

**MINUTES OF THE VERNON TOWNSHIP COMMUNITY MENTAL HEALTH BOARD,
FINANCE AND OPERATIONS COMMITTEE, HELD ON SEPTEMBER 7, 2023, AT
6:30 PM, 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 6:33 PM 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: Member Sebor moved to elect Joanne Johnson Committee Chair/Mental Health Board Treasurer. Second by Chair Moore.

ROLL CALL VOTE:

AYES: Moore, Sebor, and Johnson.

NAYS: None.

ABSENT: None.

ABSENT: None.

Motion declared carried.

Member Johnson took over as Chair.

5. PUBLIC COMMENT

No comments from the public.

6. APPROVAL OF MINUTES FROM THE August 16, 2023 MEETING

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

ROLL CALL VOTE:

AYES: Moore, Sebor, and Johnson.

NAYS: None.

ABSENT: None.

Motion declared carried.

7. REVIEW OF FINANCIAL REPORTS

No financials to review.

8. PRIOR BUSINESS

- a. Discussion of an Intergovernmental Agreement between Vernon Township Community Mental Health Board and Vernon Township.

Suggested changes were discussed. Updated Agreement will be shared with the Mental Health Board and the Township Board for further review.

- b. Discussion of Mental Health Board staffing / Job Description / Hiring Process

Suggested changes were discussed. Mr. Gedville will update the job description and share with committee for further review. Updated job description will be shared with full Mental Health Board for comments. It was determined that the hiring process should begin with an interview with a representative from each committee and Barret Monie.

9. NEW BUSINESS

- a. Discussion of the purchase of Office 365 licenses for members of the Vernon Township Community Mental Health Board

Providing a full Microsoft 365 suite for the entire board will cost \$900 annually. It will provide a public/private server for the board and will be moldable specific to board needs. It was recommended that the purchase be approved by the full board at the September 2023 meeting.

- b. Discussion of the purchase of a laptop computer for use by the Vernon Township Community Mental Health Board Secretary

Cost to purchase a Dell laptop for Board Secretary is \$1258. This includes a three-year warranty. It was recommended that the purchase be approved by the full board at the September 2023 meeting.

10. ADJOURNMENT

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

VOICE VOTE TAKEN: Chair Johnson declared the motion passed and the meeting was adjourned at 8:10 pm.

Respectfully submitted by Joanne Johnson, Committee Chair.