



JACKSON COUNTY MENTAL HEALTH (708) BOARD

1001 Walnut Street Murphysboro, Illinois 62966 618-687-7245

Minutes

January 8, 2015 - 5:30 p.m.

Host Agency: Archway, Inc.

1108 W. Willow Street, Carbondale IL

Present: Margo Willis, Brandi Williamson, Cindy Clark, Paulette Curkin, Linda Flowers

Also: Renee Schwartz, Julia McQueen, Shannon Odom, Vicki Hunsberger, Kathy Baumann, Megan Jones-Williams, Ginny Donney, Betti Mucha, Bonnie Vaughn

Absent: Jim Scales, Jo Gulley-Ancell

708 Board Chair Margo Willis called the meeting to order at 5:34 p.m.

Ms. Willis invited the agency representatives to introduce themselves. The hostess, Shannon Odom, welcomed everyone to Archway, Inc. and stated that she would give a tour of the facility after the meeting. Reports were given by the following agencies:

- Shannon Odom – Archway, Inc.
- Julia McQueen – Good Samaritan Ministries
- Betti Mucha – Perry-Jackson Child Advocacy Center
- Ginny Donney – Shawnee Health Care
- Megan Jones-Williams – The Women’s Center
- Kathy Baumann – Specialized Training for Adult Rehabilitation

Motion by Curkin, seconded by Flowers, to approve the minutes of November 13, 2014. Motion carried on a unanimous voice vote.

The County Board report was given by Ms. Curkin. She stated that the FY 2015 budget had been passed.

Due to the absence of Ms. Gulley-Ancell, there was no Treasurer’s report. Ms. Schwartz stated that Accounting Coordinator Michelle Tweedy would provide a copy of the audit once it was completed.

The Administrative Secretary report was given by Ms. Schwartz. She requested clarification from the Board as to her per diem for mileage and her office supply expenses. Under the terms of the Memorandum of Understanding between the 708 Board and Jackson County Board, these expenses are not clearly assigned to either party. Ms. Curkin stated that she would follow up with the Chairman of the Jackson County Board.

Ms. Schwartz indicated that she was completing the packing up of the old 708 Board office and requested bankers boxes; Ms. Baumann offered extra boxes which were available at the START location. It was the consensus of the Board to direct Ms. Schwartz to borrow the boxes from START and to hold onto the per diem form until further clarification about her reimbursement was available.

Ms. Curkin stated that the Website Ad-Hoc Committee had not met since the last meeting of the 708 Board. She explained that the content of the new website was going to stay basically the same as the previous site, but with an updated look. The website should include, at a minimum, the history of the 708 Board, the meeting dates, the list of agencies, and instructions on how to apply for funding. Ms. Schwartz confirmed that these should be live links to the agency websites. Ms. Willis offered to join the Website Ad-Hoc Committee. It was the consensus of the Board to have the website up and running right away so that agendas and minutes can be posted in compliance with the Open Meetings Act.

Ms. Schwartz provided an update on her meeting with archivist Michael Hall, per the Local Records Act (50 ILCS 205/). The Records Management Section of the Illinois State Archives is responsible for assisting state and local government agencies with the disposal of records. In Illinois, no public record may be disposed of without the approval of the appropriate records commission. She provided the Board with the Records Disposal Certificate which had been completed by Mr. Hall and described the process of sorting records and cleaning out the office in accordance with the law. She requested that Ms. Willis sign the completed Certificate; after the signed certificate is mailed, it generally takes 60 days for it to be approved. After that point in time, the appropriate records can be destroyed. Ms. Schwartz stated that the documents for which a disposal certificate had already been approved will be picked up by Data Lock this month and shredded. **Motion by Curkin, seconded by Clark, to authorize Margo Willis to sign the records disposal certificate. Motion carried on a unanimous voice vote.**

Ms. Schwartz provided an update on the Archway lease and the process of disposing of the office equipment. Some of the equipment has already been distributed; Ms. Baumann volunteered to take the remaining office equipment for the benefit of START. She stated that they have a large facility with many buildings. They also have storage facilities if the furniture is not immediately needed. It was the consensus of the Board to have Ms. Schwartz finish boxing all paper files and arrange for the County maintenance staff to remove the files for storage at the Jackson County Board Office. She is also to coordinate with the maintenance department of START to remove the remaining furnishings. January is the final month of the Archway lease. At the end of the month, the keys will be returned to Ms. Odom.

Ms. Willis asked Ms. Schwartz to place the site visit checklist and procedure on next month's agenda, in order to have the benefit of input from Mr. Scales.

Ms. Schwartz summarized the feedback from each agency regarding the current quarterly funds dispersal schedule. Shawnee Health Care, Archway, Inc., Centerstone, and START all preferred the quarterly dispersals. Good Samaritan Ministries preferred twice yearly (July/January) or a lump sum in July. It was the consensus of the Board to have Ms. Schwartz modify the annual funding application to ask agencies to describe their optimal funds dispersal schedule.

Ms. Schwartz responded to the Board's question about the County Budget. Per (405 ILCS 20/4) (from Ch. 91 1/2, par. 304), Tax Levy – Community Mental Health Fund – Use of Funds:

“When collected, such tax shall be paid into a special fund to be designated as the "Community Mental Health Fund" which shall, upon authorization by the appropriate governmental unit, be administered by the community mental health board and used **only** for the purposes specified in this Act [emphasis added].”

The Board discussed the possibility of creating agency liaisons, as was done in the past. Ms. Curkin stated that she would rather see better communication from the agencies regarding their events during the course of the year, but that a formal structure for involvement from the Board was not necessary. It was the consensus of the Board to have agencies email all 708 Board members, and Ms. Schwartz, when an event was coming up where it would be appropriate to have Board representation. The Board members would communicate among themselves to ensure that someone attends. Ms. Schwartz would add that information to the 708 Board website for the benefit of the general public.

The Board discussed the dates and locations of the 2015 meetings. Given that there were some additional responsibilities which they did not anticipate, listed under Section 3e “The Board’s Powers and Duties” of the (405 ILCS 20/) Community Mental Health Act, they decided to meet every other month. Meetings will be held on the third Monday in January, March, May, July, September, and November. Meetings will be held at the agencies, with each taking a turn to host. Ms. Schwartz was asked to create a draft of the schedule for the agency rotation and email it out for feedback.

Ms. Schwartz summarized the items described in the Community Mental Health Act which she needed further direction on, namely, the Annual Budget and Report (due 120 days after the end of the fiscal year) and the 1-Year and 3-Year Plans. She provided the Board with a copy of a past annual budget and report which she found in the files; this was from the December 1, 2002 – November 30, 2003 year. It was felt that she could easily create this for the 2014 fiscal year once the audit had been completed. She also shared the 2009-2010-2011 and 2012-2013-2014 3-Year Plans from the McHenry County Mental Health Board. Ms. Baumann stated that START had written a strategic plan, as had many of the other agencies, and that she would be happy to share theirs to assist the Board in the development of their own to address mental health, developmental disability, and substance abuse issues in the county. By gathering plans from the agencies, the Board can sift through and create a list of priorities as a group. That would then grow into a three year plan as, in trying to assess needs, the Committee will see things that aren’t obtainable in one year. **Motion by Curkin, seconded by Flowers, to establish a standing Planning Committee, consisting of at least one agency representative and two board members, to create an initial one year plan and then a three year plan. Motion carried on a unanimous voice vote.**

The Planning Committee was created consisting of Linda Flowers, Margo Willis, Kathy Baumann, and Renee Schwartz. It will meet at the County Board Office. Ms. Schwartz was directed to request a copy of the community needs assessment and strategic plan from each agency, if available.

Ms. Schwartz stated that she had not yet advertised the request for FY 2016 funding proposals in the Southern Illinoisan as she was waiting on the Board to determine their meeting schedule and deadline for applications. In 2014 the deadline for pre-applications for new agencies was April 21st and the deadline for renewal applications for existing agencies was May 1st. In 2014 the newspaper notice was published April 7, 8, and 9 and the renewal applications for currently funded agencies were mailed directly to those agencies on March 25th.

The Site Visit Committee was discussed. Ms. Schwartz was asked to email Mr. Scales to see if he still wants to serve. The remaining Board members will accompany him on site visits on a rotating schedule, to gain the experience and have a better understanding of the process.

The Budget Committee was created consisting of Treasurer Jo Gulley-Ancell, Ms. Williamson, and Ms. Curkin. They will create a draft of the 2016 budget for presentation to the County Board in the fall.

The Nominating Committee was created consisting of Ms. Flowers and Ms. Clark. They will nominate the officers and create the ballot for the May meeting. Per state statute, elections must be held prior to July 1. Terms for officers run July 1 through June 30.

Ms. Schwartz was directed to continue to use the short form (one page) version of the application for returning agencies. She will use the long form for new agencies who successfully complete the pre-application and site visit process.

Ms. Schwartz indicated which FY 2015 contracts had been already received. They are due January 30.

With no further business before the Board, motion by Curkin, seconded by Williamson, to adjourn. Motion carried on a unanimous voice vote. Meeting adjourned 6:39 p.m.