

CMHB, Moraine Township Minutes of Board Meeting July 28, 2025

The meeting was called to order at 6:30 pm by Chair Paushter at the Moraine Township Office located at 800 Central Ave, Highland Park.

The following Board Members were in attendance in person: Chair David Paushter, Secretary Kari Guhl, Members Nora Barquin, Zach Duenow, Allison Levin, Heather Schwartz, and Daniel Yohanna.

Also present: Moraine Township Supervisor Nancy Chausow Shafer and Moraine Township Administrator Sanela Abazovic.

Absent: Member Desmond Raftery.

Presentation:

Research Support Services Inc. – Alisu Schoua-Glusberg, Ph.D. (Senior Research Methodologist)

Alisu Schoua-Glusberg gave a comprehensive presentation on how Research Support Services Inc. can be a useful resource for the CMHB when we are ready for creating focus groups within our community to get feedback on what services they are looking for from the CMHB.

Approval of Minutes:

- Member Yohanna moved, seconded by Member Schwartz, the approval of minutes from the regular board meeting of July 14, 2025. **The motion passed unanimously by voice vote.**

Public Comment:

- There was no public comment.

Approval of Bills:

- Member Levin moved, seconded by Member Duenow, to approve the bills for the period July 14, 2025 to July 28, 2025 in the amount of \$7,415.80.
Voting Aye by roll call vote: Chair Paushter, Secretary Guhl, Members Barquin, Duenow, Levin, Schwartz, and Yohanna.
Voting Nay: none. **The motion passed.**

Financial Reports:

- None

Action Items:

- Motion by Member Duenow to approve transferring funds from the checking account to a short term CD account, seconded by Member Levin.

Voting Aye by roll call vote: Chair Paushter, Secretary Guhl, Members Barquin, Duenow, Levin, Schwartz, and Yohanna.

Voting Nay: none. **The motion passed.**

Chair's Remarks:

- Chair Paushter reminded the Board that flow of information is critical for our function and asked that all open their Township emails at a minimum of Wednesday and Friday, if not more.
- Chair Paushter discussed hiring a part time employee for a role that includes navigation/intake/steering and grant involvement. In the future, this role may evolve to include assistance with individual medical expenses and transportation needs, should this become part of the CMHB mission.

Executive Session:

- None

Program Updates/Committee Reports:

Standing Committee Reports:

Governance: Members Yohanna and Levin

- Members Yohanna and Levin updated the Board that the Bylaws will go through one more iteration before dispersing to the Board for comments.

Finance: Chair Paushter and Member Yohanna

- None

Grants: Chair Paushter and Member Barquin

- None

Working Group Reports:

Website/Navigation: Member Duenow and Secretary Guhl

- Member Duenow informed the Board that the temporary website will be up by early August.
- Member Duenow presented the two offers to create the website with a recommendation to accept the first offer at the lower cost.

Convening: Members Barquin and Raftery

- Member Barquin recommended hiring Research Support Services Inc. to help in developing targeted focus groups.

Communication/Outreach: Secretary Guhl and Member Raftery

- Secretary Guhl shared a refined single page sample brochure providing an overview on the CMHB with the idea of distributing these brochures at various local events including fairs, farmers markets and other community events that occur frequently in Highwood.
- The Board was asked to review and provide input on the brochure. Revised versions will be presented at the next meeting.

Strategic Planning: Members Levin and Schwartz

- Member Levin informed the Board that the one year plan is complete and the 3 year plan is targeted to be ready by October.

Old Business:

- The request for candidate submissions to replace the 9th Board seat is currently in motion with posting on the Moraine Township website and the Highlander mailer.

New Business:

- None

Staff Report:

- None

Adjournment:

Member Duenow moved, seconded by Member Yohanna, adjournment of the meeting at 8:45 pm.

Respectfully submitted:

/s/ Kari Guhl

Kari Guhl, CMHB Secretary