

**MINUTES OF THE VERNON TOWNSHIP COMMUNITY MENTAL HEALTH BOARD,
FINANCE AND OPERATIONS COMMITTEE, HELD ON JANUARY 30, 2023, AT 6
PM, AT PETERSON PARK, 16652 N. BUFFALO GROVE ROAD, BUFFALO
GROVE, LAKE COUNTY, ILLINOIS.**

1. CALL TO ORDER

In the absence of a chair, the meeting was called to order at 6:00 p.m. by Member Noelle Moore.

2. PLEDGE OF ALLEGIANCE

Member Moore led everyone in the Pledge of Allegiance.

3. ROLL CALL

Present: Moore, Hossain

Absent: Johnson

A QUORUM WAS DECLARED.

Also in attendance were Vernon Township Manager Todd Gedville and Strategic Projects Coordinator Max Weiss.

4. PUBLIC COMMENT

No comments from the public.

5. ELECTION OF COMMITTEE OFFICERS

After initial discussion on whether there could be action taken with only two members present, legal guidance indicated that a committee chair could be elected as the committee only has three members.

Board President Hossain nominated Noelle Moore for chair of the Finance and Operations Committee. Member Moore seconded the nomination. There was no further discussion. A voice vote was held and there were no objections to the nomination.

6. REVIEW AND DISCUSSION OF DRAFT FY 2024 BUDGET

Township Manager Gedville walked the committee through the draft budget and noted the differences between what the board had previously seen, and the current version. Manager Gedville first

explained the mechanism and timing for the passage of the budget, and how it connects to the Township budget process.

President Hossain asked how the Township IMRF reimbursement works. Manager Gedville explained that the Township reimburses employees for their 4.5 percent portion of the IMRF contribution and that is considered part of the salary.

Chair Moore inquired about rent and shared services. Manager Gedville explained the amounts are based off of how other Township department budgets are calculated with respect to phones, internet, etc. Manager Gedville also explained the line item for rent assumes \$500 per month for an office. Manager Gedville noted this was the same as is charged to the other tenant in the building. However, the VTCMHB would have reservation access at no cost for facilities.

President Hossain asked about FY25 budget items. Staff clarified these were just estimates for reference and will not be voted on.

President Hossain asked that the line item for special events be raised. He envisions the VTCMHB wanting to do community events and additional funding may be helpful. Manager Gedville suggested the line be raised from \$1,500 to \$2,500. This budget will be presented for approval by the VTCMHB at the February 7th meeting.

7. REVIEW AND DISCUSSION OF LEGAL SERVICES RFP

Strategic Projects Coordinator Max Weiss updated the timeline to reflect the start date of April 1, 2023. The VTCMHB will approve the RFP at the February 7th meeting and it will be distributed and posted the next day. Weiss also said that he intends to share it with the Illinois Local Govt. Lawyers Assn., but that they charge a \$50 posting fee. Manager Gedville said the Township will work to cover that.

8. DISCUSSION OF BOARD BYLAWS

Strategic Projects Coordinator Max Weiss briefly introduced the draft bylaws and noted these are very preliminary and several points need review by legal counsel. The committee expressed the desire to continue working on these in committee and present the board with a more final version in the coming months.

The committee did ask that the VTCMHB vote to select a Vice-Chair at the next meeting in case of an absence of a chair.

9. ADJOURNMENT

Chair Moore moved to adjourn the meeting. Seconded by Hossain. A voice vote was taken and approved. The meeting was adjourned at 6:55 P.M.