



# AGENDA

## Knox County Mental Health Board Quarterly Meeting

October 2, 2023

Knox County Board Annex

220 E Simmons Street, Galesburg, IL 61401

**4:00 PM**

Knox County Mental Health (708) Board meetings are now held in person. There will be a Zoom meeting option for use of the public who prefer to attend via the internet.

Zoom information has been sent to organizations who have attended past Knox County Mental Health (708) Board meetings. If you have not received Zoom information, please contact Tina Jockisch at the Knox County Health Department, 309-344-2224 extension 7002, email address: [tjockisch@knoxcountyhealth.org](mailto:tjockisch@knoxcountyhealth.org)

### I. CALL TO ORDER

### II. Chairman Business – Report on public presentations

### III. Business Meeting

#### A. Approve Minutes of last Board Meeting

B. Knox County Treasurer Robin Davis -- Review of current financial status – current balance, projected levy, budget discussion and approval for 2024 Knox County fiscal year, and contract payments remaining to be paid.

#### C. Payment of Expenses and Services – Health Dept

### IV. Presentation by Bridgeway Inc., Stacy Brown, on substance use issues and status of proposed Community Needs Assessment

### V. Proposed Schedule of 2024 Quarterly meeting and application and hearing dates and times

- VI. Discuss whether conflict of interest issues are raised by Board member John Schlaf's appointment as interim Galesburg city manager.
- VII. Report of number of persons served by Crossroads autism testing and Triumph Services Camp Kidz day camp
- VIII. Report of Sub-committee, Luke Raymond and Kyle Rohweder, on 12 month and 3-year Plans -- Discussion and action on 12 month and 3-year plans
- IX. Presentation, review and vote on application for funding by Knox County Housing Authority
- X. Review draft of Annual Report to Knox County Board
- XI. Review of Board member terms
- XII. Board Member comments
- XIII. Adjourn

## 4<sup>TH</sup> QUARTER

### Action(s) required by STATE STATUTE during October, November and/or December:

1. Conduct a quarterly meeting: (Statute: 405 ILCS 20/3 e (b))

a. Hold the quarterly meeting in October.

**Note:** State Statute does not specify the actual date that any quarterly meeting should be held. The fact that the Knox County fiscal year (December 1 to November 30) and the KCMHB fiscal year (July 1 to June 30) are different, the October Meeting is strongly suggested. That suggestion is based on KCMHB past experience rather than statutory mandate.

b. An October meeting will assist the KCMHB prepare and submit the proposed annual budget to the Knox County Board prior to the approval of the County's annual budget which takes place in November annually.

2. Prepare/Approve/Submit the Annual KCMHB Budget: (Statute: 405 ILCS 20/3 f.)

a. The KCMHB “shall prepare and submit” an “annual” operational “budget” to the appropriate “governing body”. The Knox County Board is considered the appropriate governing body for the KCMHB.

b. The annual budget should display the “estimated receipts and intended disbursements” for the fiscal year which would immediately follow the date the budget was submitted.

c. The date that the budget is submitted “must be at least 30 days prior” to the July 1 start of the KCMHB the fiscal year.

**Note:** As outlined in the statute, the submission date for the budget should not be **LESS** than 30 days before the July 1 start of the KCMHB fiscal year but may be **MORE** than 30 days. The KCMHB budget is normally approved at the October Quarterly Meeting or approx 240 days **PRIOR** to the July 1 start of the KCMHB fiscal year.

3. The annual budget and report **shall** be published within 120 days (October 30) after the end of the fiscal year (June 30) in a newspaper distributed within the jurisdiction of the Board.

a. This “annual budget and report” should reflect income and disbursements from the previous fiscal year.

b. The published report should specify “how all monies have been expended and for what purpose” as well any additional information which may be considered of “general interest” to the public regarding the operation of the KCMHB.

**Note:** The Knox County Treasurer is the custodian of all Knox County funds, including Knox County Mental Health Board (KCMHB) funds. Commencing with the KCMHB first year of operation, the Knox County Treasurer has published the KCMHB annual report specified above as part of Knox County’s full annual published report. (405 ILCS 20/3 e (h))

### 3. Board membership Review: (Statute: 405 ILCS 20/3 b)

a. Some KCMHB members terms will end on December 31.

b. On or before November 1 of each year, Board members with terms which terminate at the end of the year should notify the Board Chairman if they wish to apply for another four-year term.

c. All members must be either reappointed or new members appointed to the KCMHB by the Knox County Board Chairman and approved by the Knox County Board on or before December 31 of the calendar year.

d. KCMHB members appointed terms commence on the 1<sup>st</sup> day of the calendar year.

### Actions that may be required by BOARD RULES during October, November and/or December:

#### 1. Monitor Budget Related Activities:

a. October (or before): The KCMHB President, or delegate, communicate with the Knox County Treasurer to begin the annual KCMHB budget process.

**Note:** At the start of that process the Treasurer will provide an estimate of the anticipated revenues for the KCMHB funding awards for the upcoming year. The revenue estimates for the KCMHB (as well as all other operations within the County) will contribute to the completion of the entire Knox County budget for the upcoming County fiscal year (December 1 to November 30).

The computation and release of the funding estimate is based (in part) on the approved Mental Health Levy (1.5%) for Knox County coupled with the Equalized Assessed Valuation (EVA) of Knox

County property from which property taxes will be collected. (Also referenced within: The Funding Guidelines, III.B.3 Budget Time-lines.)

- b. October (quarterly meeting): Knox County Treasurer invited to attend October KCMHB quarterly meeting to coordinate the annual budget with the Board.
- c. October (quarterly meeting): KCMHB approves the annual budget.
- d. October/November: Knox County Treasurer posts the KCMHB budget for public display and Knox County Board review.
- e. November: Knox County Board considers the KCMHB budget (and other departmental budgets) at the Knox County Board monthly meeting.

2. Review/Consider Emergency/Non-Standard Applications: (Guidelines: IV.B.3, VI.A. 2 and VI. B.1).

a. Emergency Application Submissions will be considered throughout the calendar year. The applicant(s) should provide accurate/detailed information regarding the Emergency nature of the request.

b. Application Submissions that may have otherwise been approved/specified by the Board will also be considered throughout the calendar year.

3. Monitor Expenditures: (Guidelines IV.B.5.)

a. The Funding Expenditure Period continues through October, November and December for all standard, non-emergency, Applications.

b. Depending on the date they may have been approved, the Funding Expenditure Period for all Emergency Applications and those otherwise specified by the Board may also continue through October, November and December.