youth. They are working on a home for young men and another for young women in Stickney. They are also waiting on funding for a home in DuPage. UPC Sequin has an upcoming event in Riverside called Stroll and Roll. There is a \$25 sign-up fee. Flyers were there for the taking.

President Hartnett asked for motion to approve the minutes from the February 27, 2024, meeting. Secretary Murphy made a point of order that Manager Hutchins should sign and approve February minutes as Secretary Murphy was not in attendance at the February Board meeting. Member Evans made a motion and Trustee Ellis seconded with noted changes. All were in favor and motion was carried.

Old Business:

Manager Hutchins reminded the board that Economic Interest statements are due to be turned into the DuPage County Clerk by May 1, 2024. Board members need to do their yearly OMA training. Manager Hutchins will resend the OMA links to the Board.

New Business:

Manager Hutchins spoke about the monthly financial reports. Trustee Ellise suggested that they be run from the first of the month instead of the middle of the month. Trustee Ellis said he would check with the accountant at the township. Member Lyons asked if monies are put into a high interest account. Trustee Ellis believes so but was going to check with the township accountant. Trustee Ellis made the motion to approve the financial documents as submitted and Member Lyon seconded. All were in favor and motion was carried.

The Annual Report is due June 30, 2024, and Manager Hutchins said the annual report is on track to being done by the deadline.

Manager Hutchins noted that some other CMHBs have adopted a Code of Ethics. Manager Hutchins provided a draft form that was created using another CMHB's policy. Secretary Murphy noted that such a policy would serve as a helpful resource to which we could refer to clarify how to navigate potential conflicts of interest or relationship separate from the application process. The board reviewed the form and general agreement supported its adoption. Secretary Murphy made the motion to adopt this document and Member Burke seconded. The policy was adopted with minor modifications.


Manager Hutchins went over the 2025 708 Board Funding Application. Member Lyon questioned character limits for the questions, noting that our character limits should favor brevity and discourage duplication. Secretary Murphy said she would look at the character limits of a few other local funders to compare our character count limits to theirs and bring those results back to the board. Pending modification of character limits, Trustee Ellis made the motion to approve the application and Member Oliver seconded. All were in favor and motion carried.

Manager Hutchins spoke about the 2025 Funding Guidelines. Member Evans made the motion to accept the draft funding guidelines and Trustee Ellis seconded. All were in favor and motion carried.

The Board reviewed the draft Milton Township Mental Health Board Three Year Strategic Plan. Manager Hutchins used the one-year plan as a template and mirrored the adopted goals to create the three-year plan. The draft copy was looked over by the CMHB Board and feedback was very positive. Trustee Ellis made the motion to adopt the three-year plan as submitted and Member Burke seconded. The Three-Year Strategic Plan was approved pending minor changes.

Board members gave Board Liaison updates. Member Burke let us know that she has tried to check in with Glen Ellyn Youth and Family Services but was unable to reach them.

President Hartnett called for a motion to adjourn the meeting. Secretary Murphy made the motion and Member Oliver seconded. Meeting adjourned at 6:59 p.m.

Kara Murphy  5/28/24
Printed Name of CMHB Secretary Signature Date

LAURA SCHWARDT  5/28/24
Printed Name of Deputy Clerk Signature Date