

# WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD

## *MINUTES OF MARCH 11, 2026*

### **I. Call to Order**

The Community Mental Health Board Meeting of Wheeling Township, for March 11, 2026, 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 7:07 PM.

### **II. Roll Call**

Secretary Dixon called the roll.

Board Members Present: Jaime Clark, Bill Dixon, Lorri Grainawi, John Lubbe, Jen Underwood, and President Sue Hayes.

Board Members Absent: Jack Vrett.

Also Present: Mental Health Board Manager Karin Frisk, and Attorney Sarah Kallas.

### **III. Pledge of Allegiance**

President Hayes led those assembled in the Pledge of Allegiance.

### **IV. Citizens to Be Heard**

None.

### **V. Approval of Minutes**

#### a. Regular Meeting of January 14, 2026

Member Lubbe moved to approve the minutes, seconded by Member Underwood.

Voice Call Vote: All Ayes

Nays: None

Motion carried.

#### b. Special Meeting of February 21, 2026

Member Lubbe moved to approve the minutes, seconded by Member Clark.

Voice Call Vote: All Ayes

Nays: None

Motion carried.

**VI. Reports**

a. President's Report

President Hayes advised the Board that they should have received notice to file their Statement of Economic Interest and reminded the Members to submit their Sexual Harassment Prevention Training certificates if they had not already done so. President Hayes also advised that, due to her impending resignation from the Board, she will assign a President Pro Tem prior to the next Board meeting and will send correspondence regarding this matter.

b. Trustee Liaison's Report

Trustee Grainawi inquired whether the Board had any questions for her. The Board was informed that the Township's Annual Town Meeting is scheduled for April 14, 2026, and that an Annual Summary Report, drafted by Secretary Dixon, will be submitted to the Township for the meeting.

c. Manager's Report

Manager Frisk advised that the Community Mental Health Board will be included in enhancements to the Township's social media presence. She shared information on recent posts and future topics. Manager Frisk noted that significant changes were added to the new Funding Agreement and provided updates regarding electronic processing. She also shared upcoming events of possible interest and requested Board Members provide their availability for site visits.

**VII. Business**

a. Updated Mission, Vision, Philosophy Statement

Board Members confirmed that the document included the updates discussed at the February 21<sup>st</sup> meeting.

Member Dixon moved to approve the updated Mission, Vision, and Philosophy Statement as presented, seconded by Member Underwood.

Roll Call Vote: Ayes: Clark, Dixon, Grainawi, Lubbe, Underwood, and Hayes  
Nays: None  
Motion carried.

b. FY2026-27 One Year Plan

Board Members discussed potential modifications to the proposed FY2026-27 One Year Plan but agreed to keep the Plan as presented.

Member Dixon moved to approve the FY2026-27 One Year Plan as presented, seconded by Trustee Grainawi.

Roll Call Vote: Ayes: Clark, Dixon, Grainawi, Lubbe, Underwood, and Hayes  
Nays: None  
Motion carried.

c. Updated FY2025-26 – FY2027-28 Three Year Plan

Trustee Grainawi moved to approve the updated FY2025-26 – FY2027-28 Three Year Plan as presented, seconded by Member Lubbe.

Roll Call Vote: Ayes: Clark, Dixon, Grainawi, Lubbe, Underwood, and Hayes  
Nays: None  
Motion carried.

d. Draft Fund Balance Reserve Policy

Board Members discussed the proposed policy and reserve framework.

Member Lubbe moved to approve the Fund Balance Reserve Policy as presented, seconded by Member Dixon.

Roll Call Vote: Ayes: Clark, Dixon, Grainawi, Lubbe, Underwood, and Hayes  
Nays: None  
Motion carried.

e. Draft Funding Agreement

The Board discussed the proposed funding agreement, including structure and implementation considerations.

Member Dixon moved to approve the Funding Agreement as presented, seconded by Member Lubbe.

Roll Call Vote: Ayes: Clark, Dixon, Grainawi, Lubbe, Underwood, and Hayes  
Nays: None  
Motion carried.

f. Bill Paying Procedure

The Board discussed bill payment procedures, roles, banking requirements, and financial authority under the Community Mental Health Act. The Board reached consensus that, for the current fiscal year, bills will be approved by the CMH Board and submitted to the Township for payment processing.

g. Upcoming Board Vacancy Notification

The Board discussed the upcoming Board Member vacancy, including notification, and candidate review process. The Board agreed to move forward with the vacancy notifications and have Vice President Lubbe, Trustee Grainawi, and Manager Frisk conduct interviews.

**VIII. Board Member Comments**

The Board engaged in general discussion regarding community-related matters, and their relation to Board roles.

**IX. Closed Session to Discuss Personnel, Pursuant to 5 ILCS 120/2(c)(1)**

Member Underwood moved to convene Closed Session to discuss personnel at 8:23 PM, seconded by Trustee Grainawi.

Roll Call Vote: Ayes: Clark, Dixon, Grainawi, Lubbe, Underwood, and Hayes

Nays: None

Motion carried.

Trustee Grainawi moved to return to Open Session at 9:29 PM, seconded by Member Underwood.

Voice Call Vote: All Ayes

Nays: None

Motion carried.

Board Members present during return to Open Session: Jaime Clark, Bill Dixon, Lorri Grainawi, John Lubbe, Jen Underwood, and President Sue Hayes.

Board Members Absent: Jack Vrett.

**X. Other Business (Including Action on Matters from Closed Session)**

No final action was taken in Closed Session.

Member Clark moved to approve the Employment Agreement with Karin Frisk, in substantially the form presented with minor revisions as discussed in Closed Session, for a four-year term at an annual salary of \$95,000, and to authorize the President to execute the Agreement, subject to Karin Frisk's approval. Seconded by Member Underwood.

Roll Call Vote: Ayes: Clark, Dixon, Grainawi, Lubbe, Underwood, and Hayes

Nays: None

Motion carried.

**XI. Adjournment**

Member Clark moved to adjourn the meeting at 9:31 PM, seconded by Member Underwood.

Voice Call Vote: All Ayes

Nays: None

Motion carried.

The next Regular Meeting of the Community Mental Health Board is scheduled for Wednesday, April 22, 2026, at 7:00 PM