

**WINNEBAGO COUNTY COMMUNITY MENTAL
HEALTH BOARD AGENDA DATE:** Wednesday November 4th,
2020

Time: 2:00 PM

Location: Region 1 Planning Council, 127 N Wyman Street, 1stFloor, Rockford, IL
61101

NOTICE: Consistent with [State of Illinois Executive Order 2020-07](#) to prevent the spread of COVID-19, Committee Members are permitted to participate in this meeting by conference call.

Called by: Mary Ann Abate President

Members: Richard Kunnert Vice President, Rev. Dr. K. Edward Copeland Treasurer, Danielle Angileri Secretary, Dr. Bill Gorski, Dr. Terry Giardini, Dr. Julie Morris, Tim Nabors, Linda Sandquist

Advisory Members: Wendy Larson Bennett, Jay Ware

Staff Liaison: Jason Holcomb, Region 1 Planning Council

Agenda:

A. Call to Order at 2:00PM by Mary Ann Abate, President

B. Roll call: Richard Kunnert, Rev. Dr. K. Edward Copeland, Danielle Angileri (a couple of minutes late), Dr. Bill Gorski, Dr. Terry Giardini, Tim Nabors, Linda Sandquist. Jason Holmcomb is present. Wendy Larson Bennett joined us in her advisory role a little later. Dave Kurlinkus is also in attendance.

C. Public Comment: None

D. Meeting Minutes (10/07/20) – Action: Dr. Gorski motions to accept the meeting minutes from Wednesday, October 7, 2020 and Mr. Kunnert motions in the second. All approved.

E. Environmental Scan Data Public Release – Action: There is a 14 page summary from the environmental scan. The platform used gave a 250 page summary. Mr. Holcomb is searching for a motion for this document to accompany the public survey. Mr. Kunnert motions to allow this packet to complement the public survey and Dr. Giardini makes the second motion.

The results have been shared with the Winnebago County Board and the Rockford Regional Health Council. All the feedback has been pleasing. This scan data and the public survey data will be a guiding factor within our strategic plan for prioritizing needs.

All approved the previous motion.

F. Public Participation Survey – Action: The survey begins with the choice of perspective that the participant will be taking. For example, an administrator, direct

service staff member, family member, individual with lived experience, or none of the above.

Administrators will be urged to share, our community partners will be asked to share, and we will push this survey out on social media.

The second question asks if the participant lives in Winnebago county or not. The following questions on the survey follow the environmental scan sections. Each section gives a brief definition and then allows individuals to rate the areas with how important they are. Afterwards, the participant can check the boxes of 3 areas of service that are most imperative to that section. There is also a fill-in-the-blank option to provide context. The survey is estimated around 15 minutes to fill out the whole survey.

The demographics we are collecting are age, ethnicity, gender identity, ethnicity, educational attainment, marital status, employment status, language, and zip code. This will inform our perspective and will allow us to be active, as we watch the responses coming in, to adjust our strategies to get a better representation from the community.

Mr. Kunnert suggests that we change the perspective view of ‘none of the above’ the ‘community member’. Mr. Kunnert also suggests that there may need to be most customization for the sections. A discussion was had about accessibility and mobile services. It was suggested to define what each service area portion is.

Dr. Morris motioned to approve the survey with Mr. Holcomb’s adjustments and Mr. Kunnert made the second motion. All approved.

G. November 2021 Purchases – Action: When researching grant making platforms, SurveyMonkey Apply was a \$7,000 annual cost. Foundant was comparable and only \$4,100, but there is a \$2,000 one-time onboarding cost (total \$6,100 this year). Many other mental health boards use Foundant, as does our local Community Foundation. There is much good feedback about Foundant. Dr. Gorski motions to use Foundant based on Mr. Holcomb’s description and Mr. Kunnert makes the second motion. All approved.

Public engagement purchases include language accessibility. Mr. Holcomb recommends we translate the environmental scan results and the public survey into Spanish. Local organization VRMI quotes \$0.19 per word (\$352.45). New Era Interpreting Services quoted \$315 for the same service. Mr. Kunnert motions that we hire New Era Interpreting to translate our documents. Dr. Giardini makes the second motion. All approved.

Another public engagement purchase Mr. Holcomb recommends that the Board may approve \$100 to use on social media ‘boosting’ to target community members for more response to our public survey. Dr. Morris motions to approve and Dr. Giardini makes the second motion. All approved.

H. Purchase of Liability Insurance – Action: Mr. Holcomb reached out to several brokers to purchase liability insurance. Many declined to cover the Board because of our Board having no assets. Markel insurance gave us a general liability insurance quote for \$2,014. CRC Group quoted us \$9,000 for Directors and Officers coverage and an

additional quote for \$4,579 for miscellaneous coverage. A total of \$15,593 which is in excess of our budget of \$15,000.

Mr. Kurlinkus explained the Winnebago County board's insurance plan. The County is self-insured up to \$250,000 then their liability insurance kicks in. The County would not cover us, but it would be a discussion to have with the County's insurance provider. Mr. Nabors suggest we still look into our own provider. Without the general liability, which we may not necessarily need, the total comes down to \$13,579. Mr. Kunnert motions to accept the bid for the Officer and Directors insurance and miscellaneous insurance from CRC and Dr. Gorski makes a second motion. All approved.

I. Disclosure of Affiliations – Action: The bylaws mention so particularities about affiliations to other boards or organizations when it comes down to what we fund. If any member of the Board is employed or sitting on another board then that organization could not receive funds from us. All members of the board will send Mr. Holcomb their conflicts of interest. If you are not formally affiliated, but feel that you may have a close relationship with an organization when it comes time to vote on the RFPs, you may recuse yourself. Mr. Kunnert motions for the disclosure and Mrs. Sandquist seconds the motion. All approved.

J. FOIA Officer– Action: Mr. Kurlinkus made the suggestion that we have a FOIA officer. We all need to make sure that we use our County emails. The FOIA officer will keep us on track and ensure we are careful with Open Meetings Act and conversations between board meetings. Julia Halsted applied to be our FOIA officer, but it is recommended that a Board member should be the officer. Mr. Nabors volunteered to be the FOIA officer. Mrs. Sandquist motions to approve Mr. Nabors as the officer and Mr. Kunnert seconds. All approved.

K. WCCMHB Logo – Action: Mr. Holcomb shared with us all the possible logo ideas. The board agrees for the idea with the green ribbon. Mrs. Sandquist moves to accept the navy blue background with green ribbon framework for our logo and R1 will create multiple versions for the logo. Dr. Morris seconds. All approved.

L. Strategic Plan Outline – Discussion: Mr. Holcomb created the outline that includes introduction (WCCMHB, ½ Cent Sales Tax, Planning Process), our research (environmental scan and public prioritization survey), other Winnebago County research projects over the past 5 years (Winn. Co. resident survey, Health Community Study 2017 + 2020), SWOT analysis, summary, and strategic goals. Suggestions: to add mission and vision statements and communications plan.

M. Annual Report – Discussion: We are required to put the annual report out into the public and specifically a newspaper. It will include money spent, work up to this point and programs funded (for future reference). Here we need to be extremely transparent.

N. Purchasing Policy – Discussion: Finance committee has been in discussion about the purchasing policy. Mr. Holcomb provided the group a sample. By the next board meeting, the group will present on it.

L. Other matters: A quick mention and resounding thank you to Jason Holcomb for all of his work!

M. Adjournment: Mr. Kunnert motions for adjournment. Dr. Gorski seconds the motion. All approved. Ajournd at 3:52PM by Mrs. President.