

WHEELING TOWNSHIP
1616 North Arlington Heights Road
Arlington Heights, IL 60004
PAULA ULREICH MEETING ROOM

WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD MEETING

WEDNESDAY, JULY 16, 2025
7:00 PM

Zoom link: <https://us02web.zoom.us/j/84696261444?pwd=hpExckHQEzbhvPQCgbiBTfh3rOedk1.1>

Zoom ID: 846 9626 1444 Passcode: 620637

The public will not be able to make comments via Zoom. The public may submit written comments prior to the meeting, which will be read by the Board President during Citizens to be Heard. We require members of the public who wish to comment to submit your written comments for this meeting to the Mental Health Board Manager, Karin Frisk kfrisk@wheelingtowship.com by noon of the day of the meeting.

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
- IV. CITIZENS TO BE HEARD – Remarks Limited to Three Minutes
- V. APPROVAL OF MINUTES OF REGULAR BOARD MEETING JUNE 11, 2025
- VI. NEW BUSINESS
 - a. Interviews and Discussion of Applicants for Vacant Community Mental Health Board Member Seat
 - b. Approval of Recommending a Community Mental Health Board Member Applicant to the Wheeling Township Supervisor and Board of Trustees
 - c. Site Visit Report
 - d. Manager's Report
- VII. BOARD MEMBER COMMENTS
- VIII. EXECUTIVE SESSION
5 ILCS 120/2(c)(1)
The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act.

IX. OTHER BUSINESS (Including action on Matters from Executive Session, if any)

X. ADJOURNMENT

MENTAL HEALTH FUNDING HEARINGS - WEDNESDAY, AUGUST 13, 2025 - 6:00 PM

NEXT REGULAR BOARD MEETING - WEDNESDAY, AUGUST 13, 2025 - 8:00 PM

WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD MINUTES OF
JUNE 11, 2025

CALL TO ORDER

The Community Mental Health Board Meeting of Wheeling Township, for June 11, 2025 was held in the Township of Wheeling, 1616 North Arlington Heights Road, Arlington Heights, Illinois. President Sue Hayes called the meeting to order at 7:02 PM.

Lorri Grainawi, Wheeling Township Board Liaison, was welcomed as a new member of the Community Mental Health Board.

ROLL CALL

Secretary Bill Dixon called the roll, and the following members were present: Bill Dixon, Lorri Grainawi, John Lubbe, Jim Ruffatto, Jack Vrett, and Sue Hayes.

Absent: None.

Also in attendance, Wheeling Township Director of Finance and Administration, Regina Stapleton, and Mental Health Board Manager, Karin Frisk.

Four participants were joined by Zoom, for testing purposes only.

PLEDGE OF ALLEGIANCE

President Sue Hayes led those assembled in the Pledge of Allegiance.

APPROVAL OF MINUTES

MOTION #1: APPROVAL OF THE MINUTES OF THE WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD MEETING ON MAY 14, 2025

Motion by Jack Vrett, seconded by Jim Ruffatto. Bill Dixon noted that corrections were needed regarding members' attendance and meeting participation. Corrected minutes were given to the Board Members.

No vote was taken.

WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD MINUTES OF
JUNE 11, 2025

**MOTION #2: APPROVAL OF THE REVISED MINUTES OF THE WHEELING TOWNSHIP
COMMUNITY MENTAL HEALTH BOARD MEETING ON MAY 14, 2025**

Motion by Jack Vrett, seconded by Lorri Grainawi to approve the revised minutes as presented.

ROLL CALL VOTE: AYES: Bill Dixon, Lorri Grainawi, John Lubbe, Jack Vrett, and
Sue Hayes

ABSTAIN: Jim Ruffatto

NAYS: None... Motion #2 Carried.

PRESENTATION

Amit Thaker, with ReferralGPS, presented on the mental health care navigation services that his organization provides for contracted school districts and townships. For contracted townships, ReferralGPS creates an online landing page where residents seeking mental health care navigation services can enter their address to verify residency. Once verified, residents submit additional information about their needs and select a time to speak with a Care Navigator. A Care Navigator then contacts the resident to gather further details and makes calls on their behalf to connect them with an appropriate service provider. Care Navigators are multilingual and have access to translation services to ensure effective communication.

ReferralGPS can also be contracted to administer treatment fund services, which are designed to provide limited financial assistance to eligible residents for therapy and/or psychiatry treatment.

Members of the Board inquired about access to and marketing of the care navigation services, provider directory listings, provider vetting, data collection and details provided to the contracted township, measuring successful outcomes, and other potential municipal partners. Members of the Board also inquired about the costs associated with treatment fund services.

The presenter asked if anyone had a question, including turning to the public to invite questions. Unaware that public input was not authorized during this portion of the meeting, the presenter unintentionally prompted a member of the public to ask a question about the organization's services.

CITIZENS TO BE HEARD

NONE

WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD MINUTES OF
JUNE 11, 2025

NEW BUSINESS

MOTION #3: RATIFY THE HIRING OF THE MENTAL HEALTH BOARD MANAGER

Motion by Jack Vrett, seconded by Jim Ruffatto to ratify the hiring of Karin Frisk as the Mental Health Board Manager.

ROLL CALL VOTE: AYES: Bill Dixon, Lorri Grainawi, John Lubbe, Jim Ruffatto, Jack Vrett, and Sue Hayes
NAYS: None... Motion #3 Carried.

Election of Officers

MOTION #4: ELECTION OF PRESIDENT

Motion by Jim Ruffatto, seconded by Jack Vrett to elect Sue Hayes as President.

ROLL CALL VOTE: AYES: Bill Dixon, Lorri Grainawi, John Lubbe, Jim Ruffatto, Jack Vrett, and Sue Hayes
NAYS: None... Motion #4 Carried.

MOTION #5: ELECTION OF VICE PRESIDENT

Motion by Jim Ruffatto, seconded by Jack Vrett to elect John Lubbe as Vice President.

ROLL CALL VOTE: AYES: Bill Dixon, Lorri Grainawi, John Lubbe, Jim Ruffatto, Jack Vrett, and Sue Hayes
NAYS: None... Motion #5 Carried.

MOTION #6: ELECTION OF SECRETARY

Motion by Jim Ruffatto, seconded by Jack Vrett to elect Bill Dixon as Secretary.

ROLL CALL VOTE: AYES: Bill Dixon, Lorri Grainawi, John Lubbe, Jim Ruffatto, Jack Vrett, and Sue Hayes
NAYS: None... Motion #6 Carried.

WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD MINUTES OF
JUNE 11, 2025

Funding Application Updates

Mental Health Board Manager, Karin Frisk, discussed proposed changes to the 2026-27 Community Mental Health Board Funding Application. Members of the Board discussed the updates and requested an additional edit.

MOTION #7: APPROVAL OF THE 2026-27 COMMUNITY MENTAL HEALTH BOARD FUNDING APPLICATION UPDATES AS DISCUSSED

Motion by Bill Dixon, seconded by Jim Ruffatto to approve the funding application with the updates as discussed.

VOICE CALL VOTE: All Ayes

NAYS: None...Motion #7 Carried.

Application Format for Vacant Community Mental Health Board Member Seat

Members of the Board discussed the appointment process and application format, concluding that the applicants will need to submit a resume and cover letter to the Mental Health Board Manager, Karin Frisk, by July 8, 2025.

Members of the Board also discussed the process for evaluating the candidates. President Sue Hayes will collaborate with Karin to develop a standardized set of pre-interview questions to ask each candidate. The Board agreed that Karin will conduct the initial interviews using these questions. President Sue Hayes will meet with Karin to review applicant documentation and determine the next steps in the selection process, in preparation for the July 16th Board Meeting.

Director of Finance and Administration, Regina Stapleton, advised that a notice about the vacancy and application instructions will be posted on the Wheeling Township's website banner and shared on social media platforms.

MOTION #8: APPROVAL OF THE APPLICATION FORMAT FOR COMMUNITY MENTAL HEALTH BOARD MEMBER

Motion by Jack Vrett, seconded by John Lubbe to approve the application format as discussed for the vacant Community Mental Health Board Member seat.

VOICE CALL VOTE: All Ayes

NAYS: None...Motion #8 Carried

WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD MINUTES OF
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**MOTION #9: APPROVAL OF THE ADDITIONAL WHEELING TOWNSHIP
COMMUNITY MENTAL HEALTH BOARD MEETING ON JULY 16, 2025 AT 7PM**

Motion by Jack Vrett, seconded by Lorri Grainawi to have an additional Community Mental Health Board meeting on July 16, 2025 at 7PM.

VOICE CALL VOTE: All Ayes

NAYS: None...Motion #9 Carried

BOARD MEMBER COMMENTS

Bill Dixon inquired about how ReferralGPS came to be known by the Wheeling Township Community Mental Health Board and noted that the Board should be mindful of whether there are other organizations providing a similar service before taking next steps.

John Lubbe inquired about how the 2026-27 funding application is being promoted. Regina noted that the application will be posted on the website, social media postings, notifications sent to currently funded agencies, and that a press release could also be done this year.

Multiple Board Members discussed additional ways in which the 2026-27 funding application could be promoted.

Wheeling Township Board Liaison, Lorri Grainawi, shared her excitement about being on the Community Mental Health Board.

MOTION #10: ADJOURNMENT

Motion by Jim Ruffatto, seconded by Jack Vrett

VOICE CALL VOTE: All Ayes

NAYS: None...Motion #10 Carried.

The meeting for Wednesday, June 11, 2025 was declared adjourned at 8:50 PM. The next scheduled Community Mental Health Board meeting is set for Wednesday, July 16, 2025 at 7:00 PM



Manager's Report

July 11th, 2025

- All FY2025-26 funding contracts have been received and processed
- The FY2026-27 funding application notices have gone out, including a press release
- Following our last meeting, we received the quote from Referral GPS, which was \$160,000; they also confirmed that no Wheeling Township school districts were contracted with them
 - The Schaumburg Township Mental Health Board is moving forward in contracting with ReferralGPS
 - I have a meeting planned with another entity that provides a similar service; if it appears promising, I will ask them to come and present to the Board
- I have a meeting scheduled with a grant management software company to evaluate potential for increasing efficiencies related to funding applications and grant management
- I have met with two funded agencies, so far, and plan to meet with all funded agencies over the next two months
- I developed an invoice/data tracking spreadsheet for ensuring all documents are received as expected
- Completed Open Meetings Act training
- Completed pre-interview calls with all Board Member applicants
- I am in the process of developing a Board Member Orientation packet

Respectfully submitted,
Karin Frisk