

Impact Committee Meeting Agenda

August 23, 2023

6:00 – 7:00 p.m.

In-Person Meeting

Conference Room West, Community Outreach Building, 2500 N. Annie Glidden Road, DeKalb, IL

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1. Call to order
2. Approval of the agenda
3. Approval of minutes; June 28, 2023
4. Old Business
 - a. Purpose and Goals of the Committee
 - i. Shared Definition - Impact
 - ii. Charter Development
 - b. DCCMHB Strategic Plan Review & Discussion
 - i. Staff Tasks
 - c. Funded Agency Impact Committee Tasks
 - i. Quarterly Report Development
5. New Business
6. Date of next Impact Committee meeting
7. Adjournment

Impact Committee Meeting Minutes

June 28, 2023

6:00 – 7:00 p.m.

In-Person Meeting

Conference Room West, Community Outreach Building, 2500 N. Annie Glidden Road, DeKalb, IL

Board Members Present: Robert Cook, Sue Plote, Jane Smith, Perry Maier

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Staff Present: Heaven Allen, Deanna Cada

1. Call to order – Mr. Maier called the meeting to order at 6:02 p.m.
2. Approval of the agenda – Ms. Smith motioned to approve the agenda and Ms. Plote 2nd. The motion carries.
3. Impact Committee – Purpose, Goals & Tasks discussion
 - a. Brief History of Outcomes & Impact Committee – Ms. Cada shared the history of the Outcomes Committee, which was renamed the Impact Committee to better reflect the purpose and goals of the committee.
 - b. Purpose and Goals of the Committee - The committee members discussed the definition of “impact” and what the committee members would like to accomplish. The committee members stated that the goal is not compliance, not financial or contractual oversight, and not punishment. Compliance and oversight are the work of staff. The committee will develop a shared definition of impact to use moving forward.
 - i. Charter Development – Mr. Maier shared the vision and purpose of a committee charter.
 - c. DCCMHB Strategic Plan Review & Discussion – MHB staff were asked to provide a document listing job description tasks, where those tasks overlap with the strategic plan, and where gaps exist.
 - d. Funded Agency Impact Committee Tasks
 - i. Quarterly Report Development – A draft Quarterly Report form that will be added to the Foundant system was shared for informational purposes.
4. Other – Each funded agency should have some outcome to share with the MHB.
5. The next Impact Committee meeting is August 23, 2023 at 6:00 p.m.
6. Adjournment – Ms. Smith motioned to adjourn the meeting, and Mr. Cook 2nd, motion carried.

Impact Committee – How do we define impact?

It is not financial.

It is not compliance.

It is not punishment.

We need to develop a shared definition of the impact and expectations of the committee.

How do we change the lives of people in the community?

How is the community different because the DCCMHB exists?

Impact on the Individual, Community, and System.

What is the MHB impact on funded organizations?

What are the resources, passions, and talent that the staff and board of the MHB possess?

What are the tasks performed by the MHB staff?

What are the tasks performed by the MH Board?

Executive Director

TASK	Details	Strategic Plan Crosswalk	Strategies	Passion/Skill Set Present
Community Assessment, Scan of Mental health, substance use disorder and DD landscape.	Accomplished through regular contact with funded agencies: emails, phone calls, and site visits. Regular review of community assessments such as Health Department IPLAN, Hospital System Community Assessment, Illinois Youth Survey, and	Continue to fund and support pillar areas of MHB—community assessment.	Focus more on intellectual and developmental disabilities services.	ED does have the capacity, skills, and passion.
		Explores & defines its role in robust and innovative case management for the county.	TBD	ED does not have capacity but does have skills and passion.
		Implement innovative case management tactics to help reduce recidivism.	TBD	ED does not have capacity but does have skills and passion.

	others. Regular communication with community members and stakeholder committee/community meetings.	Low barrier care options/needs. Helping people get their behavioral healthcare needs met.	TBD	ED does have the capacity, skills, and passion.
		Evaluate the need for intensive care availability and proactively work with partners to plan future programming to meet needs.	TBD	ED does not have the capacity or skills for the task.
		Explore the feasibility of in-patient options.	TBD	ED does not have the capacity or skills for the task.
		Work with the Regional Office of Education to understand the schools' needs and connect and support agencies and schools to address needs.	TBD	ED does have the capacity, skills, and passion.
Annual Grant Cycle: Update Grant application Release grant application Support grant applications Review grant applications Prepare grant applications for Board review	Annual review and update grant application and process. Annual update of funding contracts. Communicate open grant application period. Meet with new potential grantees and	Continue to fund and support pillar areas of MHB—funding Agencies.	Explore partnership with DeKalb County Community Foundation on Foundant Software application.	ED does have the capacity, skills, and passion.

<p>Assess and summarize grant applications Schedule Agency presentations Obtain follow-up information Prepare final presentation and allocation discussion. Contract creation, dissemination, signature, final delivery</p>	<p>support current grantees with application and process, including reviewing grant applications for completeness. Read all grant applications. Ensure all grant applications are complete, including clear and concise information. Contact applications for clarifications or additional information. Set up agency hearings. Work with Finance Committee to secure agency hearings for appropriate agencies. Share objectives and observations with board members about grant applications. Work with the board to determine grant allocations. Communicate grant allocations to all agencies. Complete</p>			
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	cover letters and contracts for each funded agency.			
Monitoring and checking in with funded agencies. Reviewing annual reports.	Paying attention to media, social media, and other channels with regard to funded agencies. Checking in by email, phone, or visits with funded agency staff. Communication with funded agencies by email, e-newsletter, and periodic in-person meetings.	Improve communication with community & funded agencies.		
Public awareness of mental health, substance use disorder, and developmental disability topics.		Continue to fund and support pillar areas of MHB—public awareness.		ED does have the capacity, skills, and passion.
		Improve communication with community & funded agencies.		
Liaison to the public: referral source, problem solver, information sharing, participation in public forums and meetings.		Low barrier care options/needs. Helping people get their behavioral healthcare needs met.		
		Explore collaboratively addressing and funding substance use disorder interventions.		

Prepares DCCMHB Budget.	Monthly review of expenditures and revenue. Utilize the information for annual budget preparation. Engage Financial Consultant to review budget decisions.		Support by DCCMHB Finance Committee and Financial Consultant.	ED does have the capacity, skills with board and consultant assistance, and passion.
Prepares One- & Three-Year Plans	Per statute, work on pro-active planning and perform community assessments of needs.			ED does have the capacity, and skills, but not passion.
Execute activities of One- & Three-Year Plans.	Young Child Mental Health	Zero to Eight focus	Support by DCCMHB Member Sue Plote. Moving toward a consultant to assist.	ED does not have the capacity or skills but has passion.
		Sustain the fully developed Zero to Eight Program.		ED does not have the capacity or skills but has passion.
	Behavioral Healthcare Workforce Development	Through funding, research & partnership, improve staffing levels of behavioral healthcare providers in the community.		

		Explore hiring or funding the hiring of a community connector/educator to support the community and agency initiatives through education, training & certification.		
	CEBiB Work	Prioritize and internalize Diversity, Equity, Inclusion, and Belonging into the culture of DCCMHB and funding decisions.	Support by DCCMHB Member Robert Cook.	
Prepares Annual Report		Improve communication with community & funded agencies.		ED does have the capacity, skills, but not passion.
Provides support for Board Meetings, including committee meetings		Explore committee structure improvements/additions, including engaging volunteers more that have an interest in the MHB but not board commitment.		ED does have the capacity, skills, and passion.
Supervises and evaluates Administrative Assistant		Re-evaluate the MHB's staffing models and staffing needs.		ED does have the capacity, skills, and passion.
		Establish succession plans for current & future staffing needs.		ED does have the capacity, skills, and passion.
Not in Executive Director Job Description		Research how policy & legislation impacts all programming and how the		ED does not have the capacity, or skills, and but has

		MHB can most affect & support the policy changes needed.		passion.
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