

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

REGULAR MEETING OF THE WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD

WEDNESDAY, OCTOBER 8, 2025
7:00 PM

Zoom link: [October 8, 2025 Regular Meeting](#)

Zoom ID: 892 1634 3564

Passcode: 850226

Members of the public may view the meeting via Zoom, but public comments will not be accepted through Zoom. Remote participants wishing to make a public comment must submit comments by email to Mental Health Board Manager, Karin Frisk, at: kfrisk@wheelingtowship.com by **12:00 PM (noon)** on the day of the meeting. Comments will be forwarded to all Board Members and read aloud by the Board President during the Citizens to be Heard section. In-person attendees who wish to make a public comment may speak directly during the Citizens to be Heard portion 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
 - a. Mental Health Agency Funding Hearings Meeting of September 10, 2025
 - b. Regular Meeting of September 10, 2025
 - c. Regular Meeting of September 25, 2025
- VI. REPORTS
 - a. Manager's Report
- VII. NEW BUSINESS
 - a. FY2026-27 Preliminary Budget--Discussion/Approval
 - b. FY2026-27 Levy Request--Discussion/Approval
 - c. 2026 Board Meeting Date Schedule--Discussion/Approval
 - d. Board Policy Manual Update--Discussion/Approval
 - e. Clarification/Correction of Tentative November 4, 2025 Meeting Designation
- VIII. BOARD MEMBER COMMENTS
- IX. ADJOURNMENT

UPCOMING MEETINGS:
SPECIAL BOARD MEETING -TUESDAY, NOVEMBER 4, 2025 - 7:00 PM (TENTATIVE)

NEXT REGULAR BOARD MEETING - WEDNESDAY, NOVEMBER 12, 2025 - 7:00 PM

**SPECIAL MEETING OF THE WHEELING TOWNSHIP
COMMUNITY MENTAL HEALTH BOARD
AGENCY HEARINGS
September 10, 2025**

CALL TO ORDER

The Special Meeting of the Wheeling Township Community Mental Health Board for September 10, 2025 was held in the Paula Ulreich Meeting Room, in the Township of Wheeling, 1616 N. Arlington Heights Road, Arlington Heights, Illinois. President Sue Hayes called the meeting to order at 6:00 p.m.

ROLL CALL

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

Absent: None

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

PLEDGE OF ALLEGIANCE

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

CITIZENS TO BE HEARD

None.

AGENCY HEARINGS

Presentations were made as follows:

Arlington Heights Senior Center Foundation

Bill Dixon recused himself from this presentation. The reason being that he was a long-time employee of the Village of Arlington Heights and has a daughter currently working for a Village department under which the Senior Center falls. Although the funding request is from the Arlington Heights Senior Center Foundation, he noted that most people would not make that distinction.

Bill Dixon left the meeting room at 6:02 p.m.

Tracey Colagrossi, Senior Center Manager / Senior Center Foundation Liaison, presented.

- The proposed program aims to support caregivers of older adults and those with disabilities, who often experience isolation and burnout.
- The program will be an eight-week support and education group offered six times a year, with in-person and phone-based groups.
- Some of the goals and objectives include reducing caregiver isolation and burnout, promoting caregiver self-care, and connecting caregivers to local services.

Bill Dixon returned to the meeting room at 6:15 p.m.

Hopeful Beginnings

Natalie Rodriguez, Executive Director, presented.

Teen Parenting Program

- Agency has a contract with D214 to provide wrap-around services for parenting and teen students, hosting a class at Vanguard, and providing pregnancy counseling and mental health services at neighboring high schools.
- The funding request for this program is to provide continuity of wrap-around support services to these students during the school's summer and holiday breaks.

Perinatal Services Program

- Provides counseling for perinatal mental health disorders.

Kindred Life Ministries

Eliza LaBelle, Executive Director, presented.

- This year they are launching a curriculum in Wheeling Township called the Circle of Security as part of their counseling framework. The Circle of Security is an evidence-based, attachment-focused program that helps teen parents

understand their child's emotional needs, strengthen and secure parent-child bonds, and break harmful cycles of parenting.

NAMI Cook County North Suburban

Marcy Larson, Director of Marketing and Development, presented.

- The grant request is for a program called How to Survive Life After High School Mental Health Edition.
- The program aims to give students tools to manage stress, uncertainty, and isolation when transitioning from a structured environment to college or the workforce.
- The funding request is for support to create an integrated, modular program that can be delivered to seniors in high school. The program will involve creating PowerPoint, getting a set of videos together, and then delivering the program to seniors in high school.

Northwest Compass

Sonia Ivanov, Executive Director, and Alison Pittas, Grants Manager, presented.

- The program focuses on moving community members out of homelessness, providing case management and wrap-around services.
- The funding request is to add a new staff position: homelessness diversion case manager and mental health advocate. This individual will work with clients who access their services and have been identified as someone who would benefit from mental health services.

Shelter, Inc.

Xochitl Soto, Grants Manager, presented.

- They offer comprehensive trauma-informed services for youth and family members experiencing acute crises like homelessness, abuse, and neglect.
- The funding request is to support mental health counseling services they provide to those in their TLP program.

Special Leisure Services Foundation | NWSRA

Anne Kiwala, Superintendent of Development for Special Leisure Services Foundation and Andrea Griffin, Executive Director of NWSRA, presented.

- Special Leisure Services Association partners with NWSRA to provide community-based programs that promote independence, social connection, and personal growth for adults and children with disabilities.

Youth Services

Kate Garbareck, Director of Development and Whitney Madeen, Development Manager presented.

- Youth Services' mission is to foster the social and emotional growth of children and youth by meeting them where they are with care, compassion, creativity, and cultural responsibility.
- They offer therapy that engages kids through play, movement, and music to build coping skills and resilience.

Zacharias Center

Sandy Williams, CEO, presented.

- Zacharias Center is a certified rape crisis center and has been providing services for 42 years.
- Some of the services they provide include counseling, crisis counseling, group services, medical and legal advocacy services and prevention education services.

MOTION #1 ADJOURNMENT

Motion by John Lubbe, seconded by Jen Underwood

VOICE CALL VOTE: All Ayes

NAYS: None...Motion #1 Carried

The meeting for Agency Presentations was declared adjourned at 7:50 pm.

WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD MINUTES OF
SEPTEMBER 10, 2025

CALL TO ORDER

The Community Mental Health Board Meeting of Wheeling Township, for September 10, 2025 was held in the Paula Ulreich Meeting Room, in the Township of Wheeling, 1616 North Arlington Heights Road, Arlington Heights, Illinois. President Sue Hayes called the meeting to order at 8:00 PM.

ROLL CALL

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

Also, in attendance, Mental Health Board Manager, Karin Frisk, and Attorney Sarah Kallas.

CITIZENS TO BE HEARD

None.

APPROVAL OF MINUTES

**MOTION #1: APPROVAL OF THE MINUTES OF THE WHEELING TOWNSHIP
COMMUNITY MENTAL HEALTH BOARD SPECIAL AGENCY HEARINGS MEETING
ON AUGUST 13, 2025**

Motion by Jack Vrett, seconded by Jen Underwood

VOICE CALL VOTE: All Ayes

Nays: None...Motion #1 Carried

**MOTION #2: APPROVAL OF THE MINUTES OF THE WHEELING TOWNSHIP
COMMUNITY MENTAL HEALTH BOARD REGULAR MEETING ON AUGUST 13,
2025**

Motion by Jim Ruffatto, seconded by Jen Underwood

VOICE CALL VOTE: All Ayes

Abstain: Jack Vrett

Nays: None...Motion #2 Carried

WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD MINUTES OF SEPTEMBER 10, 2025

REPORTS

Site Visits

John Lubbe reported on a visit to Center for Enriched Living in Riverwoods. They offer both on-site and community-based programming for youth and adults with intellectual and developmental disabilities. They have service availability from 9AM-9PM, with great recreational activities. One program has 40 individuals on their wait list. They are accredited by the Council on Quality and Leadership, and track progress of participants' goals within the various programs. About 10% of clients served are Wheeling Township residents.

Lorri Grainawi reported on a meeting with Journeys, joined by President Hayes, Supervisor Zeller Brauer, and Karin Frisk. Journeys is working toward becoming accredited and incorporating billing capability.

Manager's Report

Karin Frisk highlighted from her report that September is National Recovery Month, and that the meeting date coincided with World Suicide Prevention Day. Karin included resources in her report for those seeking assistance with treatment and support.

NEW BUSINESS:

Levy Discussion

The Board discussed the upcoming levy request and preliminary budgeting process. Members of the Board emphasized the importance of aligning levy requests with voter expectations, statutory authority, and community transparency. The Board intends to prepare a preliminary budget and levy request for submission before November 18, 2025, with the final budget adoption no later than January 28, 2026.

Submittable Discussion

Karin Frisk reported on discussions with Director of Finance and Administration Stapleton about cost sharing for an online grant management system, Submittable. The software system is HIPAA compliant and would streamline funding application and reporting processes. The Township Trustees will discuss it at a future meeting, and if they agree, the cost would be shared equally between the Township and the Community Mental Health Board. The Board agreed to consider this as part of the administrative budget.

WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD MINUTES OF SEPTEMBER 10, 2025

Administrative Budget

The draft FY 2026-27 administrative budget was reviewed. Updates included relocating certain staff costs to Support Services, adding IT-related service costs, clarifying budget line items for transparency. No formal vote was taken. Discussion will continue at the September 25, 2025 meeting.

BOARD MEMBER COMMENTS

Jen Underwood shared research she had done regarding the impact of copays and cost-sharing on mental health service utilization. President Hayes thanked Jen for her work on researching this information. Board Members discussed agency-reported administrative cost percentages and clarifying questions in future funding applications. A potential conflict of interest regarding an agency application was raised. Members of the Board agreed to follow the Board's conflict of interest policy and recuse or abstain where appropriate. Lorri Grainawi shared that the December ACMHAI meeting will be held in Schaumburg for Board Members interested in attending.

EXECUTIVE SESSION

MOTION #3 9:08 PM: TO CONVENE EXECUTIVE SESSION, PURSUANT TO 5 ILCS 120/2(c)(1) TO DISCUSS PERSONNEL

Motion by John Lubbe, seconded by Jen Underwood

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

MOTION #4: 9:35 PM RETURN TO OPEN SESSION

Motion by Jim Ruffatto, seconded by Bill Dixon

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

The Board returned to open session, and it was noted for the record that no final action was taken in closed session.

WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD MINUTES OF
SEPTEMBER 10, 2025

ACTION FOLLOWING EXECUTIVE SESSION

MOTION #5: TO APPROVE A SALARY ADJUSTMENT FOR THE MENTAL HEALTH BOARD MANAGER TO \$80,000 PER YEAR, EFFECTIVE SEPTEMBER 1, 2025, AS AUTHORIZED IN EXECUTIVE SESSION

Motion by Jim Ruffatto, seconded by Bill Dixon

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

MOTION #6 (AS AMENDED): TO APPROVE THE REPORTING STRUCTURE SUCH THAT THE MENTAL HEALTH BOARD MANAGER REPORTS TO THE COMMUNITY MENTAL HEALTH BOARD, WITH THE PRIMARY CONTACT BEING THE BOARD PRESIDENT

Motion by Bill Dixon, seconded by Jack Vrett

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

MOTION #7: TO SET THE NEXT EVALUATION AND SALARY ADJUSTMENT FOR THE MENTAL HEALTH BOARD MANAGER BE CONDUCTED ON MARCH 1, 2026, WITH THAT DATE SERVING AS THE ANNUAL REVIEW DATE GOING FORWARD

Motion by Bill Dixon, seconded by Jen Underwood

ROLL CALL VOTE: AYES: Bill Dixon, Lorri Grainawi, John Lubbe, Jim Ruffatto, Jen Underwood, Jack Vrett, and Sue Hayes
NAYS: None... Motion #7 Carried

MOTION #8: ADJOURNMENT

Motion by Jim Ruffatto, seconded by Jen Underwood

VOICE CALL VOTE: All Ayes
Nays: None... Motion #8 Carried

The meeting for Wednesday, September 10, 2025, was declared adjourned at 9:46 PM.

The next Regular Community Mental Health Board Meeting is set for Wednesday, October 8, 2025 at 7:00 PM.

WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD MINUTES OF SEPTEMBER 25, 2025

CALL TO ORDER

The Community Mental Health Board Meeting of Wheeling Township, for September 25, 2025 was held in the Paula Ulreich Meeting Room, in the Township of Wheeling, 1616 North Arlington Heights Road, Arlington Heights, Illinois. President Sue Hayes called the meeting to order at 7:01 PM.

ROLL CALL

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

Absent: Jim Ruffatto

Member Jen Underwood arrived at 7:02 PM

Also in attendance, Mental Health Board Manager, Karin Frisk, and Attorney Sarah Kallas.

PLEDGE OF ALLEGIANCE

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

CITIZENS TO BE HEARD

None.

REPORTS

Site Visits

Karin Frisk reported on a site visit to Avenues to Independence, which offers day programs, job training and work opportunities for those with intellectual or developmental disabilities. Program leaders noted that nearly half of their participants identified a preferred activity. With the upcoming elimination of the 14(c) Certification, staff expressed concerns for clients with mobility challenges and are exploring ways to adapt. Avenues to Independence staff also discussed managing logistics for their new Hornbrook Adventure Program, which supports both local and extended travel for clients.

Lorri Grainawi reported on a site visit to Kenneth Young Center where program leaders highlighted their CMHB-supported community-based, wrap-around services for individuals with serious mental illness. Approximately two-thirds of their clients experience both mental health and substance use disorder challenges. Karin Frisk noted that staff reported longer wait times for services when specific needs, such as

WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD MINUTES OF
SEPTEMBER 25, 2025

language or flexible schedule, are required. The longest delays, up to three months, are for child and adolescent therapy, largely due to staffing retention challenges tied to youth service scheduling demands.

NEW BUSINESS:

FY2026-27 Grants and Other Projects

Board Members received compiled recommended funding amounts to guide their discussion of the 2026-27 funding applications and inform final allocation decisions.

The Board discussed various challenges faced in determining funding allocations and decided that it would be beneficial to amend the agenda and discuss the overall budget first and then move to discuss the grants and other projects.

**MOTION #1: TO AMEND THE AGENDA TO MOVE THE BUDGET DISCUSSION
AGENDA ITEM BEFORE THE GRANTS AND OTHER PROJECTS DISCUSSION**

Motion by Jack Vrett, seconded by Jen Underwood to have the Budget Discussion before the Grants and Other Projects Discussion.

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

NAYS: None... Motion #1 Carried

FY2026-27 Budget Discussion, Including Administrative Budget Updates

The Board discussed several updates to the draft administrative budget.

**MOTION #2: TO UPDATE SALARY LINE ITEM ON THE DRAFT ADMINISTRATIVE
BUDGET**

Motion by Sue Hayes, seconded by Jack Vrett to increase the salary line item from \$83,000 to \$95,000, to allow for flexibility in personnel planning for FY2026-27.

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

NAYS: None... Motion #2 Carried

WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD MINUTES OF
SEPTEMBER 25, 2025

MOTION #3: TO UPDATE THE DRAFT ADMINISTRATIVE BUDGET LINE ITEMS AS DISCUSSED

Motion by Jen Underwood, seconded by Jack Vrett to approve the adjustment to the salary line item as previously discussed, change the budget line item from “Programming” to “Public Information” and in the amount of \$3,000, and increasing the miscellaneous line item by \$1,000.

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

NAYS: None... Motion #3 Carried

Board Members reviewed grant recommendations and agency requests.

Board members discussed considerations for funding allocation decisions, taking into account information included on the funding applications, and priorities noted in the Needs Assessment.

MOTION #4: HAVE THE GRANTS AND OTHER PROJECTS BUDGET, PLUS THE ADMINISTRATIVE BUDGET EQUAL \$1.4 MILLION

Motion by John Lubbe, seconded by Bill Dixon to have the Grants and Other Projects Budget, plus the Administrative Budget equal \$1.4 million.

Discussion: Board members discussed how setting the budget will impact funding allocation decisions.

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

NAYS: Lorri Grainawi and Jen Underwood... Motion #4 Carried

Members of the Board deliberated specific requests from the compiled funding recommendations. It was decided that because NAMI Cook County North Suburban’s proposed project was still in the early development stages, funding should not be considered for the upcoming fiscal year. Some Board Members noted that funding for Northwest Center Against Sexual Assault should consider the high percentage of Wheeling Township residents served, and specialized clinical team credentials. Board Members also discussed funding for Little City in relation to Wheeling Township residents served. The Board deliberated on budget adjustments needed to account for increased allocations.

WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD MINUTES OF
SEPTEMBER 25, 2025

MOTION #5: MOVE AMOUNT RECOMMENDED FOR NAMI TO NORTHWEST CENTER AGAINST SEXUAL ASSAULT

Motion by Jack Vrett, seconded by Jen Underwood to move \$6,428.57, originally recommended for NAMI, to Northwest Center Against Sexual Assault.

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

NAYS: None... Motion #5 Carried

MOTION #6: INCREASE GRANTS TOTAL BUDGET BY \$10,000 AND INCREASE FUNDING FOR NORTHWEST CENTER AGAINST SEXUAL ASSAULT TO \$105,000

Motion by Lorri Grainawi, seconded by John Lubbe to increase Grants total budget by \$10,000 and increase funding for Northwest Center for Sexual Assault to \$105,000.

ROLL CALL VOTE: AYES: Lorri Grainawi, John Lubbe, Jen Underwood, and Jack Vrett

NAYS: Bill Dixon and Sue Hayes... Motion #6 Carried

MOTION #7: REDUCE OTHER PROJECTS BUDGET LINE ITEM BY \$10,000 AND INCREASE FUNDING TO NORTHWEST CENTER FOR SEXUAL ASSAULT

Motion by Jack Vrett, seconded by Jen Underwood to reduce the Other Projects line item of the Budget by \$10,000 and move it to increase funding to Northwest Center for Sexual Assault.

ROLL CALL VOTE: AYES: Lorri Grainawi, John Lubbe, Jen Underwood, and Jack Vrett

NAYS: Bill Dixon and Sue Hayes... Motion #7 Carried

MOTION #8: INCREASE FUNDING TO LITTLE CITY BY \$6,014.29 TO FULLY FUND THEIR REQUEST

Motion by Lorri Grainawi, seconded by Sue Hayes to increase funding to Little City by \$6,014.29 to fully fund their request.

ROLL CALL VOTE: AYES: Bill Dixon, Lorri Grainawi, John Lubbe, Jen Underwood, and Jack Vrett

NAYS: Sue Hayes... Motion #8 Carried

WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD MINUTES OF
SEPTEMBER 25, 2025

MOTION #9: CLOSE DISCUSSION AND MOVE TO THE NEXT AGENDA ITEM

Motion by Jack Vrett, seconded by Bill Dixon to close the discussion and move to the next agenda item.

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

NAYS: None... Motion #9 Carried

Levy Request Discussion

Members of the Board discussed keeping the levy request close to the budget and directed staff to prepare a budget for the Board to take action on at the next meeting. Concerns were noted about the potential of receiving less than levy request due to potential challenges related to tax collections. The Board noted that building in a contingency would address these concerns.

Board Member Comments:

President Hayes noted that Northwest Center Against Sexual Assault is having an Exploration Open House on October 16th if any Board Members were interested in attending.

MOTION #10: ADJOURNMENT

Motion by Bill Dixon, seconded by Jack Vrett

VOICE CALL VOTE: All Ayes

NAYS: None...Motion #10 Carried.

The meeting for Thursday, September 25, 2025 was declared adjourned at 8:32 PM.

The next Regular Community Mental Health Board Meeting is set for Wednesday, October 8, 2025 at 7:00 PM.



**Manager's Report
October 8, 2025**

- Attended ACMHAI Social Media 101 for MHBs Training
- Attended ACMHAI's I/DD Committee Meeting
- Conducted a site visit to Avenues to Independence
- Accompanied Trustee Lorri Grainawi on site visit to Kenneth Young Center
- Attended Josselyn's Impact Report Virtual Coffee with President Hayes
- Followed up with several funding applicants for further information
- Attended the virtual Illinois Panel on Children's Behavioral Health
- Processed August invoices/data review
- Worked on FY2026-27 budget planning
- Corresponded with Township MHBs regarding budgeting processes, funding announcements, and provider contracting

Spreading Awareness:

IDD Navigator launched: [IDD Navigator](#)

- IDD Navigator is a free, public directory of Illinois Service providers and other resources for individuals or families seeking services for those with intellectual and developmental disabilities (IDD).

Respectfully submitted,
Karin Frisk



Wheeling Township Community Mental Health Board
2026 Meetings

All Wheeling Township Community Mental Health Board meetings are held at 7:00 PM, unless otherwise stated.

Meetings are open to the public and held at the Wheeling Township building located at 1616 N. Arlington Heights Road, Arlington Heights, IL 60004.

January 14, 2026

No Regular Meeting in February

February 21, 2026*

March 11, 2026

April 8, 2026

May 13, 2026

June 10, 2026

July 8, 2026

August 12, 2026

September 9, 2026

October 14, 2026

November 12, 2026

December 2, 2026

*Board Development Meeting at 9:00 AM.