

**MEETING MINUTES**  
**ST. CHARLES 708 COMMUNITY MENTAL HEALTH BOARD**  
**WEDNESDAY March 20, 2024**  
**5:30 PM Dens A&B**  
**2 E. MAIN STREET, DENS A&B**

**1. Call to Order**

Chair Poremba called the meeting to order at 5:31 PM

**2. Roll Call**

Members Present: Denz, Litchfield, Poremba, Rivard, Rosenberg, Weddell  
Muenz at 5:34PM

Others Present: Judge Clint Hull

**3. Approval of Meeting Minutes**

**A. January 24, 2024**

Motion to approve by second by

Voice Vote Aye: 6 No: 0

Motion carries

**4. Chair Report**

Chair Poremba stated for any members interested in being chair or co-chair for next fiscal year to please reach out to her to discuss mentoring opportunities.

Chair Poremba discussed a new applicant, the Elgin Youth Symphony Orchestra.

There are no updates from sub-committees

Chair Poremba asked member Muenz to discuss the Thrive Initiative. Board member Rivard was also in attendance and discussed the purpose was to help parents identify ways to discuss substance abuse with their children. Board member Muenz stated it was a workshop more than a meeting or presentation. Judge Hull discussed a conversation with Kate Bell regarding a change in plan for who will facilitate the Thrive Initiative going forward. The original moderator planned has unfortunately had a change in plans which will not allow that individual to serve in this capacity. Another individual is actively being sought.

**5. Review Expectations**

**A. Agency Presentations**

Chair Poremba discussed dinner and meeting cadence for the evening of April 17<sup>th</sup> for agency presentations.

**B. Applications**

Chair Poremba asked if everyone had an opportunity to score the application that will be discussed this evening.

**C. Rubric Scoring**

**a. Guidelines**

Chair Poremba discussed the cover page for board members to make sure all spaces were filled in on this page. Board Member Litchfield asked if points would be deducted for information missing in those spaces.

Roundtable discussion, it was decided that no, points would not be deducted from the application.

Chair Poremba led the discussion of the example application, relative to the rubric and the importance of aligning to the mission and vision of the St. Charles 708 Board, as well as describing the priority.

Roundtable discussion of applying the rubric use and the subject agency application. Board member Litchfield asked for clarifying information on why some spaces seem to have the same information in multiple spaces. Roundtable discussion regarding people served by the priority versus number of St. Charles residents served and how this information is expressed in the application. Board member Weddell discussed the use of numbers of people served stating that for this example being reviewed today, it's the number of interactions with people versus specific individuals, due to the type of work performed. Board member Muenz asked why funding for this example application was not funded via other sources in city budgeting. Board member Weddell discussed historical conversations on this topic. Roundtable discussion of the topic ensued. Board Member Muenz will ask clarifying question to the agency prior to the presentation meeting. Judge Hull added comment from the court system perspective on how often mental health is overlooked for people in the court system.

Chair Poremba asked that the board, as they review these applications to make note of the number of St. Charles residents that are being served relative to the amount of money that is being asked on the application. Board member Denz asked if the tiering system was planned to be put in use for this agency application review cycle. Chair Poremba discussed that while there is not a plan to use it as a factor in deciding initially, but that it might serve when discussions about how to allocate within budget arise. It is anticipated that a fair amount more will be requested for funding, than available funds.

**b. Tabulation Sheet**

Chair Poremba asked if there were any further questions about the rubric, the applications or the process.

**6. PSA Campaign**

Chair Poremba has had further discussion about asking for agencies to offer recorded clips after the meeting. It was discussed that many of the agencies already have this information available that might be utilized in this space, as well as a cautionary about privacy guidelines of these agencies. Chair Poremba further discussed driving the initiative to find a presence for the St. Charles 708 Mental Health Board on social media to bring awareness about the agencies funded, to the community.

**7. Q&A**

Chair Poremba asked if there were any other questions. Board member Rivard asked if it was acceptable to write notes and questions in the margins on paper copies of the applications. It is acceptable, these applications are for board members to use to navigate the presentations.

Chair Poremba discussed that paper version applications are available for everyone if preferred; board members simply need to request them to be printed and pick them up from the city office.

**8. Adjourn**

Chair Poremba asked if there were any other items or a motion to adjourn.

Motion by Muenz second by Rivard.

Voice Vote Aye: 7 No: 0

Meeting Adjourned at 6:21 PM

***ADA Compliance***

Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the ADA Coordinator, Jennifer McMahon, at least 48 hours in advance to the scheduled meeting.

The ADA Coordinator can be reached in person at 2 East Main Street, St. Charles, IL, via telephone at (630) 377 4446 or 800 526 0844 (TDD), or via e-mail at [jmcmahon@stcharlesil.gov](mailto:jmcmahon@stcharlesil.gov). Every effort will be made to allow for meeting participation. Notices of this meeting were posted consistent with the requirements of 5 ILCS 120/1 et seq. (Open Meetings Act).

