



**Supervisor's Office**  
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## **COMMUNITY FAMILY SERVICES COMMITTEE MEETING**

Ela Town Hall 1155 E. Route 22, Lake Zurich  
Upper Level Conference Room  
Wednesday, September 22, 2021 at 1:00 P.M.

### **MEETING MINUTES**

1. Call to Order: Trustee Wilhoit called the September 22, 2021 Community Family Services meeting to order at 1:03 P.M.
2. Roll Call: Present were Supervisor Palmblad, Trustee Sikes, Trustee Wilhoit, Township Manager Stefaniuk, and Director Marx.
3. Staffing: Anna Hummels last day was last week, and she dropped off files. The transition files were disappointing, and she did not turn in a time sheet. Working on what the Emergency Assistance program will look like in the future. An offer was made to a candidate for the second part-time Administrative Coordinator position. Director Marx is still looking to hire 1 more part-time clinician, as Tanya was hired for the full-time position. The lending closet needs to be cleaned and sanitized. Stickers and cards for equipment have been created, and Trustee Wilhoit will forward to the committee for approval. The department has received 20 referrals, mainly self-referrals, 13 were for therapy and very challenging cases (anxiety, depression, suicidal thoughts). Tanya has 13 clients (16 is the norm). The department received several referrals due to the LZHS lock down. Trends and patterns – will we need 3 full-time staff? Look into budget for 2022. No one is on the wait list currently. In addition to counselling, Director Marx is training an entirely new staff. How long does it take to turn them into long term employees? Average sessions about 8 (once a week or every other week), transition to another facility, 2-4 months expected to handle, some come in and never return (reach out 3-4 times) short term help. Insurance is a challenge, most coverage is poor, and places that are covered by insurance are full. Many older clients are being seen via home visit. The department will offer internships next year to students getting their masters degree.
4. Database: After researching 17 other companies, Director Marx would like to purchase TherapyNotes, a database software program. Benefits to this program include Ela Township is eligible for a discount, free services, and you do not have to be a 501C3. Cost is \$25/Clinician \$20/part-time/month 2 clinical admins at \$1 each (\$52.00 per month is the estimated cost). This program would make the department HIPAA compliant with no start up fee, client portal, appointment reminders, it is secure, cloud based, there are templates ready for use or you can build your own forms or download forms (additional fee), free unlimited support, no file storage limitation, and many Townships use this software program. Director Marx will present the options of all programs researched at the next COW meeting,
5. Rebranding: The committee agreed on changing the department name to Health & Wellness. It will be on the agenda for vote at the October board meeting. Business cards will be ordered for staff, should we add a QR code? New signage will also be ordered for the hallway, standoff aluminum mounted to the wall an inch from wall-acrylic. Reception desk signage will read Welcome to Health & Wellness. Include “Formally known as...” on the glass door, which can be removed next year.

6. Technology Needs: The department has 2 computers, Tanya is using one and Sara is using a laptop. The department will budget for two additional laptops next year. All clinicians will need a laptop. Interns and admins will use desk top computers.
7. Open House: The department would like to host an open house on October 22, 2021 from 9:00 A.M. to 1:00 P.M.
8. New Business: The department will be collecting blankets for Kildeer PD and Advocate Good Shepherd. All department staff will need to be fully vaccinated against COVID-19 or provide negative test results weekly per government ordinance.
9. Old Business: None at this time.
10. Set Date for Next Community Family Services Committee Meeting: October 13, 2021 at 2:00 P.M.
11. Adjournment