

**MINUTES OF THE VERNON TOWNSHIP COMMUNITY MENTAL HEALTH BOARD, HELD ON
April 20, 2023, AT 7 PM, AT THE VERNON TOWNSHIP ADMINISTRATION
BUILDING, 3050 N. MAIN STREET, BUFFALO GROVE, LAKE COUNTY, ILLINOIS.**

1. CALL TO ORDER/ROLL CALL

The meeting was called to order at 7:00 p.m. by President Akrom Hossain.

Roll Call: Present: Hossain, Lewis, Sebor, Thoren, Moore, Johnson
Absent: Dorfman, Rajesh (youth member)

A QUORUM WAS DECLARED.

Also in attendance were Vernon Township Director of Constituent Services Barrett Monie, Township Manager Todd Gedville, and Attorney Mary Dickson. Two community members were present.

Member Dorfman arrived to the meeting at 7:17pm.

2. PLEDGE OF ALLEGIANCE

President Hossain led everyone in the Pledge of Allegiance.

3. PUBLIC COMMENT

No comments from the public.

4. APPROVAL OF MINUTES FROM MARCH 27th MEETING

No comments.

Thoren moved to approve the minutes. Johnson seconded that motion.

ROLL CALL VOTE:

Ayes: Hossain, Lewis, Sebor, Thoren, Moore, Johnson

Nays: None

Abstention: None

Absent: Dorfman

The minutes were approved as they were submitted by roll call vote.

5. REPORTS

a. President's Report

No President report.

b. Vice President's Report

No Vice President report.

c. Secretary's Report

No Secretary report.

d. Finance and Operations Committee Report

- Moore reported that the committee met on Tuesday, April 18th. The meeting included a discussions about membership into the ACHMAI and plans to bring it to this meeting for a vote.
- Discussed putting procedures in place for who contacts our legal counsel and for what
- The committee will ask Attorney Dickson for guidance around developing bylaws and the draft of the IGA with the township board.
- There was further discussion about the accounting firm. We may not need to pay the fees that were originally outlined as our accounts may become a division of the township accounts.

e. Programs Committee Report

- Dorfman reported that the Programs Committee met on Monday, April 17. The meeting included a presentation from the NIU Center for Governmental Studies about a proposed needs assessment process and details about the process were shared. The Programs Committee will be recommending to the board to approve the NIU Needs Assessment study upon attorney review of the proposed contract.
- The Programs Committee discussed the benefits of being present and visible in the community and will be recommending to the board to approve the registration fee and sign up to host a table at the Buffalo Grove Pride Picnic event on June 4, 2023 for a fee of \$25.
- Discussion took place amongst the board regarding how we want to present ourselves in the community this early on in the development of our process.

f. Member Reports

- Dorman and Johnson shared information about their conversations with BYPD social worker Brittany Wilson and their knowledge of the social service needs of the Buffalo Grove Police Department and Buffalo Grove Fire Department. The board is aware that we cannot grant money directly to a government entity.

g. Attorney Report

- It is not unusual for a board of this nature to have bylaws and after drafted, Attorney Dickson will recommend the adoption of bylaws to the board.

- Attorney Dickson will share sample bylaws written by other 708 boards.
- An IGA is good idea to outline what the township is going to give to the 708 board and how we will respond to that. Key components to consider are staff.
- Attorney Dickson will talk to Gedville to create the terms of the IGA. She will have draft IGA for Gedville and the Policy Committee for review by the second week of June as the earliest.
- With regards to communication with the attorney, not one member acting alone should increase the bill but it would be good to appoint some people who can talk. When people try to reach out to the attorney, Dickson refers public community members back to the administrators.
- Suggested that our board talk to someone who is involved in another 708 board in order to get early direction and ideas.

h. Staff Reports

- Gedville will be speaking at the Lake County township boards meeting about the 708 board as Vernon Township is currently the only Lake County township with a mental health board.
- The township will be working on Letter of Engagement for accounting firm and will work with our attorney to firm up operations.
- Monie and Gedville will be dividing up tasks.
- Thoren will be a liaison to working with NIU.
- Monie is getting the township newsletter out and will be including a photo and blurb about the mental health board.

6. PRIOR BUSINESS

No prior business was addressed.

7. NEW BUSINESS

a. Discussion and Approval to join ACHMAI

- Johnson made a motion to discuss and approve joining ACHMAI. Thoren seconded the motion. Moore confirmed that first year dues are \$500 and once we have the levy it's .0025 of the levy.
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ROLL CALL VOTE:

Ayes: Hossain, Lewis, Sebor, Thoren, Moore, Johnson,
Dorfman

Nayes: None

Abstention: None

Absent: None

The motion was approved by roll call vote.

- b. Discussion and Approval for the Northern Illinois University proposal for a Community Needs Assessment
- Sebor made a motion to discuss and approve the NIU proposal for a Community Needs Assessment pending attorney review. Moore seconded the motion.
 - Dorfman reviewed the details of the three pronged process which would include an Inventory of Services, Service Providers/Community Leaders Focus Group, and Community Survey.
 - The process would take between 3-6 months.
 - The total cost would be \$18,000.

ROLL CALL VOTE:

Ayes: Hossain, Lewis, Sebor, Thoren, Moore, Johnson,
Dorfman

Nayes: None

Abstention: None

Absent: None

The motion was approved by roll call vote.

- c. Discussion and Approval of Booth Participation in BG Pride Picnic
- Dorfman made a motion to discuss and approve booth participation at the BG Pride Picnic. Moore seconded the motion.
 - Board members discussed the purpose of the event and the importance of making ourselves visible in the community.
 - The Programs Committee will develop a basic flyer to share information about how community members can access our website.
 - The cost of entry is \$25.

ROLL CALL VOTE:

Ayes: Hossain, Lewis, Sebor, Thoren, Moore, Johnson,
Dorfman

Nayes: None

Abstention: None

Absent: None

The motion was approved by roll call vote.

8. ADJOURNMENT

Member Johnson moved to adjourn the meeting. Seconded by Moore. A voice vote was taken and approved. The meeting was adjourned at 8:46 P.M.

