

WHEELING TOWNSHIP COMMUNITY MENTAL HEALTH BOARD

MINUTES OF APRIL 22, 2026

1. Call to Order

The Community Mental Health Board Meeting of Wheeling Township, for April 22, 2026, was held in the Paula Ulreich Meeting Room, in the Township of Wheeling, 1616 North Arlington Heights Road, Arlington Heights, Illinois.

Secretary Bill Dixon called the meeting to order at 7:00 PM, and presided over the meeting, noting that the office of President was vacant, and the Vice President was absent.

2. Roll Call

Secretary Dixon called the roll.

Board Members Present: Jaime Clark, Bill Dixon, Lorri Grainawi, Jen Underwood, and Jack Vrett.

Board Members Absent: John Lubbe.

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

3. Pledge of Allegiance

Secretary Dixon led those assembled in the Pledge of Allegiance.

4. Citizens to Be Heard

None.

5. Approval of Minutes

a. Regular Meeting of March 11, 2026

Trustee Grainawi moved to approve the minutes, seconded by Member Underwood.

Voice Call Vote: All Ayes

Nays: None

Motion carried.

6. Reports

a. President's Report

None.

b. Trustee Liaison's Report

Trustee Grainawi updated the Board on activities from the Township's recent Annual Town Hall Meeting, which included budget review and reports, as well as reporting on the Community Mental Health Board's activities. She noted changes on the Township Board, the engagement of a company to redesign the Township's website, and shared updates from the ACMHAI meeting she attended with staff Karin Frisk in Springfield, advising the Board that legislative updates are shared by ACMHAI for those who are interested.

c. Staff Report

Karin Frisk reminded the Board of the Statement of Economic Interest filing deadline and asked Members to send their filing receipt confirmations. She also inquired about preferences for printed versus electronic Board packets, provided financial updates on accounts and anticipated funds transfer, and highlighted increased communication and engagement initiatives with partner agencies and the public.

7. Business – for Discussion / For Action

a. Ratification of Bill Dixon as President Pro Tem through June 30, 2026

The Board discussed the memo provided by Board President, Sue Hayes, prior to her resignation, appointing Member Dixon as President Pro Tem through the end of the current President's term. The Board further clarified that staff would handle the calling the roll for the remainder of the meeting.

Member Vrett moved to ratify Member Dixon as President Pro Tem through June 30, 2026, seconded by Member Clark.

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

b. Promoting May as Mental Health Awareness Month

Trustee Grainawi recommended that the Board consider making a Proclamation to approve May as Mental Health Month.

Trustee Grainawi moved to approve the Proclamation for May as Mental Health Awareness Month, seconded by Member Underwood.

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

c. New Board Member Recommendation

The Board discussed recommendations from the Interview Panel regarding the appointment of a new Board Member.

Trustee Grainawi moved to approve recommending Teri Pacion to the Township Board for appointment on the Community Mental Health Board, seconded by Member Underwood.

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

d. Consideration and Possible Adoption of a Standardized Site Visit Framework

The Board discussed adopting a standardized site visit conversation guide for use during provider site visits. The proposed guide was developed to help facilitate discussion of program operations and benefits to Wheeling Township residents. The Board reached consensus that utilizing a conversational-style framework for guiding general site visits with funded agencies was appropriate given the diversity of funded agencies' programming and settings.

Member Vrett moved to adopt the Board Site Visit Conversation Guide, seconded by Trustee Grainawi.

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

e. Consideration and Possible Adoption of Performance-Based Reporting Requirements for Funded Programs

The Board discussed adopting a performance-based reporting framework for funded agencies to collect and report program data relevant to Board oversight and evaluation. The framework would be implemented across four quarterly reporting periods beginning in FY2026-27 and continuing in subsequent fiscal years, for programs approved for over \$5,000 in annual funding. Staff, Karin Frisk, advised that she would provide technical assistance and training to providers regarding the reporting requirements, and that the Board should anticipate learning curves for the agencies as they implement this new process.

Member Vrett moved to adopt the standardized performance-based reporting framework including the use of staff-proposed reporting metrics, as presented by Ms. Karin Frisk on April 22, 2026, for all programs receiving more than \$5,000 in Board funding beginning in FY2026-27 and continuing in subsequent fiscal years, applicable to both new and continuing funded agencies, seconded by Member Clark.

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

- f. Consideration of Updated Job Description, Including Title, and Work Hours for Manager Position Renamed to Executive Director

The Board discussed adopting updates to the Manager position job description, including retitling the position to Executive Director. The Board came to a consensus that the experience requirement for the Executive Director job description should be increased from two to five years.

Member Vrett moved to adopt the new job description as set forth in the Board packet, amended to update the experience requirement from two years to five years, seconded by President Pro Tem Dixon.

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

- g. Open Meetings Act and Freedom of Information Act Officer Appointment

The Board discussed the need to appoint an Open Meetings Act and Freedom of Information Act Officer and agreed to appoint staff to serve in these roles.

Member Underwood moved to appoint the Executive Director as the Board's Open Meetings Act and Freedom of Information Act Officer, seconded by Member Clark.

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

- h. Consideration and Possible Adoption of Draft Purchasing Policy

The Board discussed the draft Purchasing Policy, purchasing authority, approval requirements, and ethics considerations related to procurement practices. The Board agreed to revise the draft Policy to amend the purchasing authority for transactions between \$1001.00 and \$10,000.99 from the Board President to the Executive Director with advance written approval of the Board President.

Member Vrett moved to approve and adopt the Purchasing Policy with the discussed amendments, seconded by Member Clark.

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

- i. Temporary Designation of Board Member to Review Invoices and Present Same to the Board for Payment Authorization

The Board discussed payment processing and approving invoices in compliance with the Local Government Prompt Payment Act.

Member Vrett motioned to designate Vice President Lubbe to review invoices and present same to the Board for payment authorization, seconded by Trustee Grainawi.

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

- j. Consideration and Possible Action to Authorize Payment of the Executive Director's Vehicle Allowance from the Administrative–Contingencies Budget Line

Attorney Kallas advised that, because no specific budget line item existed for this expense, Board approval was necessary to authorize payment from the contingencies line item, which contained sufficient funds, and to formally acknowledge the Board's awareness of and authority for the expenditure.

Member Vrett moved to authorize payment of the Executive Director's vehicle allowance from the Administrative–Contingencies budget line, seconded by Member Underwood.

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

8. Board Member Comments

Members discussed whether the Board needed to elect a new Secretary and received clarification that President Pro Tem Dixon will serve in both Officer capacities through the next Officer election, with exception of funding agreement signatures, which would include the President Pro Tem and Vice President's signatures. It was further clarified that staff would assist in recording meeting votes.

Members discussed participating in the upcoming Mental Health Fair and expressed enthusiasm for engaging further with the public.

9. Adjournment

Member Clark moved to adjourn the meeting at 8:47 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, May 13, 2026, at 7:00 PM.