

WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD MINUTES OF  
FEBRUARY 21, 2026

**CALL TO ORDER**

The Wheeling Township Community Mental Health Board Special Meeting, for February 21, 2026, was held in the Paula Ulreich Meeting Room, in the Township of Wheeling, 1616 North Arlington Heights Road, Arlington Heights, Illinois. President Hayes called the meeting to order at 9:00 AM.

**ROLL CALL**

Secretary Dixon called the roll, and the following members were present: Jaime Clark, Bill Dixon, John Lubbe, Jen Underwood, Jack Vrett, and President Sue Hayes.

Also in attendance, Mental Health Board Manager, Karin Frisk.

**MOTION TO ALLOW TRUSTEE LIAISON LORRI GRAINAWI TO PARTICIPATE REMOTELY**

Motion by Member Dixon, seconded by Member Vrett.

VOICE CALL VOTE: All Ayes  
NAYS: None – Motion carried

**PLEDGE OF ALLEGIANCE**

President Hayes led those assembled in the Pledge of Allegiance.

**CITIZENS TO BE HEARD**

None.

**BUSINESS**

Mission, Vision, Philosophy Statement

The Board discussed making updates to the Mission, Vision, Philosophy Statement, considering updated terminology, person-first language, and alignment with State Statute.

Strategic Financial Sustainability / Consideration of a Fund Balance Reserve Policy

The Board discussed financial sustainability and variability in Cook County tax collections, and reviewed concepts for a Fund Balance Reserve Policy. Members discussed establishing a reserve target over time, maintaining flexibility, reviewing the policy annually, and establishing spend-down plan criteria should future fund balance reserves

WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD MINUTES OF  
FEBRUARY 21, 2026

exceed the targeted range. The Board discussed alignment of such a policy with year-end audit timing and cash flow considerations.

Fiscal Year 2026-27 and Fiscal Year 2027-28 Strategic Priorities

The Board discussed the progress of the previously adopted One- and Three-Year Plans, established goal priority levels, and considered goal refinements for the upcoming planning cycles. Most goals were identified as high to medium priority, however, pursuing a 501c3 status and applying for grants for the Board to provide services, as well as investing in a referral management software, were not identified as priorities for the upcoming planning periods.

FY2026-27 Notice of Funding Availability (NOFA) Development

The Board discussed development of a Notice of Funding Availability (NOFA), and reviewed approaches used by other Community Mental Health Boards. Members agreed that it was important to maintain flexibility in funding allocations, rather than allocating specific amounts toward project categories.

FY2027-28 Funding Application and Rubric Criteria

The Board discussed a multi-lens approach to the funding application, noting what information should be added, or needs refinement, from different perspectives. The Board also discussed the benefits of incorporating a rubric for funding application review and whether weighted scoring would be helpful. The Board agreed that establishing a rubric would be beneficial, and decided that weighted scoring would not be formally incorporated in the upcoming grant cycle.

FY2026-27 Reporting Metrics

The Board discussed what additional reporting metrics are important to the Board for funded agency monitoring. The Board agreed that additional reporting information is needed, and some flexibility regarding uniform reporting requirements will be considered for agencies funded at \$5,000 or less.

Consideration of an Employment Agreement for Administrative Leadership Position

The Board agreed to move forward with an Employment Agreement for the Administrative Leadership staff position, and to engage legal counsel in drafting an agreement for the Board's consideration.

WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD MINUTES OF  
FEBRUARY 21, 2026

Board Member Comments

President Hayes advised that she anticipates relocating out of the Township in the future, and that the Board will need to plan for a new Member search. President Hayes also encouraged the Board to consider adding a Treasurer position to the Officer slate.

Board Members recognized President Hayes for her dedicated service on the Board and noted that her eventual departure will be a loss to the Board.

Member Dixon inquired about the anticipated timeline for the Board's receipt of the Statement of Economic Interest (SEI) notifications and the Sexual Harassment Prevention Training. Manager Frisk advised that the notifications are expected to be sent in March, and if a Member does not receive a notification by April 1<sup>st</sup>, the Member should notify her. Manager Frisk said she would send the Board Members the Sexual Harassment Prevention Training used by the Township, for the Members to complete by the next meeting.

**MOTION: ADJOURNMENT**

Motion by Member Underwood, seconded by Member Vrett

VOICE CALL VOTE: All Ayes  
NAYS: None – Motion carried

The meeting for Saturday, February 21, 2026 was declared adjourned at 12:46 PM.

The next Regular Meeting of the Community Mental Health Board is set for Wednesday, March 11, 2026 at 7:00 PM.