

CMHB, Moraine Township

Special Strategic Planning and Grants Working Group Meeting Minutes

December 19, 2025

The meeting was called to order at 9:38 am by Member Allison Levin via remote session.

The following Board Members were present via remote attendance: Members Nora Barquin, Allison Levin and Heather Schwartz.

Also Present via remote attendance: Case Manager/Community Liaison Guadalupe Somerville, Rachel Sacks and Lauren Knap from Leading Healthy Futures

Absent: Chair Paushter

Public Comment:

- None

Strategic Planning and Grants Working Group Discussion:

- Discussed the overall grant process and timeline of grants from start to finish.
- Discussed how to approach agency site visits including:
 - Virtual visits to follow up on agency applications as part of the initial grant review process.
 - Site visits post grant award to build relationships, talk to staff, and discuss the overall program.
- Leading Healthy Futures will continue to support the CMHB through the grant making process assisting with:
 - Grant making guidelines/priorities
 - Application development
 - Scoring rubric development
 - Site visit guide
- Discussed who will review the applications. Leading Healthy Futures will assist in the first round of application review/scoring.
- Discussed how findings/recommendations will be submitted to the Board.
- The Board will have final decision on all grants.

Old Business:

- None

New Business:

- None

Adjournment:

Member Levin moved, seconded by member Schwartz, adjournment of the meeting at 10:50 am.

Respectfully submitted:

/S/ Kari Guhl

Acting CMHB Secretary, Guadalupe Somerville