



# WCCMHB

Winnebago County  
Community Mental  
Health Board

## Winnebago County Community Mental Health Board Minutes

**Date:** Wednesday, December 7<sup>th</sup>, 2022

**Time:** 2:00 PM CST

**Location:** Region 1 Planning Council, 127 N Wyman Street, 2<sup>nd</sup> Floor, Rockford, IL 61101 or virtual at [Winnebago County Community Mental Health Board YouTube Page](#)

**Called by:** Mary Ann Abate: President

**Members:** Richard Kunnert: Vice President, Dr. Bill Gorski: Secretary, Wendy Larson-Bennett: Treasurer, Rev. Dr. K. Edward Copeland, Dr. Terry Giardini, Tim Nabors, Linda Sandquist

**Director:** Jason Holcomb, Region 1 Planning Council

### Agenda:

**A. Call to Order:** President Mary Ann Abate called the meeting to order at 2:01 PM

### B. Roll Call

- Mary Ann Abate: Present
- Dr. K. Edward Copeland: Present
- Dr. Terry Giardini: Present
- Dr. Bill Gorski: Absent
- Richard Kunnert: Present
- Wendy Larson-Bennett: Absent
- Tim Nabors: Present
- Linda Sandquist: Present
- Jason Holcomb: Present
- Guests:
  - Nicole Bennett: Region 1 Planning Council
  - Erica Engler and Bridget Coleman: Rockford Sexual Assault Counseling



[www.r1planning.org/wccmhb](http://www.r1planning.org/wccmhb) | [info@mentalhealth.wincoil.us](mailto:info@mentalhealth.wincoil.us)





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**C. Public Comment**

1. No Public Comment

**D. Presentations**

1. No Presentation

**E. Monthly Activity Report - November 2022**

1. Jason Holcomb, WCCMHB Director, gave the November 2022 Activity Report.
  - i. Nicole Bennett is taking over management of the grants program
    - Site visits of funded organizations are being scheduled
    - Board Members encouraged to sign-up for a couple of visits
  - ii. Environmental Scan 2.0
    - Over 50 completed responses which are more than the first time the survey was administered
    - Results will be used for the Strategic Plan process
  - iii. Program Year 2022-2023 Funded Programs Handout
    - Program descriptions of all 30 funded organizations
    - Public and available on our website
  - iv. Jason Holcomb was appointed to the CESSA Regional Committee Appointment with Joan Lodge and Danielle Angileri
    - First meeting took place on December 1, 2022
    - Crisis response services and planning for "Region 1 of CESSA"
  - v. Association of Community Mental Health Authorities of Illinois (ACMHAI) winter meeting In December with Tim Nabors in attendance, and Jason Holcomb will serve as the Vice President of ACMHAI next year.
    - 50<sup>th</sup> anniversary of ACMHAI

**F. Action Items**

**0. Change in Schedule**

Motion: To make an adaptation to the order of the meeting.

- i. Raised by: Mr. Kunnert
- ii. Seconded by: Dr. Giardini
- iii. Discussion: None
  - Motion **approved** by a unanimous vote of all Board Members present.
  - Absent Board Members: Dr. Bill Gorski, Wendy Larson-Bennett



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**5. Resolution No. 2022-X: Resolution Authorizing Funded Programs' Budget Updates for Program Year 2022-2023**

Erica Engler and Bridget Coleman of Rockford Sexual Assault Counseling (RSAC) covered the background of their finances in relation to their funded program. The fiscal year of RSAC and WCCMHB are not aligned, causing some confusion in the submitted budget, and RSAC requested to adjust a line item from salaries to occupancy. The proposed budget amendment request was explained in the Resolution. They answered the questions from the Board.

**Motion:** To allow the budgetary revision for Rockford Sexual Assault Counseling to correct the Fiscal Year.

- i. Raised by: Mr. Kunnert
- ii. Seconded by: Mr. Nabors
- iii. Discussion: The Board thanked RSAC for their explanation.
  - Motion **approved** by a roll call vote.
    - Dr. K. Edward Copeland: Aye
    - Dr. Terry Giardini: Aye
    - Dr. Bill Gorski: Absent
    - Richard Kunnert: Aye
    - Wendy Larson-Bennett: Absent
    - Tim Nabors: Aye
    - Linda Sandquist: Aye
    - Mary Ann Abate: Aye

**1. November 2022 Meeting Minutes**

**Motion:** To approve the November 2022 Meeting Minutes.

- i. Raised by: Mr. Nabors
- ii. Seconded by: Dr. Giardini
- iii. Discussion: None
  - Motion **approved** by a unanimous vote of all Board Members present.
  - Absent Board Members: Dr. Bill Gorski, Wendy Larson-Bennett



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## **2. Notice of Funding Opportunity Program Year 2023 – 2024**

Mr. Holcomb went over the events' schedule and the structural changes for the Grant this year. There will be an addition of an abstract application for new applications this year, and the budget for the Grant year is \$20 million. The NOFO will be published on December 8<sup>th</sup>, 2022, and both the Abstract and Continued Funding applications will open on December 12<sup>th</sup>, 2022. An updated rubric was created for the Continued Funding and Abstract applications. The original scoring rubric will still be used for the New (full) applications. Continued programs will move on a similar timeline as last year, but New programs will have an abbreviated program year starting in Quarter 2. Funding decisions will be announced in May for Continued Programs and in August for new programs. The Board asked clarifying questions about the Grant application process, which Jason Holcomb answered.

**Motion:** To approve the Notice of Funding Opportunity

- i. Raised by: Mr. Kunnert
- ii. Seconded by: Dr. Giardini
- iii. Discussion: Was before the motion.
  - Motion **approved** by a unanimous vote of all Board Members present.
  - Absent Board Members: Dr. Bill Gorski, Wendy Larson-Bennett

## **3. Funding Policy Updates for Program Year 2023 – 2024**

Mr. Holcomb presented the changes for the Funding Policy. The first proposed change suggests that policies going over or under the grant allowance should be established with each program individually in their funding agreements rather than as a general rule for all programs in the funding policy agreement. The second noted change is moving from a quorum of board members for each grant review to three Board Members for each review. The last change suggested is that budget amendments should come to the full board rather than just the Board President. The Board also noted another change to the Funding Policy: there is now a default for monthly reimbursement for all agencies unless they come to the Board for advance payment. Mr. Holcomb further clarified this policy and how it works in practice.

**Motion:** To approve the Funding Policy Updates.

- i. Raised by: Mr. Nabors
- ii. Seconded by: Mrs. Sandquist
- iii. Discussion: Was before the motion.
  - Motion **approved** by a unanimous vote of all Board Members present.
  - Absent Board Members: Dr. Bill Gorski, Wendy Larson-Bennett



#### 4. WCCMHB Program Year 2023 – 2024 Disqualification List

**Motion:** To approve the Disqualification List for Program Year 2023 – 2024.

- i. Raised by: Mr. Kunnert
- ii. Seconded by: Mrs. Sandquist
- iii. Discussion: None
  - Motion **approved** by a unanimous vote of all Board Members present.
  - Absent Board Members: Dr. Bill Gorski, Wendy Larson-Bennett

#### G. Discussion Items

1. No Discussion Items

#### H. Other Matters

##### 1. Board Meeting Attendance

- i. There will be a Board Member Manual upcoming. This will cover onboarding processes and materials for new Board Members. It can also be used as a reference for all Board Members as a centralized place to have information. This manual will hopefully be ready in January. Board Members should also let Jason Holcomb know if they are not attending future Board Meetings.

##### 2. ACMHAI Conference

- i. Mr. Nabors covered his attendance and how it was great to see the respect that WCCMHB has from the State of Illinois. The Board also discussed how this was a great networking opportunity.

#### I. Adjournment

**Motion:** For Adjournment was carried. Adjourned at 2:39 PM

- i. Raised by: Mr. Kunnert
- ii. Seconded by: Dr. Copeland
  - Motion **approved** by a unanimous vote of all Board Members present.
  - Absent Board Members: Dr. Bill Gorski, Wendy Larson-Bennett