

DeKalb County Community Mental Health Board

2500 N. Annie Glidden Rd, Suite B, DeKalb, Illinois 60115

Executive Committee Meeting Agenda

January 6, 2026

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

Join Zoom Meeting

<https://us02web.zoom.us/j/89741298433>

Meeting ID: 897 4129 8433

6:30 – 7:00 p.m.

DRAFT

1. Call to order
2. Approval of the agenda
3. Approval of Minutes December 2, 2025
4. Office Report
5. Public Comment
6. Old Business
 - A. AI Policy Development – Possible Action
 - B. 2026 Executive Director Performance Review Tool and Process Discussion
 - C. One-Year Plan Updates
7. New Business
 - A. Board Member Opportunities
 - B. Conflict of Interest Policy and Forms
 - C. Annual By-Laws Review
8. One-Year/Three-Year Plan Update
 - A. CEBiB Updates
 - B. Impact Committee Updates
9. Date of the next meeting: February 10, 2026, at 6:30 p.m.
10. Adjournment

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD
EXECUTIVE COMMITTEE
MINUTES OF MEETING

December 02, 2025

Draft

Committee Members Present: Perry Maier, Meghan Cook, April Chmara

Committee Members Not Present:

Staff Present: Deanna Cada, Heaven Allen

Other Persons Present: Marilyn Stromborg via Zoom

1. Call to Order

Ms. Cook called the meeting to order at 6:35 p.m.

2. Agenda

Mr. Maier moved to approve the agenda, seconded by Ms. Chmara. The motion passed unanimously.

3. Approval of Minutes

Mr. Maier moved to approve the minutes of the November 04, 2025, meeting, seconded by Ms. Chmara. The motion passed unanimously.

4. Office Report

- Ms. Cada reminded the Committee that a Grief Support Services Roundtable will be held on December 9 in the Five Seasons Room, with broad outreach and an accompanying survey distributed to the community.
- A recent Daily Chronicle article highlighted the Community Wellness Series; the article mistakenly credited Northwestern Medicine with conducting the survey, but the Mental Health Board was mentioned elsewhere in the story.
- Staff (Heaven and the Director) will attend ACMHAI Winter Meeting in December.
- Ms. Cada reported on a quarterly meeting with Mike Kokott (Vice President, Northwestern Medicine Kishwaukee Hospital) and Sabrina Nicholson, during which Mr. Kokott praised the police social work program and the strong partnership between NM and the Mental Health Board.
- Ms. Cada noted that on December 24, the office is scheduled to be open, but plans are to close at approximately 3:00 p.m. due to low activity, despite regular hours extending to 4:30 p.m.
- Ms. Cada shared a thank-you note from the DeKalb Alano Club reporting that Board funding supported a sober Thanksgiving dinner attended by more than 22 people, the largest turnout they have had for such an event.
- The Committee was informed that long-time contact Jim D. is no longer board president or treasurer at the Alano Club, though he remains the building owner; staff will establish contact with the new organizational representative.

5. Public Comment

There was no public comment.

6. Old Business

- A. AI Policy Development- Ms. Cada reported that a draft AI policy was shared with the Committee last month for initial review, and no concerns have been raised about its overall

direction. Staff will further refine the draft, including input from an external AI policy expert, to present a version for approval in January

- B. 2026 Executive Director Performance Review Tool and Process Discussion
The Committee discussed making the process more formal and data-informed while preserving mission-focused and qualitative elements, and affirmed that performance concerns should be addressed throughout the year, not only at the annual review.

7. New Business

A. One-Year Plan Updates – 2026 Discussion

Ms. Cada shared that the 2025 one-year plan has concluded and that a 2026 one-year plan must be developed, alongside preparation for a three-year plan expiring in 2026.

Current priority areas include workforce development, suicide prevention, and 0–7 early childhood needs; the Committee discussed whether to adjust these, given that some initiatives (e.g., suicide prevention) are now substantially led and funded by partner organizations.

Members identified emerging priorities related to preserving programming and ensuring access to care under recent federal and administrative policy shifts, particularly their impact on marginalized populations and associated mental health risks. The Committee agreed that development and implementation of an AI policy (ethical and appropriate use, including privacy and resource impacts) should be included in the one-year plan.

B. Executive Committee Interim Appointments

Due to Dr. Marilyn Stromborg's extended absence, the Board formally confirmed the interim appointment of Ms. Chmara to the Finance and Executive Committees through April 2026.

Ms. Chmara was also designated interim Secretary for the Committees until Marilyn's return. A motion was made, seconded, and approved by voice vote.

Ms. Cook moved to approve April Chmara for interim Secretary and appointment to the Executive Committee until Dr. Stromborg's return in April 2026. Seconded by Mr. Maier. The motion passed unanimously.

8. One-Year/Three-Year Plan update – none

9. Next Executive Committee Meeting Date: January 06, 2026, at 6:30 p.m.

10. Adjournment

The meeting was adjourned.

Ms. Chmara moved for adjournment, seconded by Mr. Maier. The motion passed unanimously.

Respectfully submitted,

Meghan Cook, Board President

Heaven Allen, Recording Secretary

DeKalb County Community Mental Health Board

Policies and Procedures

Artificial Intelligence (AI) Usage Policy & Procedures	
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Purpose

The DeKalb County Community Mental Health Board (CMHB) supports the use of authorized artificial intelligence (AI) tools to enhance CMHB's work through efficiencies, innovation, discovery, and productivity. The purpose is to guide the ethical and responsible use of AI tools by staff, grant applicants, funded agency staff, vendors, and consultants.

Due to the fast-moving developments in the AI field, the CMHB's policies and procedures will continue to evolve to encompass new technological, legal, and ethical developments in AI tools.

Definitions

- **Artificial Intelligence (AI)**: Computer systems or tools that perform tasks typically requiring human intelligence, including but not limited to generative AI, machine learning, natural language processing, and automated decision-support systems.
- **Authorized AI Tools**: AI tools that have been reviewed and approved by CMHB for use.
- **Confidential Information**: Any non-public information, including personally identifiable information (PII), protected health information (PHI), client records, personnel data, and grant-related data.

Scope

This policy applies to CMHB staff, board members, consultants, vendors, grant applicants, funded agencies, and any third parties acting on behalf of CMHB.

Authorization and Oversight

- CMHB will designate an internal authority (e.g., Executive Director, Executive Committee, or Legal Counsel) responsible for approving AI tools before use.
- Approval will include review of:
 - Data handling and retention practices
 - Security and privacy protections
 - Compliance with applicable laws and regulations
 - Vendor transparency and risk disclosures
- Unauthorized AI tools may not be used for CMHB business.

Procedures

Internal Use

- 1) Use of authorized AI Tools
 - a. To include review of AI Tools' terms of service. The currently suggested AI tools include Claude, ChatGPT, and Grammarly for draft creation and review.
- 2) Protect confidential information and maintain security and privacy
 - a. Staff shall not input confidential, sensitive, or personally identifiable information into AI tools unless explicitly authorized.
 - b. AI tools may not be used to generate, analyze, or summarize:
 - i. Client or patient records
 - ii. PHI or HIPAA-regulated data
 - iii. Personally identifiable information related to service recipients
 - c. Staff must comply with all applicable privacy, data protection, and records retention laws.
- 3) Be transparent and disclose use
 - a. Staff must disclose the use of AI when it materially contributes to internal work products, analyses, or recommendations.
- 4) Staff using AI tools are responsible for the accuracy of content generated by AI, and the content will be consistent with the values of the CMHB.
- 5) Staff are responsible for understanding the limitations, risks, and appropriate use of AI tools.
- 6) Respect copyrights and other intellectual property.
- 7) Appropriate uses of AI Tools
 - a. Creating drafts of emails, reports, and summaries that are carefully reviewed and appropriately edited.
 - b. To generate ideas, outlines, and refine existing concepts.
 - c. Assist in identifying trends and summarizing datasets.
 - d. AI translation tools for internal purposes.
 - e. For note-taking and summaries of meetings.
- 8) CMHB will not use AI for
 - a. Generating final work products without meaningful human review and CMHB approval.
 - b. CMHB will not use AI systems that make or materially influence decisions affecting access to services, funding, or benefits.
 - c. Using AI for hiring decisions or personnel evaluations.
 - d. Using AI for grantmaking decisions.
 - e. Relying on AI for legal or financial guidance.
 - f. Modifying copyrighted materials such as known works, by author, or character.
 - g. Surveillance or monitoring of staff, clients, or grantees.
 - h. Automated decision-making affecting services, funding, or compliance.

External Use – by consultants, vendors, grant applicants, and grantees

External use policies protect the CMHB from potential liability. To balance the needs of external parties to the CMHB while protecting CMHB interests, contracts with third parties may include the following terms, as applicable.

- 1) Disclosure when AI is a primary contributor to the final work product.
- 2) AI-generated content must not be presented as solely human-created when disclosure is required by policy, law, or contract.
- 3) CMHB may require documentation of AI use for audit or compliance purposes.
- 4) Representation that the work product does not violate copyright or other intellectual property rights.
- 5) External parties are responsible for the accuracy of content generated by AI, and the content will be consistent with CMHB funding guidelines or published values.
- 6) External parties are responsible for understanding the limitations, risks, and appropriate use of AI tools.
- 7) Protect confidential information and maintain security and privacy
 - a. External parties shall not input confidential, sensitive, or personally identifiable information into AI tools unless explicitly authorized.
 - b. AI tools may not be used to generate, analyze, or summarize:
 - i. Client or patient records
 - ii. PHI or HIPAA-regulated data
 - iii. Personally identifiable information related to service recipients
 - c. External parties must comply with all applicable privacy, data protection, and records retention laws.
- 8) Equity, Fairness, and Ethical Use
 - a. AI tools shall not be used in ways that perpetuate bias, discrimination, or inequitable outcomes.
 - b. External parties must critically assess AI outputs for bias, inaccuracies, or harmful assumptions, particularly when related to vulnerable populations.
- 9) Failure to comply with this policy may result in corrective action as determined by the CMHB.

Add contract language:

- Comply with CMHB's AI use policy and applicable laws
- Prohibit use of CMHB data for AI training without written consent
- Indemnify CMHB against claims arising from AI-generated content
- Maintain documentation of AI use upon request

Policy Review

This policy will be reviewed periodically and updated as needed to reflect evolving legal, technological, and ethical standards.

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD

2500 N. Annie Glidden Rd., Suite B, DeKalb, IL 60115 Phone : 815.899.7080 Fax : 815.899.6708



DeKalb County Community Mental Health Board One-Year Plan: 2025

Mission: Through leadership and funding, the DeKalb County Community Mental Health Board supports access to high-quality behavioral healthcare services for DeKalb County residents.

Core Values Statement: The DeKalb County Community Mental Health Board uses the following core values as the guiding principles that dictate the behavior and action of the Board. Core Values are central beliefs that are deeply understood and shared by every organization member.

- ❖ *Leadership: The DCCMHB will articulate a positive vision of a community where access to behavioral health services is available and support that vision through careful planning, goals, strategies, and actions.*
- ❖ *Responsibility: The DCCMHB will promote mutual trust between the profession and the public that requires responding to community needs for mental health and wellness, being reliable and trustworthy, demonstrating problem-solving and decision-making skills, and being accountable for what we do and who we are.*
- ❖ *Service: The DCCMHB will carefully steward human and financial resources, positively contribute to the broader community, and share time and talents with others.*
- ❖ *Community: The DCCMHB will partner with a network of people with common agendas, causes, and interests who collaborate by sharing ideas, information, and other resources.*

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January 2025

The DeKalb County Community Mental Health Board (DCCMHB), pursuant to the Community Mental Health Act (405 ILCS 20/) requirements, requires the County Mental Health Board to provide both short-term and long-range planning. This one-year plan is developed and approved by the DeKalb County Community Mental Health Board and contains specific goals for the upcoming year. The DCCMHB is committed to understanding the current community landscape in the areas of mental health, substance use disorder, and developmental disabilities and responding to concerns raised by residents and partner organizations.

The DeKalb County Health Department completed its IPLAN (Illinois Project for Local Assessment of Need) for 2022 – 2027. The top three health priorities identified in DeKalb County for 2022 – 2027 are behavioral healthcare, access to care, and substance abuse. Northwestern Medicine Kishwaukee Hospital completed its 2024 Community Health Needs Assessment. The three identified 2024 priority health needs are access to healthcare, behavioral health, and cardiovascular disease. In the Illinois Youth Survey 2024 County Report, 35% of 8th graders indicated feeling so sad and hopeless almost every day for two weeks or more in a row that they stopped doing some usual activities. These assessments are taken into consideration in the development of this annual plan.

The current atmosphere around behavioral healthcare impacts the identification of priority areas. There is a community focus on suicide prevention, as national data indicates an increase in suicide deaths since 2020. On the federal level, threats of funding cuts for behavioral healthcare services have agencies unsure of financial stability. The MHB will keep a pulse on these and other concerns throughout 2025.

2026 Ideas: AI Priorities, Preserve programming and ensure care, Board Member ideas.

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2024 One-Year Plan Updates

- 1) Improve access to services for 0 – 7-year-old children in DeKalb County
 - a. Determine benefits/challenges to developing a local system of care for young children.
 - i. Convene a Young Child Behavioral Healthcare Ad Hoc Committee utilizing Subject Matter Experts to analyze procured data and inform strategies and initiatives.
 - b. Proactively working with partner organizations to provide quality behavioral healthcare in areas of the identified need for 0 – 7-year-old children.
 - i. Providing advocacy and support around current initiatives, including Pathways to Success, DeKalb County Basics, IRIS implementation at the DeKalb County Regional Office of Education, Birth to Five, and other young child programs and opportunities.
 - ii. Explore opportunities to impact public policy by developing a system of care model for children/adolescents in Illinois.

Update: In November 2023, the DCCMHB convened a Young Child Behavioral Healthcare Ad Hoc Committee. The Committee gathered information and reviewed literature on creating and sustaining a local system of care. The committee determined that the DCCMHB lacked the capacity and resources to maintain a young child system of care and instead pivoted to an investment in the DeKalb County Regional Office of Education IRIS (Integrated Referral and Intake System). The DCCMHB is funding IRIS and the Community Navigator staff member. Investing in IRIS allows the DCCMHB to track data about child and family needs, what needs go unmet, and which organizations are successfully serving the community. DCCMHB will work with funded organizations to highlight the benefits of participating with IRIS. The end goal is that IRIS will serve as a backbone structure for system of care development.

- 2) Intentionally incorporate diversity, inclusion, equity, and belonging into the mission and work of the DCCMHB.
 - a. Working with the Collaborative for Equity and Belonging in Behavioral Healthcare (CEBiB), the DCCMHB will work to
 - i. Conduct a review of organizational policies, procedures, and guidelines to identify and dismantle inequities within DCCMHB.
 - ii. Explore and address how systematic inequities impact the Board's work and mission by prioritizing equity in grantmaking and processes.
 - iii. Support reducing barriers that prevent community members from accessing behavioral healthcare.
 - iv. Support the reduction of barriers that keep community members from seeking behavioral healthcare services by implementing suggestions received through the CEBiB Survey results and analysis.

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- b. Support an inclusive, equitable, and diverse behavioral healthcare system to ensure quality behavioral healthcare programming for all people in DeKalb County.

Update: The DCCMHB has adopted an equity lens when reviewing and developing organizational policies, procedures, and guidelines. It has also made changes to the funding guidelines and grant applications to ensure that all organizations can access and request DCCMHB funding. The Collaboration for Equity and Belonging in Behavioral Healthcare (CEBiB) Committee utilized the recommendations from the CEBiB survey results to build a strategy for reducing barriers to behavioral healthcare. A strategy was developed to build relationships within communities in DeKalb County by hosting educational pop-ups at community events such as Juneteenth, DeKalb Pridefest, Fun Jam in the Park, Family Fun Fair, and others. By showing up in all communities, the DCCMHB can build trust, hear about behavioral healthcare needs, and directly benefit from diverse community members. The DCCMHB, in partnership with Northwestern Medicine and New Hope Missionary Baptist Church, supports a Community Wellness Series hosted at the Church to provide community members with information and resources tailored to their needs.

- 3) Explore methods to increase the pool of mental health professionals, such as psychiatrists, advanced practice nurses, bi-lingual therapists, therapists, direct service providers, etc., available in DeKalb County.
 - a. Review existing programs utilized in other underserved areas, such as loan forgiveness programs.
 - b. Offer professional development opportunities to build capacity and retain the existing workforce.
 - c. Invest in scholarship opportunities through the Northeastern Illinois AHEC program.

Update: In 2024, the DCCMHB invested in professional development opportunities as a strategy to retain existing workforce. In May 2024, the DCCMHB hosted “Cultivating Compassionate Connections: Equipping Human Service Professionals to Support Individuals with Autism Spectrum Disorder.” Four CEUs were available for the presentation, and the DCCMHB covered the cost. The DCCMHB has partnered with the Area Health Education Center at NIU to offer scholarships for underrepresented healthcare students who want to practice behavioral healthcare in DeKalb County. The DCCMHB has partnered with behavioral healthcare organizations to fund interns for equity and retention purposes.

- 1) Explore and define a role in robust and innovative case management for DeKalb County
 - a. Analyze and recommend low-barrier care options such as transportation, technology, etc.
 - b. Develop a mechanism or strategy to meet people at their needs.

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Update: The DCCMHB continues to explore case management methods, including utilizing the IRIS system to assist with care options and meet people's needs. Through staffing exploration, the DCCMHB is analyzing how office staff may be part of a strategy to help community members with access to care.

DRAFT

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD

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2025 One-Year Plan Development

- 1) Improve access to services for 0 – 7-year-old children in DeKalb County
 - a. Determine the benefits/challenges of developing a local system of care for young children.
 - i. Utilizing the IRIS System and partnership with the DeKalb County Regional Office of Education to review the benefits and challenges of IRIS as the backbone of a system of care
 - b. Proactively working with partner organizations to provide quality behavioral healthcare in areas of the identified need for 0 – 7-year-old children.
 - i. Leverage IRIS System data to identify strengths and gaps in services to young children and families.
- 2) Collaborate with the Collaborative for Equity and Belonging in Behavioral Healthcare (CEBiB) to
 - a. Support reducing barriers that prevent community members from accessing behavioral healthcare by creating hyperlocal activities to engage community members.
 - b. Through community engagement, provide education on the range of behavioral healthcare services available, including wellness, prevention, education, intervention, and postvention opportunities.
- 3) Expand Trauma-Specific Services and Support.
 - a. Identify and support evidence-based trauma-informed care models to integrate across the human services system.
 - b. Provide training and technical assistance to providers on trauma-informed practices and interventions.
 - c. Support initiatives that enhance access to trauma-focused treatment of individuals and families impacted by adverse experiences.
- 4) Strengthen Suicide Prevention Efforts
 - a. Promote community-based strategies to reduce suicide risk and enhance protective factors;
 - i. Foster healthy connections by engaging community members in shared activities.
 - ii. Implement resilience-building programs across different age groups.
 - iii. Develop upstream suicide prevention strategies.
 - b. Support collaboration with local organizations, schools, and healthcare providers to enhance suicide prevention training and outreach.

DeKalb County Community Mental Health Board
Board Member Engagement Guide

Aside from Board Member Roles & Responsibilities, there are other ways to support the Board's work outside regular board meetings. Below are possible activities for interested and available Board Members. This is not an exhaustive list.

- 1) Strategic Support
 - a. Provide input on strategic plans, including one-year and three-year plans.
 - b. Research and summarize behavioral health trends, research, and policy issues that may be of interest to the Board.
 - c. Assist in identifying service gaps and system improvement opportunities.
- 2) Communications & Education
 - a. Contribute to the annual report, e-newsletter, or other public-facing publications.
 - b. Assist with outreach materials, including flyers, social media posts, and FAQ documents.
 - c. Review website for clarity and accessibility.
- 3) Community & Stakeholder Engagement
 - a. Attend community meetings as a Board Representative.
 - b. Serve as an ambassador of the Board at public engagements.
- 4) Stewardship & Oversight
 - a. With financial expertise, review Nonprofit Financial Indicator Tools, and make recommendations to DCCMHB staff on how to support grantees.
 - b. Assist in the development of grantee financial review procedures.

DeKalb County Community Mental Health Board
Policies and Procedures

Conflicts of Interest Policy	Approved 5/18/15 Reviewed & Approved: 7/19/2024
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Purpose

The purpose of the conflicts of interest policy is to protect the Community Mental Health Board's (CMHB) interest when contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, Board member, or committee member of the CMHB. This policy is intended to supplement, but not replace, any applicable state laws governing conflicts of interest applicable to governmental entities, nonprofits, and charitable corporations. It is the policy of the CMHB that all Board members, officers, and committee members must avoid personal interests that conflict, or may appear to conflict, with the best interests of the CMHB. When such conflicting interests or appearances cannot be avoided, they must be disclosed.

Definitions

Interested Persons—Any Board member, officer, or member of a committee with board-delegated powers who has a direct or indirect financial interest, as defined below, is an interested person.

Related Party— Any member of the immediate family of the Interested Person (spouse, sibling, parent, grandparent, children) living in the Interested Person's household.

An *Affiliate Person* or *Related Party* is affiliated with an entity if they are an employee, officer, Board member, committee member, or consultant to that entity.

Financial Interest – A person has a financial interest if the person has, directly or indirectly, through business, investment, or family -

- a. An ownership or investment interest in any entity with which the CMHB has a transaction or arrangement, or
- b. A compensation arrangement with the CMHB or with any entity or individual with which the CMHB has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, or benefits from any entity or individual with which the CMHB is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration and gifts or favors that are substantial.

Procedures

1. **Duty to Disclose** – In connection with any actual or possible conflicts of interest, an interested and affiliated person must disclose the existence and nature of their financial interest or affiliation, or that of a related party, to the Board members, officers and members of the committees with board-delegated powers considering the proposed transaction or arrangement. Each Board member shall complete a Conflict-of-Interest Statement at least once during each term of appointment. If any Board member during a term of appointment experiences a substantial change in financial interest or affiliation, an updated Conflict of Interest Statement shall be completed.
2. **Determining Whether a Conflict of Interest Exists** – After disclosing the financial or affiliated interest, the Executive Committee will discuss and vote on whether or not a conflict of interest exists. A person will be deemed to have a Conflict of Interest if they or a Related Party has a financial interest in or is affiliated with any entity that purposes to enter into any transaction or business with the CMHB or such person would otherwise materially benefit, directly or indirectly, from the transaction.
3. **Procedures for Addressing the Conflict of Interest**
 - a. The board president, as chairperson of the Executive Committee, shall, if appropriate, lead the committee in investigating alternatives to the proposed transaction or arrangement.
 - b. After exercising due diligence, the Executive Committee shall determine whether the CMHB can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.
 - c. If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the committee shall determine by a majority vote of the disinterested directors of the Executive Committee whether the transaction or arrangement is in the CMHB's best interest and for its benefit and whether the transaction is fair and reasonable to the CMHB and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.
4. **Violations of the Conflicts of Interest Policy**
 - a. If the board or committee has reasonable cause to believe that a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and allow the member to explain the alleged failure to disclose.
 - b. If, after hearing the members' response and making such further investigation as may be warranted in the circumstances, the board or committee determines that the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate corrective action.

Recordings of Proceedings

The minutes of the Executive Committee shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest or affiliation in connection with any actual or possible conflict of interest, the nature of the financial interest or affiliation, and action taken to determine whether a conflict of interest in fact existed.
- b. The names of the persons who were present for the discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

Term of Appointment Statements

Each Board member, officer, and member of a committee with board-delegated powers shall once, during a term of appointment, or if a substantial change occurs, sign a statement that affirms that such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Shall submit a disclosure list on which the person identifies all entities in which said person or a related party is an employee, officer, Board member, or consultant to (affiliation) or in which the person or a related party has a financial interest. With respect to members of a person's family living outside the household, the person shall disclose such conflicts of which they have actual knowledge.

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD
Board Member/Officer/Committee Member Annual Conflict of Interest Statement

Name: _____ Date: _____

Position – Are you

A voting Board Member?	Yes ☐	No ☐	Position: _____
An Officer?	Yes ☐	No ☐	
Committee member?	Yes ☐	No ☐	

I affirm the following:

- a. I have received a copy of the DCCMHB Conflict of Interest Policy. _____(initial)
- b. I have read and understand the policy. _____(initial)
- c. I agree to comply with the policy. _____(initial)

Disclosures:

- a. Do you or any of your close family members have a financial interest (current or potential), including compensation arrangement, as defined in the Conflict of Interest Policy with the CMHB (i.e. receiving pay for any type of service?)
Yes ☐ No ☐ If yes, please describe it:

- b. Do you or any of your close family members have an ownership, investment or decision-making interest in any entity with which the CMHB has a transaction or arrangement, or a compensation that could potentially be construed as affecting your votes or actions on this board (i.e. owner, part owner, employed by, on the board of, or volunteering (affiliation) for any CMHB funded agencies or vendors)?
Yes ☐ No ☐ If yes please describe it:

I attest that all potential conflicts of interest have been disclosed, as provided in the Conflicts of Interest Policy and described herein.

Signature of Board Member/Officer/Committee Member

Date

Date reviewed by Executive Committee _____

**DeKalb County
Community Mental Health Board**

**Constitution
And
By-Laws**

Reviewed and Approved 5/19/2025

**DeKalb County Community Mental Health Board
DeKalb County, Illinois**

Constitution

As amended, the Community Mental Health Act 405 ILCS 20/ (enclosed) (House Bill Number 708, approved June 26, 1963) shall serve as the CONSTITUTION of the DeKalb County Community Mental Health Board.

SAID BILL BEING:

An Act relating to community mental health facilities and services, including facilities and services for individuals with substance use disorder and those individuals having a developmental disability, and providing for state grants-in-aid to assist local communities in establishing and operating such facilities and services.

A copy of The Community Mental Health Act 405 ILCS 20/0.1 et seq. is attached hereto and made part and parcel of this CONSTITUTION by specific reference herewith.

DeKalb County Community Mental Health Board

By-Laws Amended and Adopted 5/19/2025

Article I: Name

The name of this organization shall be the DeKalb County Community Mental Health Board.

Article II: Objectives

Under the authority of the Illinois Community Mental Health Act (405 ILCS 10/0.1 et seq.), the DeKalb County Community Mental Health Board is established to plan, develop, fund, and monitor mental health services for DeKalb County residents. The duties and powers of the board are specified in the Constitution. The board's activities shall be guided by goals, objectives, and policies developed and revised during the annual planning process.

Article III: Membership

A. Makeup

The membership of this Board shall consist of nine (9) persons. Members shall be residents of DeKalb County. As nearly as possible, members shall be representative of interested groups of the community, such as local health departments, local comprehensive health planning agencies, hospital boards, lay associations concerned with mental health, developmental disabilities, and substance use disorder, and individuals with professional or lived expertise in mental health, developmental disabilities, and substance use disorder. General public representation may be considered for appointment when gaps in board duties and qualifications cannot be filled from the above-stated categories. Every effort shall be made to have the County and its communities represented from the north, east, south, and west, as well as from DeKalb and Sycamore. Board appointees shall be chosen with reference to their specific fitness for board membership and their interest in the general field of behavioral health. Fitness shall be defined as the individual's representation, by virtue of residence, of a specific geographic population in the county and the individual's interest in behavioral healthcare services. Consideration should be given to ensuring a breadth of professions to enrich the Board. Due consideration should be given to maintaining a diversity of makeup on the Community Mental Health Board.

B. Appointment

Board nominees will be considered as to their qualifications with reference to preceding (A) by the whole Board, or a majority thereof, and successfully meeting these requirements those nominees will be forwarded to the DeKalb County Board Chairperson for formal appointment, as required by law.

C. Term of Office

The term of office of each member of this Board shall be four (4) years, or until their successor shall have been duly appointed upon official notification by letter from the DeKalb County Board. Current Board members, after satisfactory attendance and service to the Board, shall, upon application, be eligible for reappointment to a new term.

D. Removal from Office

1. Any member of this Board may be removed by the Chairperson of the DeKalb County Board, with the recommendation of the DeKalb County Board or Executive Committee of the DeKalb County Community Mental Health Board, for neglect of duty, misconduct, or malfeasance in office after

being given a written statement of the charges and an opportunity to be heard thereon. Attendance at Board meetings of fifty (50) percent or less in a nine (9) month period may be considered neglect of duty.

2. When a change of circumstance affects a member's ability to participate actively, a written statement will be requested indicating when they can resume active participation. Such a statement will also be requested when a member misses three (3) consecutive meetings without notifying the Board. A written resignation may be requested and secured due to neglect of duty when the aforementioned statement is requested and has not been received within 30 days. Board discretion may be used in cases involving extraordinary illness or other circumstances.

E. Compensation

No member of this Board shall receive compensation as such or shall be financially interested, either directly or indirectly, in any contracts entered into by the Board. Board members will abide by the Conflict-of-Interest policy. However, Board members may receive remuneration for traveling expenses and out-of-pocket expenses in connection with special meetings, workshops, or forum sessions they may attend as representatives of this Board or other expenses incurred, all of which shall be approved by the Board.

Article IV: Officers

The Officers of the DeKalb County Community Mental Health Board shall be a President, Vice-President, and Secretary, and shall be elected from the membership of the Board as hereinafter set forth. Their term of office shall be one (1) year. Officers may serve for four consecutive terms in the same office. A Board member may serve additional terms in an office previously held for four (4) terms if they have not held the same office for at least one (1) year. The Treasurer shall at all times be the duly qualified and acting County Treasurer of DeKalb County, Illinois. In the event of an officer vacancy, the Board is empowered to fill that vacancy at the next regularly scheduled meeting.

- A. The duties of the DeKalb County Community Mental Health Board Officers shall be those customary for such officers (See Robert's Rules of Order) or as may hereinafter be provided by the Board.
 - a. The President shall be the principal executive officer of the Mental Health Board. The President shall discharge all duties incident to the office of the President and such other duties as prescribed by the Mental Health Board.
 - b. The Vice-President shall assist the President in the discharge of their duties. In the absence of the President, the Vice-President shall perform the duties of the President.
 - c. The Secretary shall perform all duties incident to the office of the Secretary and duties as assigned.
- B. The DeKalb County Community Mental Health Board shall hold a meeting before July 1 of each year, at which officers shall be elected for the ensuing year beginning July 1.
- C. The DeKalb County Community Mental Health Board Officers shall constitute the Executive Committee and may include the immediate past president.
 1. In emergencies, when a quorum is not present to act on pressing or emergency matters, the Executive Committee is empowered to act on behalf of the Board in any action that would not require a roll call vote.
 2. By a roll call vote, the Board may empower the Executive Committee to act on matters that ordinarily require a roll call vote.

3. Any action taken by the Executive Committee shall be reported to the Board at the next scheduled Board meeting.
4. The Board President shall serve as an ex-officio member of all Board committees other than the Executive and Finance Committee, where the President is a full member.

Article V: Committees

Standing committees of the DeKalb County Community Mental Health Board will include (1) Executive, (2) Finance, and (3) Impact. Committees may meet no less than quarterly or as often as is necessary to carry out the business of the Board. Executive and Finance Committees shall meet at least five (5) business days before the full Board Meeting.

- A. **Executive Committee:** This committee shall consist of the Board officers as provided in Article IV of this document. Duties include:
 1. Planning to implement the strategic plan in collaboration with the Executive Director.
 2. Setting the agenda and calendar for all scheduled meetings of the Board with the Executive Director at the direction of the President.
 3. Recommending the annual budget to the full Board for approval.
 4. Biennial review of policies and procedures (unless assigned to another committee), institution of changes, additions, and deletions, and recommendation of changes to the Board for approval.
 5. Review and recommendation of training needs for the Board, including annual review of the strategic plan.
 6. Serving as a resource to the Executive Director and the Board to assist with personnel matters.
 7. At least annually, conducting performance reviews of the Executive Director, reviewing employee compensation with recommendations forwarded to the Board for review and approval.
 8. Development of a slate of officers for the coming year (unless assigned to another committee).
 9. Hearing and resolution of any appeals of personnel decisions made by the Executive Director.
 10. Conduct a search for a new Executive Director when the position is open.
- B. **Finance Committee:** This committee shall consist of three (3) Board members recommended by the Executive Committee and appointed by the Board President. Duties include:
 1. Oversight, planning, and accountability for Board finances, including forwarding all recommendations to the Board.
 2. Review and approval of the annual grant process for agency funding.
 3. Conduct the annual review of grant applications and recommend awards for all agency funding. Review the board's financial resources on an annual basis.
- C. **Impact Committee:** This committee shall consist of at least three (3) Board members recommended by the Executive Committee and appointed by the Board President. This committee was previously the Outcomes Committee. Duties include:
 1. Determine, measure, and review the Impact of the DeKalb County Community Mental Health Board.
 2. Review agency outcomes and their impact on the community.
 3. Make recommendations to the DeKalb County Community Mental Health Board about capturing impact.
 4. The Impact Committee works in partnership with agencies to ensure that the DeKalb County Community Mental Health Board resources are utilized by programs with the most significant potential to make a positive difference in the county. The committee considers various factors, including funding objectives, intended beneficiaries, and expected outcomes.

- D. Ad Hoc Committees: The President of the Board shall appoint ad hoc committees as may be deemed necessary or advisable by the Board, and the President shall be an ex-officio member of each committee. The committee's duties shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made to the Board. Ad hoc committee members shall be appointed by the President of the Board. Ad hoc committees shall act in an advisory capacity only.

Article VI: Meetings

- A. The DeKalb County Community Mental Health Board shall hold regular monthly meetings on the day of the month to be determined or approved by the Board annually. Public notice of regular meeting dates shall be given as required by law.
- B. The DeKalb County Community Mental Health Board may hold special meetings, which the President may call upon written request signed by two (2) members of the Board and filed with the Secretary and staff, who shall forward notice of such special meeting to the members at least five (5) days before said meeting and the Secretary or staff shall give such other notice as may be required by law.
- C. Robert's Rules of Order shall be the official order of conduct for all meetings.
- (a) No motion shall be debated before it has been seconded; when seconded, it shall be stated by the Chair before being debated, and every such motion shall be reduced to writing and made a part of the Board's minutes, stating the name of the moving member and seconder
 - (b) Only board members shall have the right to have matters placed on the agenda. All matters to be placed on the agenda shall originate from a standing or ad-hoc committee unless the Executive Committee votes by a two-thirds majority to place such item on the agenda
 - (c) A matter not on the agenda may be discussed upon a motion made, seconded, and passed by a majority of members voting. No final action may be taken on items not part of the published agenda for that meeting.
- D. All members must participate in the Open Meetings Act (OMA) training and pass the exam within three (3) months of appointment to the Board. Board members are expected to adhere to all rules in the OMA. The Board adheres to all rules of the OMA.
- a. If a quorum of the members is physically prevented as required by Section 2.01 of OMA, a majority of the public body may allow a member of that body to attend the meeting by other means if the member is prevented from physically attending because of (1) personal illness or disability, (2) employment purposes or the business of the public body, or (3) a family or other emergency or (4) unexpected childcare obligations. Board members are allowed to fully participate in the meeting, including voting, if these criteria are met.
- E. The Board will follow 5 ILCS120/7(e)(4) of the Open Meetings Act "Attendance by a means other than physical presence" Subject to the requirements of Section 2.06 but notwithstanding any other provision of law, an open or closed meeting subject to this Act may be conducted by audio or video conference, without the physical presence of a quorum of the members as long as stated conditions are met including a disaster declaration as indicated in Public Act 101-640, the Government Emergency Administration Act. A disaster declaration by the Governor or the Director of the Illinois Department of Public Health includes a declaration related to public health concerns because of a disaster as defined in Section 4 of the Illinois Emergency Management Act.

- F. The Board will follow the 5ILCS 100/1.1 et seq. Illinois Administrative Procedures Act when developing a Public Hearing event.
- G. No unauthorized person or persons may enter into or remain in the designated seating area for the DeKalb County Community Mental Health Board.
- H. At any scheduled DeKalb County Community Mental Health Board meeting, when a quorum is absent, a meeting can still be held for informational purposes, but no voting or official actions can be taken. Without a quorum, the meeting can still be used to share information, provide updates, and conduct discussions. Without a quorum, during a meeting, there will be no votes, no decisions, or any official action.
- I. Community Input - A time shall be provided on the agenda of each regular meeting of the DeKalb County Community Mental Health Board for members of the public to be heard. Such time, in total, shall not exceed 30 minutes. Each person desiring to be heard shall be allotted three minutes to address the Board, and each speaker shall identify themselves by name. No member of the public may address the Board on any issue that has been the subject of a properly noticed and legally held public hearing conducted by a hearing officer. Time limits may be waived by a vote of the majority of the Board members present.

Article VII: Quorum and Voting

A. Quorum

1. A quorum shall be a majority of the current sitting members of the DeKalb County Community Mental Health Board.
2. A quorum must be present to conduct all regular business, which requires voting, with the exception of committee meetings.

B. Voting

1. All questions presented before the DeKalb County Community Mental Health Board shall be decided by voting a simple majority of the quorum.
2. A roll call vote is required when voting on financial matters, and in the case described in Article IV, Section C and E.
3. A roll call vote is required for all decisions presented before the DeKalb County Community Mental Health Board when remote/electronic meetings occur per Public Act 101-640.

Article VIII: Fiscal Year

The fiscal year of the DeKalb County Community Mental Health Board shall commence on the first day of January and end on the thirty-first day of December in each year.

Article IX: Budget and Disbursements

- A. At one or more properly convened meetings, the DeKalb County Community Mental Health Board shall consider and adopt a proposed budget before the end of the fiscal period for the forthcoming fiscal year, which shall be submitted to the proper representatives of the DeKalb County Board.

- B. The DeKalb County Community Mental Health Board shall act on all items of payroll and other bills incurred since the last meeting. The votes shall be by roll call and recorded as such and shall review at least quarterly the fiscal status of the Board.
- C. The DeKalb County Community Mental Health Board shall conduct an annual review of salary ranges and increments for any and all staff members as outlined in the personnel policies as may be established by the Board.
- D. The DeKalb County Community Mental Health Board shall keep a complete record of all receipts and disbursements. This record shall be compared at appropriate intervals, at least annually, or through the County Audit process, with the records of the County Treasurer, and the DeKalb County Community Mental Health Board shall submit such report or reports thereof as may from time to time be required.

Article X: Amendments to By-laws

The By-Laws shall be reviewed every two (2) years. The DeKalb County Community Mental Health Board may amend these By-Laws by a vote of no less than five (5) of the appointed members of said Board, provided that a written notice of the proposed changes be sent to each member at least two (2) weeks before the meeting at which the By-Laws are to be amended.