

COMMUNITY FAMILY SERVICES COMMITTEE MEETING

Ela Town Hall 1155 E. Route 22, Lake Zurich
Upper Level Conference Room
Wednesday, October 13, 2021 at 2:00 P.M.

MEETING MINUTES

1. **Call to Order:** 2:05 p.m.
2. **Roll Call:** Township Manager Stefaniuk, Director Marx, Trustee Sikes, and Trustee Wilhoit.
3. **Staffing:** The second part-time Administrative Coordinator started this week and will work Monday-Wednesday- Friday. The department still has a part-time clinician position open, Director Marx requests to make it full time as she has 21 cases. The standard full-time clinician will have 25 (up to 35) cases per week and run 1-2 groups. The department received 32 referrals last month, 4 from police and fire. The full-time clinician is currently at 14 cases (maximum load for now). There is currently a 1-3 month waitlist, and callers say everyone has the same. Per Township Manager Stefaniuk, we could afford to make the part-time clinician position full-time this year for the following year, based on lack of staff. We only have 1 intergovernmental agreement with Lake Zurich police that needs to be updated. We have none from Kildeer nor Hawthorn Woods. Possibly ask villages to help assist with staffing costs. Part-time clinician versus full time, populations served, where they are coming from, covering the cost from part-time to full-time. Township Manager Stefaniuk and Director Marx to work on an estimate for a contribution from communities. In the future, a mental health professional might go to a situation with fire instead of police. May consider having a contract for the last full-time clinician. Looking to have the part-time clinician be posted to full-time (fully license, so they could help with interns). We will discuss this topic in executive session at the board meeting and funding a pathway for the future. Trustee Wilhoit will assist in looking into grants for mental health.
4. **Database:** The department started using Therapy Notes database. Director Marx has begun inputting information and will test it with 1-2 clients. The goal is to fully integrate the program with future clients by November 1, 2021 (use by our staff going forward from November 1, not including past clients).
5. **Open House:** New Date: Open House – November 5, 2021 from 9:00 a.m.-1:00 p.m.

Rebranding: Signage design is complete, not ordered yet. Social media training October 27 at 11:00 a.m. with staff and Trustee Wilhoit. Hoping to increase youth referrals. Trustee Wilhoit will work on pricing for vinyl stickers. Director Marx meets with Ela Coalition once per month. Trustee Wilhoit and Director Marx will work on a possible flyer for virtual backpacks (goal 12/1/21).
6. **Professional Services:** Legal counsel will be considered for next years budget, with a \$2,000.00 starting budget. "My lawyer wants to talk to you"- just in case for next year.

7. **New Business:** Director Marx will be given access to BS&A in order to track departmental spending Township Manager Stefaniuk will set up access for her. Lending Closet, asking for donations? Look into 501c3? Township Manager Stefaniuk will bring information to December meeting.
8. **Old Business:** Technology Needs: 2 new laptop computers for full-time clinicians, the intern would receive the desktop, Director Marx would like a printer for her office, and one cell phone is needed for the full-time clinician.
9. **Set Date for Next Meeting:** Wednesday, November 10, 2021 at 1:00 p.m.
10. **Adjournment** 3:06 p.m.