

**708 GENEVA COMMUNITY MENTAL HEALTH BOARD**  
**MEETING MINUTES**

January 12, 2021 7:00 P.M.  
109 James Street  
Geneva, Illinois

The Geneva Community Mental Health Board will met virtually Tuesday, January 11, 2022 at 7:00 p.m.

1. **CALL TO ORDER / ROLL CALL**

Chair Shogren called the meeting to order at 7:00 PM  
Present: Fintzen, Gabriel, Hamilton, Kautz, Shogren, Wagner  
Absent: Gaines  
Also Present: Guest Speaker Scott Fintzen

2. **AMENDMENTS TO THE AGENDA**

None

3. **OMNIBUS AGENDA ( OMNIBUS VOTE )**

All items listed with an asterisk ( \* ) are considered to be routine by the Mental Health Board and will be enacted by one motion. There will be no separate discussion on these items unless a board member or citizen so requests, in which event the item will be removed from the Omnibus ( Consent ) Agenda and considered in its normal sequence on the Regular Agenda.

4. **APPROVAL OF MINUTES, PAYMENTS**

\*A. Regular Meeting Minutes of November 9, 2021  
\*B. Approve Payment to Recording Secretary for Services  
Motion by Gabriel second by Fintzen  
Voice Vote Aye: 7 No: 0  
Motion Carries

5. **Guest Speaker:** Scott Fintzen, Attorney, Grant Application Review Process

Chair Shogren introduced guest speaker Scott Fintzen, an attorney specializing in contract law as well as representing several tax-exempt organizations. Scott will discuss with the board best practices in interpreting data from the grant applications received. Members of the board were welcomed to ask questions during the discussion in an open format. A primary point made by Scott is; less is more. Look at only the information that you need to know. It should be necessary, relevant & meaningful to the purpose. Scott further discussed methods to check organizations' status and standing with the State of Illinois to be sure they are a live entity as well as their status as a 501c3 organization. Agencies should be able to provide a copy of a 1023 as well as a determination letter. These items are often times misplaced by organizations but can be found on the IRS website via a charity search. This will show they are both tax exempt and a public charity. Scott also discussed the tax filing 990 status of charitable organizations.

The Independent Sector is a non-profit organization; [www.independentsector.org](http://www.independentsector.org) that published best practices for governance for non-profits. This site could be a good resource for questions to determine things such as ethical practices of a well-run non-profit organization. Basic things to look at include a name match of the organization to their 990 form and an Employer Identification Number (EIN or TIN). This number can be used to conduct searches on the organization on a Secretary of State's website for example. State of legal domicile is another piece of information

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that might be a good indicator for evaluating an organization. A board member asked a question regarding audits on an organization. Scott discussed that many smaller organizations are not likely to seek an audit because they can cost \$5-\$15k. Scott further discussed sections of the IRS 990 and what it means in terms of identifying potential red flag areas as well as areas board members could ask questions for further explanation.

Chair Shogren asked if Scott had any recommendations for amendments to the grant application as it current exists. A possible solution may be to consider asking some of the questions that mirror the IRS 990 form. Board member Kautz asked a question about conflicts of interests and organizations. Scott explained that as long as “what is in the best interest of the organization” is the primary focus in all situations, it often isn’t really a conflict of interest.

In closing, items such as; do they have a strategic plan, can they offer a copy of the most recent 990 form, audit letter and P&L statement are good indicators of a well-run organization.

**6. Chairperson’s Report**

Chair Shogren has determined much of the balance of this meeting will be tabled due to the length of the meeting. There are several thank you letters that will be reviewed in the next meeting and other mail received.

**7. ACMHAI Report:**

A. Summary of the December ACMHAI Meeting

Vice Chair Hamilton shared the December meeting focused on the struggles service providers are having on finding and retaining employees. Scott Block is now employed in a Statewide position and is technically with the IL Supreme Court in response to a federal initiative as the justice system is now the largest provider of mental health services.

**8. New Business:**

A. Review Mission Statement and strategic Plan and revise if needed

Tabled

B. Review Arc of the Year and revise if needed

Tabled

C. Confirm February Guest Speaker

Chair Shogren asked if anyone had any recommendations otherwise, she would invite one of the new executive directors from one of the agencies as there are a few possibilities. General agreement that a new ED from an agency would be a great option.

**9. Old Business**

**10. Public Comments, Mail**

Chair Shogren will review mail received in a future meeting.

**11. Adjournment**

Motion to adjourn by Wagner second by Gabriel

Voice Vote Aye: 7 No: 0

Meeting adjourned at 8:44 P.M.

**All Scheduled Meetings for the 708 Geneva Community Mental Health Board to begin at 7:00 PM unless specifically noted**

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