

CMHB, Moraine Township Minutes of Board Meeting July 14, 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 Zach Duenow, Allison Levin, Desmond Raftery, and Heather Schwartz, Daniel Yohanna.

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

Absent: Member Nora Barquin.

Approval of Minutes:

- Member Schwartz moved, seconded by Member Levin, the approval of minutes from the regular board meeting of June 23, 2025. **The motion passed unanimously by voice vote.**

Public Comment:

- There was no public comment.

Approval of Bills:

- Member Levin moved, seconded by Member Yohanna, to approve the bills for the period June 24, 2025 to July 14, 2025 in the amount of \$3,863.27.
Voting Aye by roll call vote: Chair Paushter, Secretary Guhl, Members Duenow, Levin, Raftery, Schwartz, and Yohanna.
Voting Nay: none. **The motion passed.**

Financial Reports:

- Administrator Abazovic reviewed Levy & Replacement Tax distributions received from Lake County and the State of Illinois, respectively.
- Administrator Abazovic reviewed the CMHB bank account balance by month for the current year.
- The possibility of placing funds in an interest earning short term Certificate of Deposit was discussed. Administrator Abazovic will research rates and bring back to the Board at the following meeting.

Action Items:

- Motion by Member Yohanna to allow the Board Secretary to Chair a meeting if the Chair and Vice Chair are absent, and a quorum is present, seconded by Member Raftery. **The motion passed unanimously by voice vote.**

Chair's Remarks:

- Chair Paushter discussed the current length of the meetings, and potential burden on Board Members. It was generally agreed that holding the meetings to two hours or less and limiting the speakers to every other meeting would be appropriate. Chair Paushter will also assume more responsibility for the meeting pace and suggest referral back to Committee when discussion is warranted.
- Chair Paushter reminded the Board that flow of information is critical for our function and asked that all open their Township emails at least twice a week.
- Chair Paushter reviewed the Remote Attendance Policy as well as the on-site quorum requirements for remote attendance. Supervisor Shafer noted that the State policy for remote attendance is also under review.
- 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.
- Chair Paushter noted that the proposed vendor for focus groups is a solid choice, based upon experience and references. A formal proposal submission will be requested.
- The potential for an intern was also discussed to serve as another link to the community and gain skills to assist the Board.
- Working Committees have been established as follows: Website/Navigation-Member Duenow and Secretary Guhl, Convening-Members Barquin and Raftery, Communication/Outreach-Member Duenow and Secretary Guhl, Strategic Planning-Member Levin and Member Schwartz.
- Standing Committees have been established as follows: Governance-Members Levin and Yohanna, Finance-Chair Paushter and Member Yohanna, Grants-Chair Paushter and Member Barquin.

Executive Session:

- None

Program Updates/Committee 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 has contacted two website design firms for quotes to develop a permanent website by January 1, 2026.

Convening: Members Barquin and Raftery

- Discussion on developing targeted focus groups.

Governance: Members Yohanna and Levin

- Members Yohanna and Levin updated the Board that the Bylaws are complete and distributed to board members for comment.

Finance: Chair Paushter and Member Yohanna

- None

Grants: Chair Paushter and Member Barquin

- None

Communication/Outreach: Secretary Guhl and Member Raftery

- Secretary Guhl and Member Raftery shared three sample trifold brochures providing details 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

- None

Old Business:

- There was continued discussion about replacing the 9th Board seat that is currently vacant by posting on the Moraine Township website and the Highlander mailer for candidate submissions.

New Business:

- Contract bidding requirements were discussed.

Staff Report:

- None

Adjournment:

Member Schwartz moved, seconded by Member Levin, adjournment of the meeting at 8:50 pm.
Respectfully submitted:

/s/ Kari Guhl

Kari Guhl, CMHB Secretary