

**Minutes of the  
Winnebago County Mental Health Advisory Committee  
Thursday, May 21, 2015 @ 7:30 a.m.  
Rosecrance Center, 1021 North Mulford Road, Rockford, IL**

**PRESENT:** Philip Eaton, Angie Goral, Richard Kunnert, Donny Parham, Charles Smith, Matthew Toohey, Sandra Martell (ex officio)

**ABSENT:** Carol Klint

**SUPPORT STAFF PRESENT:** Penny Billman, John Barlow (recorder)

Sandra Martell called the meeting to order at 7:33 a.m.

**INTRODUCTION OF GUESTS/ PUBLIC PARTICIPATION:** Dr. Sandra Martell acknowledged and welcomed the public participants in attendance; Melissa Westphal (Rosecrance), Harlan Johnson (NAACP) and Ron Clewer (Rockford Housing Authority).

**APPROVAL OF AGENDA:** Dr. Martell, as facilitator, asked for a motion to approve the agenda. Matthew Toohey moved and Richard Kunnert seconded to set the agenda, all members voted aye, motion carried.

**APPROVAL OF MINUTES:** Dr. Martell, as facilitator, asked for a motion to approve the April 8, 2015 minutes. Richard Kunnert moved and Philip Eaton seconded to approve the minutes. With that, all members voted aye, motion carried.

**MENTAL HEALTH PROCLAMATION:** Dr. Martell discussed the Mental Health Month Proclamation that was presented at the County Board on 14 May 2015.

**REVIEW OF MENTAL HEALTH ADVISORY COMMITTEE:** Dr. Martell and the Committee members discussed the mission-vision and by-laws of the committee; the deliverables due from of the committee; and the future communicating of the agenda and minutes.

Dr. Martell inquired regarding the appointment of Officers. Members agreed that discussions were held pertaining to Officers; however they could not recall any being elected. Philip Eaton nominated Angie Goral as Committee Chair, Donny Parham seconded; with that, all members voted aye, motion carried. Richard Kunnert nominated Donny Parham as Committee Vice Chair, Philip Eaton seconded; with that, all members voted aye, motion carried. Donny Parham nominated Richard Kunnert as Secretary, Matthew Toohey seconded; with that, all members voted aye, motion carried.

**MENTAL HEALTH ADVISORY COMMITTEE ACTION PLAN:** Dr. Martell and Penny Billman presented action plan to the Committee. We have an aggressive timeline to report back to the County Chairman and we are still in the assessment stage. The goal is to have survey completed and Executive summary and report approved by committee members by 22 July 2015.

We are planning to send out 3 surveys and need everyone's assistance with pushing participation. Surveys will go out to providers, referents and to community members.

The ACMHAI Roadmap and the Community Health study will also be utilized as data sources as they merge well together, they include information we are seeking and they can provide a standardized tool that can be benchmarked against other counties.

Various methods were discussed for the dispersion of the community survey in order to receive very broad inputs of the community. The provider and referral surveys will utilize the 211 list & any inputs from committee members for distribution; current list will be sent out to committee members. Also discussed were the length of the survey (not long) and language used in the surveys (common language).

**TEAM (SUB-COMMITTEE ACTIVITIES TO SUPPORT ACTION PLAN:** The Data team will conduct the analysis of the surveys; the Marketing team will work the distribution; and the Recommendation team will compile summary and finalize recommendations to Committee for vote before reporting to County Chairman. Recommendations need to include both gaps in services and access to services.

The recommendations that we report up to the County will need to contain measurements in order to show impacts in future. We also need to ensure we utilize evidence based strategies.

**MEETING DATE DISCUSSION:** There were issues with conflicting Wednesday meetings. Discussion was held on when to hold meeting. Committee members agreed to conduct meetings on 3<sup>rd</sup> Thursday of each month.

**MEETING ADJOURNMENT:** There being no further business, the meeting adjourned at approximately 8:56 a.m. with a motion by Richard Kunnert and seconded by Matt Toohey, all members voting aye.

Approved by the Mental Health Advisory Committee 18 Jun 2015  
Date



Richard Kunnert, Secretary  
Winnebago County Mental Health Advisory Committee