



## JACKSON COUNTY MENTAL HEALTH (708) BOARD

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

### MINUTES

October 9, 2014 - 5:30 p.m.  
Jackson County Board Office  
1001 Walnut Street, Murphysboro IL 62966

Present: Margo Willis, Jim Scales, Paulette Curkin, Cindy Clark

Also: Renee Switzer, Michelle Tweedy, Betti Mucha, Ginny Donney, Karen Freitag, Kathy Baumann, Megan Jones

Absent: Jo Gulley-Ancell, Brandi Williamson

The meeting was called to order at 5:30 p.m. by Chairman Margo Willis. A quorum was not present at that time.

Five agencies introduced themselves and gave oral reports:

Kathy Baumann from Specialized Training for Adult Rehabilitation  
Karen Freitag from Centerstone  
Ginny Donney from Shawnee Health Service  
Betti Mucha from Perry-Jackson Child Advocacy Center  
Megan Jones-Williams from The Women's Center

A Board member arrived at 5:38 p.m. during the agency reports. A quorum was then present.

Motion by Curkin, seconded by Scales, to approve the minutes of August 21, 2014. Motion carried on a unanimous voice vote.

Ms. Curkin presented the County Board report. She stated that the County is working on its budget for next year and that the Finance Committee plans to meet weekly until its completion.

Ms. Switzer presented the Administrative Secretary report, introducing herself to the Board members and agency representatives as the new Administrative support person for the 708 Board. She was asked to revise the contact sheet for Board members and support staff and pass it out at the next meeting. Ms. Curkin asked agency representatives for their feedback on how often they felt the 708 Board needed to meet. One stated that she felt the Board should meet as often as needed to do their business but not more; one stated that she felt much of the information shared by the Board could be dispersed via email; one stated that she felt the agencies needed frequent chances to communicate with the Board so that they would not be forgotten and so the Board would have some sense of what they were doing.

Ms. Tweedy presented the Accounting Coordinator report, introducing herself to the Board members and agency representatives and stating that she too was a new support person for the Board and was in attendance to learn how the 708 Board operates and what they expect of her. She will provide Accounting support, preparing detailed reports for each meeting. She informed the Board that she needed to speak with and sit down with Ms. Gulley-Ancell, and to secure the bank account. The County Treasurer has set aside mobile home and the first installment of the property taxes, with no ability to deposit them for 708 Board's use. Ms. Tweedy needs to know to whom checks need to be written, how to allocate the funds, and how often. She asked if the Board was planning on changing the disbursement schedule, which is currently set at four times per year, and stated that the County Treasurer disperses funds immediately when she collects the taxes instead of spreading it out over the course of a year.

Due to the absence of Ms. Gulley-Ancell, there was no Treasurer's report.

Ms. Willis stated that each Board member needs to become certified in the Freedom of Information Act (FOIA) and Open Meetings Act (OMA) and that copies of their certificates will be kept by Ms. Switzer. Ms. Clark had completed her OMA training and handed her certificate of completion to Ms. Switzer.

Ms. Curkin presented the Budget Committee report. A hard copy of the 2015 budget request from each agency was included in the packets. Upon request, Ms. Switzer passed out a spreadsheet overview of the FY15 Funding Applications for the Board's convenience. A total of \$272,756 will be requested from the Jackson County Board. Ms. Switzer was asked to include this document in the meeting minutes. A copy of the spreadsheet was given to Ms. Tweedy after she stated that nothing had been yet been received from the Mental Health (708) Board for the levy and that, as of that time, the Board was simply slated to get the same amount of funding they received last year. **Motion by Scales, seconded by Clark, to submit the spreadsheet and \$272,756 figure to the County Board as a formal request. Motion carried on a unanimous voice vote.**

Ms. Tweedy responded to the correspondence regarding the S.T.A.R.T. audit. Although it is a typical bank confirmation document, she stated that she is uneasy signing that form and sending it back, not having access to bank records at this time and not knowing what has truly been dispersed.

Ms. Switzer shared that a new 708 Board applicant, Ms. Linda Flowers, was found qualified the previous evening by the Legislative Committee. Her resume will now be forwarded to County Board Chairman John Rendleman for his consideration. Appointments must be approved by the full County Board.

The Board reviewed the intergovernmental agreement, the "Memorandum of Understanding" prepared by Mr. Dan Brenner, between the Jackson County Board and the 708 Board. It was approved by the full County Board and signed by Chairman Rendleman on September 16, 2014. **Motion by Curkin, seconded by Scales, to authorize Ms. Willis to sign the intergovernmental agreement. Motion carried on a unanimous voice vote.**

The Board discussed the disposal of the office property remaining in the 708 Board office space, which is rented from Archway, Inc. Ms. Tweedy explained that the office property does not belong to the County; it is the 708 Board's to dispose of or disperse as they wish. The Board reviewed different options, including turning it over to the Rehab & Care Transition Committee which is also in the process of disposing of property from the nursing home, and making it available to agencies that they fund.

Because of the oral agency reports at the start of the meeting, the Board was aware that Perry-Jackson Child Advocacy Center is searching for additional office space at this time. **Motion by Scales, seconded by Curkin, to disperse the office equipment, with the first priority being that it go to agencies served by the Board. Motion carried on a unanimous voice vote.**

Regarding the paper files in the office, the Board decided to wait on a decision.

Ms. Switzer indicated that she would be helping to set up the new 708 Board website, as part of the Jackson County website, and was seeking guidance from the Board as to what should be concluded. A sub-committee was formed. The Chair will be Ms. Curkin. Mr. Scales and Ms. Clark will also serve.

The Board discussed the location of future meetings and considered the pros and cons of different options. They decided that the November 13, 2014 meeting will be held at the Jackson County Board Office and that the rotation among agencies will begin again at the start of 2015.

Ms. Switzer distributed the Quarterly Expense Reports from the third quarter and the Board members signed them. The agency representatives were told that they would receive direction at the November meeting as to when the next set of Quarterly Expense Reports would be due. Ms. Tweedy will meet with Ms. Gulley-Ancell and set new deadlines as needed.

Ms. Willis asked the Board members to review the current set of bylaws, provided in their packets, and to have some specific ideas prepared for the next meeting. She suggested a possible revision in the meeting date/time as well as the number of meetings and when they would be held. Some options include meeting every other month (6 meetings/yr) and meeting quarterly (4 meetings/yr). Quarterly meetings would be either Jan/Apr/Jul/Oct, Feb/May/Aug/Nov, or Mar/Jun/Sep/Dec.

Ms. Switzer shared an older document from her files, dating to 2007, called "Jackson County Mental Health 708 Board Business Schedule for Monthly Meetings" which included a year's worth of meeting dates, times, locations, and a summary of the agenda. January through December, careful notes were provided on what was done and when. Ms. Switzer was asked to include this document in the meeting minutes. Ms. Willis asked the Board members to consider this document as well and to begin to make a determination on when the Board should meet in 2015. A vote will be taken at the next meeting.

Ms. Tweedy addressed the Board with some questions regarding regulations and auditing. She suggested that if Kerber, Eck & Braeckel, LLC, the County's auditors, come in to give a presentation to the full County Board, perhaps the 708 Board members could be invited to that presentation as well.

Mr. Scales was asked to provide clarification on the procedure for site visits. He explained that an announcement, a legal notice for funding applications, is published in the local newspapers in February. During this time period, new agencies can apply. All of the agencies already served by the Board have gone through the site visit process and do not need to go through it again. Any new agency seeking that evaluation would notify Ms. Switzer via telephone. She would then get in touch with the agency to set up a site visit and send a follow-up letter confirming when the Board representatives will arrive to conduct the site visit. Mr. Scales explained that usually two people from the Board would attend; he and the Administrative Assistant would conduct them together. The checklist should be stored in the files in the 708 Board files. He stated that it is 4-5 pages long.

To complete the site visit, Mr. Scales and the Administrative Assistant would go straight down the checklist and consider every item on it. They would tour the facility, review the records, and interview the staff. Beside each item on the checklist there is a space for remarks. Upon completion of the site visit, Mr. Scales and the Administrative Assistant would create a composite report to bring back to the Board with a recommendation as to whether or not they should consider including them in the next funding recommendation. A copy of the report would be made for each Board member to see what the representatives' remarks are, discuss those concerns, and come up with a consensus.

Mr. Scales stated that the mainstay of the site visit is the audit. If the prospective agency does not have a recent audit, meaning within the last fiscal year, the site visit ends there. For that reason, the Administrative Assistant is to ask for that over the phone before setting up a date and time. The audit must break down the use of Jackson County funds. All of the agencies have multiple funding sources, he explained, and so the audit cannot talk about just one lump sum. The agencies must be able to show how many people they are serving from Jackson County and how those funds are used to support those people.

Should it be discovered that an agency does not have a recent audit, Mr. Scales and the Administrative Assistant would still complete a cursory version of the checklist so that another visit would not have to be rescheduled, once that audit has been completed, and so that the agency can see other areas where they may have weaknesses that need to be addressed. He explained that it usually takes, with two people, 2 ½ to 3 ½ hours. Typically the site visit would start at 8:30 am and be done around noon.

The Board decided that it would be valuable to have every Board member participate in a site visit at some point and requested that a copy of the checklist be put in next month's packet. This will allow each Board member to become familiar with the items on the checklist and to respond to questions from prospective agencies who want to know what the Board would be looking for should they apply.

Mr. Scales also commented that the site visit procedure is not done for agencies who are already approved and funded. Those agencies also complete a short one-page version of the funding application form instead of the pre-application form and longer 11-page standard funding application form which are for new applicants. Existing agencies turn in status reports in the form of Quarterly Expense Reports. These reports ask agencies to specify how many Jackson County residents they see and how they spend their funds. In addition, the agencies provide the 708 Board with their audits. Ms. Willis added that by the agencies giving oral reports at each meeting, and by rotating the meetings among the different agencies served, the Board is well able to keep in touch with what they are doing.

With no further business before the committee, motion by Scales, seconded by Curkin, to adjourn. Motion carried on a unanimous voice vote. Meeting adjourned at 6:23 p.m.

