

**HANOVER TOWNSHIP MENTAL HEALTH BOARD**  
**MINUTES of the PLANNING AND BY-LAWS COMMITTEE MEETING**  
**March 22, 2018**

The meeting was called to order by Ms. Nelson at 5:02 P.M.

**Roll Call:** Meghan Nelson, Kathy Biesiadecki, Maureen Lue and Deb Sirchia. Also present MHB Manager, Kristin Vana

**Public Comment:** None

**Approval of Planning Committee Meeting Minutes of January 16, 2018:** Motion to approve the meeting minutes for January 16, 2018 was made by Ms. Biesiadecki, seconded by Ms. Lue. The motion was approved by unanimous vote.

**Community Needs Assessment:** Center for Governmental Studies, Northern Illinois University will begin the needs assessment process in April. Over the course of approximately 2 months, NIU will conduct 10 focus groups. Manager Vana is responsible for scheduling groups and for finding participants. One group will be facilitated in Spanish and two groups will be with youth. In addition, an online survey will be conducted in July. Once the results are evaluated and presented to the MHB, the Planning Committee will begin the process of developing the next three year strategic plan.

**Staff Development Presentation Discussion:** Discussion ensued regarding the use of staff development funding for semi-annual workshops that fit the funding priorities of the Mental Health Board and could be offered to funded agencies and community partners. Manager Vana will look into possible topics and speakers for future seminars/workshops.

**Hispanic Needs Assessment:** The Hispanic Needs Assessment is in its final stages. After meeting with agencies providing services and programs in Spanish, evaluating the gaps in services to the low income, Spanish speaking population, the Mental Health Board has determined that by continuing to include Spanish speaking services as a funding priority in the next fiscal year, this will allow agencies to receive the support they need to provide additional services and/or programming in Spanish. No additional follow up is necessary.

**Adjournment:** There being no other business, Ms. Biesiadecki moved to adjourn the meeting. Ms. Sirchia seconded the motion. Motion was approved. Meeting adjourned at 5:35 P.M.

Respectfully Submitted,

Kristin Vana  
Mental Health Board Manager