

**MINUTES OF THE VERNON TOWNSHIP COMMUNITY MENTAL HEALTH BOARD,  
FINANCE AND OPERATIONS COMMITTEE, HELD ON AUGUST 16, 2023, AT 10  
AM, AT THE VERNON TOWNSHIP ADMINISTRATIVE BUILDING, 3060 NORTH  
MAIN STREET, BUFFALO GROVE, LAKE COUNTY, ILLINOIS.**

1. CALL TO ORDER

The meeting was called to order at 10:09 am by Committee Chair Noelle Moore.

2. PLEDGE OF ALLEGIANCE

Chair Moore led everyone in the Pledge of Allegiance.

3. ROLL CALL

Roll call indicated the following were present: Chair Noelle Moore, Sheila Sebor, and Joanne Johnson.

A QUORUM WAS DECLARED.

Also in attendance was Vernon Township Manager Todd Gedville.

4. ELECTION OF COMMITTEE CHAIRPERSON/MENTAL HEALTH BOARD  
TREASURER

MOTION: Chair Moore moved to elect Joanne Johnson Committee Chair/Mental Health Board Treasurer. Second by Member Sebor. The motion was tabled until the board seeks legal advice to determine if there are conflicts of interest for any board members to serve in this position.

5. PUBLIC COMMENT

No comments from the public.

6. APPROVAL OF MINUTES FROM THE July 18, 2023 MEETING

MOTION: Chair Moore moved to approve the minutes. Member Sebor seconded.

ROLL CALL VOTE:

AYES: Moore, Sebor, and Johnson.

NAYS: None.

ABSENT: None.

Motion declared carried.

## 7. REVIEW OF FINANCIAL REPORTS

Several financial reports were reviewed, including Jan 1 - July 31, 2023, and August 2023.

## 8. PRIOR BUSINESS

No prior business.

## 9. NEW BUSINESS

- a. Discussion of the Open Meetings Act and Remote Meeting Participation

When determining if a board member may attend a meeting remotely, the board's attorney recommended to first default to the Open Meetings Act, and secondly to Vernon Township policy.

- b. Discussion of an inter-governmental agreement between the Vernon Township Community Mental Health Board and Vernon Township.

Sample inter-governmental agreements between mental health Boards and their presiding governments were reviewed. Chair Moore will work to develop a first draft of an IGA.

- c. Discussion of Mental Health Board Staffing/Job description.

A sample job description was reviewed. The delineation of duties for a shared position between the township and the mental health board was discussed. Member Johnson will draft a rough job description for later review.

## 10. ADJOURNMENT

MOTION: Made by Moore and seconded by Johnson to adjourn the meeting.

VOICE VOTE TAKEN: Chair Moore declared the motion passed and the meeting was adjourned at 11:20 am.

Respectfully submitted by Joanne Johnson, Board Member.