



**MENTAL HEALTH ADVISORY BOARD
NOTICE OF MEETING AND AGENDA**

**McLean County Health Department
200 West Front Street, Room 322
Bloomington, IL 61701**

**Friday, July 17, 2020
9AM to 10:30AM**

CONTEMPORANEOUS ACCESS FOR THE GENERAL PUBLIC IS AVAILABLE IN ROOM 332 OF THE McLEAN COUNTY HEALTH DEPARTMENT. STREAMING ACCESS WITH A DELAY AVAILABLE AT THE FOLLOWING LINK: <https://www.mcleancountyil.gov/>

- I. Call to Order
- II. Roll Call
- III. Appearance by Members of the Public

NOTE CHANGE: To promote health and safety, we encourage individuals or groups to email public comment statements to McLean County Health Department at amy.hancock@mcleancountyil.gov by Thursday, July 16, 2020 at 9am. Statements received by the deadline will be read aloud as part of the record, pursuant to the time parameters in McLean County Board of Health rules (five minutes for individuals or group spoke person). The entirety of the statement will be placed in the official minutes, even if the statement reads longer than the time limit allows.

If you choose to provide comment in person, requests must be received by McLean County Health Department pursuant to time lines in the McLean County Board of Health (24 hours in advance for an item on the agenda and 2 business days in advance of the meeting for items not on the agenda). Please also note that we will adhere to the Phase 4 direction by the Governor which limits the number of individuals that can gather in the County Board Room. In-person attendance will be on a first come basis. Recommended social distancing protocols will be adhered to at all meetings.

- IV. Items for Information
 - A. Calendar Year 2019 Summary Report 3
 - B. Four Funding Focus Areas Approved by Board of Health for CY21 4-5
- V. Items for Discussion
 - A. Discuss edits to make to Request for Proposal (RFP) Template for CY21 RFP 6-13

- VI. Items for Action
 - A. Approval of Board Meeting Minutes – 2/7/20
 - B. Approval of Joint Meeting Minutes with Behavioral Health Policy and Funding Committee- 6/4/20
 - C. MHAB By-Law’s Updates to be Approved 14-16
 - D. MHAB Recommendation to BOH on prior allocation of \$50,000 17

- VII. Other Business and Communication

- VIII. Adjournment

Embedded School and Community-Based Project: ALL Programs Combined

Total Served CY19 = 401	African American/Black	American Indian/ Alaska Native	Asian	Caucasian/White	Native Hawaiian/ PI	Other	
Race	84	37	3	247	4	26	

Chestnut Health Systems: Embedded School and Community-Based Project - Ridgeview School District

Total Served CY19 = 70	African American/Black	American Indian/ Alaska Native	Asian	Caucasian/White	Native Hawaiian/ PI	Other	
Race	3	2	0	65	0	0	
Location of Service	Ridgeview Elementary School 16	Ridgeview Junior High School 20	Ridgeview High School 33				

McLean County Center for Human Services: Embedded School and Community-Based Project - Bloomington Jr High School

Total Served CY19 = 161	African American/Black	American Indian/ Alaska Native	Asian	Caucasian/White	Native Hawaiian/ PI	Other	
Race	52	0	0	93	0	16	
Location of Service	Bloomington Jr High 158	Homebound 3					

McLean County Center for Human Services: Embedded School and Community-Based Project - Olympia School District

Total Served CY19 = 80	African American/Black	American Indian/ Alaska Native	Asian	Caucasian/White	Native Hawaiian/ PI	Other	
Race	4	35	0	33	4	4	
Location of Service	Olympia West Elementary 19	Olympia North Elementary 11	Olympia South Elementary 3	Olympia Middle School 14	Olympia High School 32	Homebound 1	

McLean County Center for Human Services: Embedded School and Community-Based Project - Parkside Jr High School and Fox Creek Elementary

Total Served CY19 = 90	African American/Black	American Indian/ Alaska Native	Asian	Caucasian/White	Native Hawaiian/ PI	Other	
Race	25	0	3	56	0	6	
Location of Service	Parkside Jr High School 63	Fox Creek Elementary 26	Chiddix Jr High School 1				

McLean County Center for Human Services: Emergency Crisis Intervention

Total Served CY19 = 1612	African American/Black	American Indian/ Alaska Native	Asian	Caucasian/White	Native Hawaiian/ PI	Other	Unknown	
Race	225	5	21	1237	2	90	32	
Residence	Arrowsmith 2	Bellflower 1	Bloomington 854	Carlock 7	Chenoa 12	Colfax 5	Cooksville 2	Danvers 14
	Downs 6	El Paso 23	Ellsworth 4	Gridley 10	Heyworth 30	Hudson 10	LeRoy 23	Lexington 19
	McLean 8	Normal 319	Saybrook 4	Stanford 10	Towanda 9	Other IL County 213	Out of State 18	Unknown 9

McLean County Center for Human Services: Adult Psychiatry

Total Served CY19 = 781	African American/Black	American Indian/ Alaska Native	Asian	Caucasian/White	Native Hawaiian/ PI	Other	Unknown	
Race	161	2	2	599	0	17	0	
Residence	Anchor 1	Arrowsmith 2	Bloomington 544	Chenoa 4	Crospey 1	Danvers 1	Downs 3	El Paso 2
	Gridley 4	Heyworth 14	Hudson 3	LeRoy 15	Lexington 6	Normal 168	Shirley 1	Stanford 7
	Towanda 1	Other IL County 4						

McLean County Court Services: Problem Solving Courts

Total Served CY19 = 93	African American/Black	American Indian/ Alaska Native	Asian	Caucasian/White	Native Hawaiian/ PI	Other	Unknown	
Race	25	0	0	68	0	0	0	
Residence	Bloomington 76	Chenoa 1	Heyworth 1	LeRoy 1	Lexington 1	Normal 9	Stanford 1	Other 3

PATH: Crisis Hotline

Total Served CY19 = 11,074	African American/Black	American Indian/ Alaska Native	Asian	Caucasian/White	Native Hawaiian/ PI	Other	Unknown	Unknown: Not Recorded
Race	8	51	92	843	0	2559	4508	3013
Residence	Anchor 1	Arrowsmith 5	Bellflower 10	Bloomington 7910	Carlock 9	Chenoa 48	Colfax 21	Danvers 60
	Downs 21	El Paso 4	Ellsworth 5	Gridley 16	Heyworth 38	Hudson 78	LeRoy 53	Lexington 53
	McLean 12	Normal 2435	Saybrook 16	Shirley 6	Stanford 12	Towanda 20	Other IL County 108	Unknown: Not Recorded 133

Project Oz: NAMI - Ending the Silence Program

Total Served CY19 = 3,205	African American/Black	American Indian/ Alaska Native	Asian	Caucasian/White	Native Hawaiian/ PI	Other: Unknown	
Race	0	0	0	0	0	3205	
Residence	Other: McLean County 2088	Other: Unknown 1117					

Project Oz: Prevention Education

Total Served CY19 = 1,267	African American/Black	American Indian/ Alaska Native	Asian	Caucasian/White	Native Hawaiian/ PI	Other	Unknown
Race	172	4	64	766	24	189	48
Residence	Anchor 12	Arrowsmith 12	Bellflower 0	Bloomington 689	Colfax 39	Cooksville 3	LeRoy 117
	Lexington 77	Normal 293	Saybrook 22	Towanda 3			

The Baby Fold: Healthy Start-Case Management

Total Served CY19 = 41	African American/Black	American Indian/ Alaska Native	Asian	Caucasian/White	Native Hawaiian/ PI	Multiracial	Other
Race	16	0	0	21	0	4	0
Residence	Bloomington 29	LeRoy 2	Normal 10				

YWCA: Labyrinth House

Total Served CY19 = 70	African American/Black	American Indian/ Alaska Native	Asian	Caucasian/White	Native Hawaiian/ PI	Other	
Race	18	0	0	50	0	2	
Residence	Bloomington 60	Downs 3	Normal 7				

Funding Focus Areas for 553 Board Mental Health Grants for FY 2021

The McLean County Board of Health has identified four broad focus areas for mental health grants as described below. There are examples of programs included in the description of each focus area. These are provided for illustration and are not intended to be an exclusive or exhaustive list. Programs within the four focus areas may offer education and awareness, preventive services, direct services, information and referral services, coalition building or any combination thereof.

All programs should be designed to make services accessible and affordable, particularly for people who lack health insurance or who are underinsured. Programs should emphasize collaboration with other service providers whenever possible. Efforts must be made to reach a diverse population of individuals with a particular focus on those who have been traditionally underserved.

I. Crisis Response:

The programs within this category will provide immediate short-term response to acute behavioral health episodes. They include but are not limited to the following types of services: crisis hotline, crisis response team, suicide response, short term counseling for de-escalation of symptoms, referral/linkage for longer term mental health treatment or services to address underlying issues and follow up, law enforcement/first responder training, and evaluation/stabilization/de-escalation centers as alternatives to hospitals and jails.

II. Youth Services:

The programs in this category will be offered to individuals who are under 21 years of age. They will be geared toward providing short and long term mental health care, prevention and awareness to younger individuals. Such programs will help youth and their families identify mental health issues earlier in life, educate them on the underlying causes of these mental health issues and help them develop coping skills to manage them, provide psychiatric treatment and link youth and families in need of mental health treatment/intervention with appropriate services. Examples of programs in this category include but are not limited to: outpatient psychiatric treatment and/or counseling, family focused intervention and prevention programs, embedded school programs, professional development, education/training/consultation, such as mental health first aid for youths.

III. Adult Services:

The programs in this category will be offered to individuals who are 21 years of age or older. They will be geared toward providing long term mental health care, prevention and awareness to adults. Such programs will help adults identify mental health issues and help them develop coping skills to manage them, provide psychiatric treatment and link adults in need of mental

health treatment with appropriate services. Examples of programs in this category include but are not limited to: outpatient psychiatric treatment and/or counseling, professional development/consultation, education/training mental health first aid training, continuity for psychiatric and mental health service post incarceration and release.

IV. Speciality Courts

The programs in this category will address the now well documented fact that the criminal justice system has become the default provider of mental health services. Too many individuals enter the system due to mental health issues and leave without sufficient supports to avoid re-offending. Programs in this category will be limited to services provided in conjunction with specialty courts and include specialized therapy programs, case management, support groups and recovery coaches.



McLean County Health Department
200 West Front Street, Room 304
Bloomington, IL 61701

McLean County Board of Health

(553 Board)

Request for Proposal (RFP)

Grant Name: [Click or tap here to enter text.](#)

Introduction and General Overview

Invitation to Bid:

The McLean County 553 Board/Board of Health was created by Referendum in 1946 as set forth under Illinois law: *An Act in Relation to the Establishment and Maintenance of County and Multiple County Health Departments, Division 5-25, 55, Illinois Compiled Statutes*. As per the Act, the Board shall establish and carry out programs and services in mental health and substance use disorders through the utilization of tax levy, not inconsistent with the regulations of the Department of Human Services.

The McLean County Board of Health (553 Board), an 11-member board appointed by the McLean County Chairman, hereinafter BOARD, will accept proposals from qualified non-profit agencies that provide behavioral health services, hereinafter BIDDERS.

Grant Cycle: Calendar Year 2020 (January 1, 2020 through December 31, 2020)

Estimated Total Program Funding:

Award Range: January 1, 2020 through December 31, 2020

Posted Date: September 3, 2019

RFP Range (paperwork required): September 3, 2019 to September 23, 2019

Please read the entire solicitation package and submit your Proposal in accordance with the instructions. All form and signature areas contained in the solicitation package must be completed in full and submitted along with the proposed budget, which combined with constitute the Offer.

It is the Bidder's responsibility to check with the McLean County Health Department, Behavioral Health Program Manager, Amy Hancock, prior to submitting your Proposal to ensure that you have a complete, up-to-date package; however, this is not a requirement of the Proposal. The McLean County Health Department and/or The Board of Health takes no responsibility to ensure any interested Bidder has completed the package prior to the closing date of this Proposal.

Please adhere to the form and content of the Request for Proposal or Awards may not be considered to your agency.

Program Details

Program Description: Click or tap here to enter text.

Client Eligibility and Requirements: Click or tap here to enter text.

Program Objectives

This section identifies objective(s) or goals the contracted agency will achieve or accomplish during the life of the executed contract. The outcome(s) are benefits to clients from participating in the program. The outcome(s) must be specific, measurable, attainable, and realistic to the program. An objective/ goal may have more than one outcome. The purpose of the objectives/ goals is to improve overall health outcomes in McLean County.

Objective 1: Click or tap here to enter text.

Outcome 1.1: Click or tap here to enter text.

Outcome 1.2: Click or tap here to enter text.

Agency Requirements

The agency requirements shall include, but not limited to:

1. The Grantee shall provide a policy and procedure manual that is specific to funded program.
2. The Grantee shall provide training to staff providing services within the funded program.
3. Assign only qualified, legally authorized Provider Representatives to provide the Services.
4. Maintain complete and accurate records relating to the provision of the Services, including records of the time spent and materials used by Service Provider in providing the Services.
5. Agency is in compliance with and shall comply with all applicable laws, regulations, and ordinances. Agency has and shall maintain in effect all the licenses, permissions, authorizations, consents, and permits that it needs to carry out its obligations under this Agreement.
6. During the entire term of this Agreement, Agency shall, at its own expense, maintain and carry insurance in full force and effect with financially sound and reputable insurers, that includes, but is not limited to, general liability insurance with limits no less than \$500,000 dollars per occurrence and \$1,000,000 dollars in the aggregate, which policy will include contractual liability coverage insuring the activities of Agency under this Agreement, and workers' compensation insurance to the extent required by law. The certificate of insurance shall name the Board as an additional insured. Except where prohibited by law, Agency shall require its insurer to waive all rights of subrogation against the Board's insurers and the Board.
7. Agency shall not assign, transfer, delegate, or subcontract any of its rights or obligations under this Agreement, including by virtue of any merger or corporate reorganization, which will be a deemed assignment, without the prior written consent of the Board. Any purported assignment or delegation in violation of this Section 16 shall be null and void. No assignment or delegation shall relieve the Agency of any of its obligations hereunder.

8. Failure to comply with reporting requirements shall result in the withholding of funds, the return on improper payments or unapproved costs, will be considered a material breach of the Agreement and may be the basis to recover grant funds. Agency's failure to comply shall be considered prima facie evidence of a breach and may be admitted as such, without further proof, into evidence in any proceeding before the Board, or in any other legal proceeding.

Scope of Services

Period of Performance and Options:

The services to be rendered under this RFP shall be for an initial period of one year.

Completely Independent Contractor:

The relationship of the grantee to the Board is that of an independent contractor and in accordance therewith. Grantee covenants and agrees to conduct itself consistent with such status and that neither its employees, officers or agents will claim to be an officer, employee or agent of the County or the McLean County or make any claim, demand or application to or for any rights or privileges applicable to any officer or employee of the same, including but not limited to worker's compensation coverage, unemployment insurance benefits, social security coverage, or retirement membership or credit.

Proposal Submission Requirements

The entire proposal must be completed in order to be considered for funding, including the signature of the Executive Director of the agency submitting a proposal.

Each Request for Proposal (RFP) will have a specific Proposal form to be completed.

All proposals must be typed on the proposal form provided by the McLean County Health Department; located at: <https://health.mcleancountyil.gov/93/Behavioral-Health>

The Proposal form that accompanies this RFP is titled: *Click or tap here to enter text.*

To be considered, proposals must be in the possession of the McLean County Health Department staff at the specified email location and by the designated date and time listed above. The deadline will be strictly enforced without exception. In the event of a dispute, the Bidder bears the burden of proof that the proposal was received by the McLean County Health Department on time at the location listed above.

Mandatory Forms

Location of Mandatory Forms: <https://health.mcleancountyil.gov/93/Behavioral-Health>

Name of Mandatory Forms:

1. Proposal Titled: *Click or tap here to enter text.*
2. Excel Budget Worksheet

Modifications to Application by McLean County Health Department

If it becomes necessary or appropriate for the McLean County Health Department to change any part of the RFP, a modification to the RFP will be available on the McLean County Health Department's website:

<https://health.mcleancountyil.gov/93/Behavioral-Health>

Instructions for Submitting Proposal

Solicitation Contact:

The individual listed below shall be the single point of contact for this solicitation. Unless otherwise directed, do not discuss the solicitation or Proposal, directly or indirectly, with any Board member or McLean County Government employee or McLean County Health Department employee other than the Solicited Contact. Suspected errors in the solicitation should be immediately reported to the Solicitation Contact. The Board shall not be held responsible for information provided by any other person.

Solicitation Contact: Amy Hancock

Phone: (309) 888-5526

Title: Behavioral Health Program Manager,
McLean County Health Department

Email: amy.hancock@mcleancountyil.gov

Street Address: 200 W. Front St.

City, State, Zip: Bloomington, IL 61701

Vendor Questions/ Responses:

All questions that pertain to this solicitation, other than those raised at any Vendor conference, must be in written form and emailed to the Solicitation Contact no later than **September 10, 2019 at 11:59p.m.** Questions received and County responses may be posted as an Addendum to the original solicitation; only these written responses to questions shall be binding on the County. Vendors are responsible for monitoring the Bulletin URL for Addendums and other updates.

Bulletin URL: <https://health.mcleancountyil.gov/93/Behavioral-Health>

To be considered, proposals must be in the possession of the McLean County Health Department staff at the specified email location and by the designated date and time listed above. The deadline will be strictly enforced without exception. In the event of a dispute, the Bidder bears the burden of proof that the proposal was received by the McLean County Health Department on time at the location listed above.

Due Date, Time and Address for Submission Offers:

Offers will be opened at the "Submit/ Deliver Offer To" address provided below at the "Offer Due Date and Time" specified below:

Submit/ Deliver Offer To:

hdfinancials@mcleancountyil.gov

Offer Due Date and Time:

September 23, 2019 at 11:59pm.

Clarifications, Negotiations, or Discussion Initiated by Board

The Board may contact any applicant prior to the final award for the following purposes. As part of the Board's review process, the Board may request an applicant clarify its application. An applicant may not be allowed to materially change its application in response to a request for clarification.

Discussions may be held to promote understanding of the Board's requirements and the applicant's application and/or facilitate arriving at an agreement that will be most advantageous to the Board considering price and other evaluation factors set forth in the RFP.

When the Board knows or has reason to conclude that a mistake has been made, the Board will ask the applicant to confirm the information. Situations in which confirmation will be requested include, but are not limited to, obvious or apparent errors in the application or a price unreasonably lower than the price others submitted. If the applicant alleges a mistake, the application may be corrected or withdrawn following the conditions set forth by the Board.

Additional Information

The Board reserves the right to request additional information that could assist the Board with its award decision. Applicants are expected to provide the additional information by the date and time announced by the Board. Failure to provide the information could result in the rejection of the application.

Late Application/ Responses

Late applications will not be opened or considered and will be automatically disqualified but will be retained by the McLean County Health Department. The Department will notify all applicants whose application will not be considered because of lateness or other non-compliance with application preparation or submission requirements.

Application Review Information:

Criteria: Applying agencies shall meet the criteria identified in the RFP and submit and complete Mandatory Forms.

Review and Selection Process:

The Board will utilize a matrix to grade the content in the application(s) and the presentation(s). The Board shall utilize the matrix as a tool in the funding selection process; however, the matrix is not the solo deciding factor in the funding process.

The Board shall exercise their right in being the ultimate decision makers in the CY20 Funding Awards.

Award Process

Successful applicants will be notified in writing via email from the McLean County Health Department. A notice of grant award is not equivalent to an agreement with the Board and/or the McLean County Health Department to commence providing services. Successful applicants will receive a Services Agreement, after review and signature by the successful applicant, must be returned to the McLean County Health Department by the time and date designated by the McLean County Health Department. The release of this RFP does not compel the Board to make an award.

Anticipated Announcement and Award Dates:

The Board is anticipated to announce funding the end of November 2019 for Calendar Year 2020 grants.

Award Notices: The McLean County Health Department is anticipated to notify an agency on the status of their RFP application no later than December 2019.

Conditionality of Funding: All payments under this Agreement are subject to the approval of the McLean County Health Department budget by the McLean County Board, and the appropriation and levy of sufficient taxes by the McLean County Board to fund said budget, and the collection and distribution of sufficient tax revenues by the County of McLean to fund said budget.

Contract Upon Selection

The chosen Grantee agrees to negotiate with McLean County Health Department in good faith to enter into a contract for the services described herein. The contract shall be for a term of one year.

Incorporation of RFP/ Invitation to Bid in Contract:

Bidder understands that when the Board has completed its selection of a Bidder and awarded the grant, the contents of this Request for Proposal/ Invitation to Bid will be considered part of any executed contracts for services. By submitting a proposal for this grant, Bidder agrees to incorporate the requirements of this Request for Proposal/ Invitation to Bid into any contract eventually executed with the Board. Where conflict may arise between the terms of any eventual contract and this Request for Proposal/ Invitation to Bid, the terms and requirements outlined in this Request for Proposal/ Invitation to Bid will superseded those of the contract.

Program Evaluation and Reporting Requirements

To assure accountability at all levels of service provision, the Board mandates reporting accountability with its Grantee agencies. Monthly financial reports, quarterly narrative and statistic reports, and a yearly report are mandatory.

The Grantees and collaborating partners will be required to be in attendance at a minimum of quarterly site visits by the McLean County Health Department or its authorized representatives.

Acceptance of Grant

In accordance with Illinois law governing the award of grants, Board reserves the right to accept or reject any or all proposals for any reason and to award this project to a single agency deemed most beneficial to the Board after completion of review of proposals received.

Withdrawal Disclaimer

The Board and/or the McLean County Health Department may withdraw this Request for Proposal at any time prior to the actual time a fully executed services agreement is executed.

Public Information

Some information submitted pursuant to this RFP is subject to the Illinois Freedom of Information Act. The successful applicant must recognize and accept that any material marked proprietary or confidential that must be made a part of the agreement may be considered open for public inspection. Price information submitted by the successful applicants will be considered public.

For applications that are not selected for funding, only the list of those submitting applications will be considered public. Any internal documentation used to determine grant selections will not be considered public information.

Applicant scores will **NOT** be made public. The Board may give applicants feedback about their proposal(s) upon request and at the discretion of the Board.

Equal Employment Opportunity

In the event of the Grantee's non-compliance with the provisions of this Equal Employment Opportunity Clause or the Act, the Grantee may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political divisions or municipal corporations, and the contract may be cancelled or voided in whole or in part, and other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this contract, the Grantee agrees as follows:

1. That he or she will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, order of protection status, national origin or ancestry, citizenship status, age, physical or mental disability related to ability, military status or an unfavorable discharge from military status; and, further, that he or she will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify and underutilization.
2. That, if he or she hires additional employees in order to perform this contract or any portion of this contract, he or she will determine the availability (in accordance with this Part) of minorities and women in the areas from which he or she may reasonably recruit and he or she will hire for each job classification for which employees are hired in a way that minorities and women are not underutilized.
3. That, in all solicitations or advertisements for employees placed by him or her or on his or her behalf, he or she will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, order of protection status, national origin, or

ancestry, citizenship status, age, physical or mental disability unrelated to ability, military status or unfavorable discharge from military service.

4. That he or she will include verbatim or by reference the provisions of this clause in every subcontract awarded under which any portion of the contract obligations are undertaken or assumed, so that the provisions will be binding upon the subcontractor. In the same manner as with other provisions of this contract, the Grantee

BYLAWS
McLEAN COUNTY MENTAL HEALTH ADVISORY BOARD

ARTICLE I NAME

The name of this Advisory Board shall be the McLean County Mental Health Advisory Board.

ARTICLE II PURPOSE

An Act in Relation to the Establishment and Maintenance of County and Multiple County Health Departments, Division 5-25, 55, Illinois Compiled Statutes, identifies the purpose of the Advisory Board is to provide counsel, direction, and advice to the Board of Health in the field of behavioral health. The Advisory Board shall:

1. Work closely with the McLean County Health Department Behavioral Health Program Manager.
2. Assist the Board of Health in its development, implementation, and maintenance of the strategic plan as it relates to behavioral health.

The Mental Health Advisory Board may include, but not limited to the following functions:

1. Assist with updating and implementing the McLean County Health Department strategic plan.
2. Analyze data collected.
3. Assist with the reviewing and evaluating funding requests.

ARTICLE III MEMBERS

SECTION 1. *Number.* The Advisory Board shall consist of no less than nine members and no more than 15 members with special knowledge and interest in the field of behavioral health. The Advisory Board shall include one member of the Board of Health and one member of the County Board. The County Board Chairman shall recommend a County Board representative who will be appointed by the Board of Health President. A vacancy shall not prevent the Advisory Board from conducting business.

SECTION 2. *Conflict of Interest.* Members participating in discussion and/or action items shall not have a professional and/or personal connection with agencies and/or programs that could benefit from that member's participation in the discussion. A Board member shall not vote on a topic that is identified as a conflict of interest.

SECTION 3. *Appointment and removal.* Members of the Advisory Board shall be appointed by the President of the Board of Health. Recommendations for membership will be accepted from any source. Removal results from formal action by the Advisory Board Chairperson with the consent of the Board of Health President.

Reasons for removal from the Board:

- A. Any Board member may resign at any time by giving written notice to the Board of Health President and/ or the Mental Health Advisory Board Chairperson. Such notice shall take effect immediately on the date of receipt of such notice by the Board.
- B. Any Board member may be removed at any time by a majority vote of the Board of Health

- and/or Mental Health Advisory Board with or without cause.
- C. If a Member misses two consecutive board meetings, the Board of Health President and/or Mental Health Advisory Board member may place that member on probation for the next two meetings. Any absence from these meetings during that time may result in an action item to remove that person from the Board. Removal requires a majority vote of the approval by the Board of Health.

SECTION 4. *Term.* Initially, 3 members shall be appointed for terms of 1 year, 3 members shall be appointed for terms of 2 years, and 3 members shall be appointed for terms of three years. Thereafter all members' terms shall be for 3 years. This does not preclude any member from being reappointed. Reappointment must be at the discretion of the Board of Health President and with a renewal of commitment from the Advisory Board member.

SECTION 5. *Compensation.* All members of the Advisory Board shall serve without compensation.

SECTION 6. *Voting.* Each member of the Advisory Board shall be entitled to one vote on any matter submitted to a vote of the Advisory Board.

SECTION 7. *Staff members.* Staff support and resources will be provided by the Health Department.

SECTION 8. *Board of Health representative.* The Board of Health member serving on the Mental Health Advisory Board shall be the Board of Health representative. The Board of Health representative shall provide the Board of Health members on updates from the most recent Mental Health Advisory Board meeting.

ARTICLE IV MEETINGS

SECTION 1. *Regular Meetings.* Regular meetings of the Advisory Board shall be held at least two times per year.

SECTION 2. *Special Meetings.* Special meetings of the Advisory Board may be held on call of the Health Department Director, the Board of Health, the Chairperson of the Advisory Board, or by any three (3) members of the Advisory Board.

SECTION 3. *Notice of Meeting.* The notice of the meeting will be in accordance with the Open Meeting Act and in appropriate accordance with state or county statutes, ordinances, or procedures.

SECTION 4. *Quorum.* A quorum, for the purpose of voting on action items, shall consist of not less than 50 % of the active members of the Advisory Board.

SECTION 5. *Manner of Acting.* A quorum present, the act of a majority of the members present shall constitute the action of the entire Advisory Board, except as may be otherwise provided in these Bylaws.

SECTION 6. *Parliamentary Procedure.* *Robert's Rules of Order*¹ are adopted.

ARTICLE V COMMITTEES

Subcommittees specializing in behavioral health aspects of the County may be appointed.

ARTICLE VI WORKGROUPS

Work groups may be appointed by the Behavioral Health Program Manager, the majority of the Advisory Board members, the Board of Health President, and/or the Health Department Administrator, as needed to accomplish specific objectives. The workgroup shall consist of a number of Board members less than the quorum. Workgroups may also include community members.

ARTICLE VII BOOKS AND RECORDS

The Advisory Board shall keep minutes of all proceedings of the Advisory Board and such other books and records as may be required for the proper conduct of its business and affairs, in accordance with the Open Meeting Act and/ or Local Records Retention Act.

ARTICLE VIII AMENDMENTS

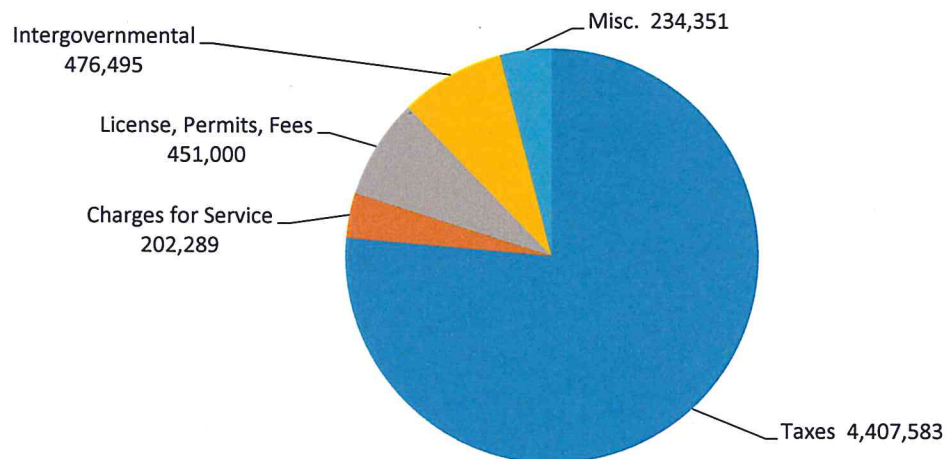
These Bylaws may be amended at any regular or special meeting of the Advisory Board. Written notice of the proposed Bylaw change shall be mailed or delivered to each member at least five (5) days prior to the date of the meeting. Changes in the Bylaws must be approved by the President of the Board of Health. Bylaw changes require a two-thirds (2/3) majority vote of the Advisory Board members present.

An Act in Relation to the Establishment and Maintenance of County and Multiple County Health Departments, Division 5-25, 55, Illinois Compiled Statutes

Roberts, Henry N. *Robert's Rules of Order, Newly Revised* (Glenview, ILL.: Scott, Foresman & Co., 1981).

HEALTH DEPARTMENT PARTIALLY TAX SUPPORTED FUNDS

For FY20 there are 2 accounting funds (0110 and 0112) that are partially supported by property tax revenues. These two funds account for 67% of the Health Department's total operating budget. 78% of the revenue for these funds comes from property tax revenue. The remainder is generated through charges for service, license, permits and fees, intergovernmental, transfers and miscellaneous revenues.



FUND 0112 HEALTH FUND

Mental Health 0112-60 (\$1,358,817) and Problem Solving Court 0112-69 (\$209,200)

The Property Tax Levy of \$1,508,017 will provide \$1,389,372 for contracts to agencies providing Mental Health Services. The majority of the \$128,645 remaining will be used for staff salaries and fringe benefits for the program's 2 employees with the balance being used for operational expenses.

The 2020 budget is proposing a transfer of \$60,000 from Fund 0109 to provide materials for Mental Health First Aid classes and to collaborate with the Mental Health Advisory Board to fund financial advocacy and community trainings. At the 6/28/19 Mental Health Advisory Board a suggestion was made that \$25,000 be used toward staffing an advocacy position that could work with agencies to meet their sustainability goal. Objectives would include securing additional funders, billing assistance, and cost recovery. Another suggestion was for an additional \$25,000 be used to support a marketing/promotion person to target individuals and/or groups in the community with behavioral health messaging and trainings. The thought behind this suggestion was that one annual event such as the Behavioral Health Forum reaches a smaller, less diverse portion of the community and that more frequent trainings made available throughout the year