

**State of Illinois
County of Cook
Township of Northfield
Northfield Township Human Services Commission
Open Meeting Minutes
01/27/2024**

The following Commission members were in attendance:

Sarah Ogle
Jessica Shinn
George Nassos
Susan Kelly
Ruth Jacobs
Gayle Nelson
Andy Katlin
Elena Bezman
Margaret Hennessy (via Google Meet)

Also in attendance:

Roxanne Dunn, Communications & Community Outreach Coordinator
Shiva Mohsenzadeh, Northfield Township Supervisor

Meeting commenced at 9:00am.

- I. **Introductions:** The meeting began with introductions to help introduce new Commission members and those who hadn't met in person during the last meeting. Roxanne and Supervisor Mohsenzadeh also introduced themselves.
- II. **Approve minutes of the November 04, 2023 Human Services Commission Meeting:** Commissioner Ogle moved to approve the meeting minutes from the Commission's November 4, 2023 open meeting. Commissioner Katlin seconded the motion. The Commission voted unanimously to approve the minutes.
- III. **Review of process, funding amounts recommended, & total funds to be distributed:** Coordinator Dunn reminded the Commission that the Township had \$650,000 in funding to award this cycle. Forty-eight (48) non-profit agencies applied for funding during this cycle. The total amount of funding requested by all agencies was \$1,005,045. Commissioners recommended distributing \$759,780 during their initial evaluations. This left the Commission needing to cut \$109,780.
- IV. **Determine each agency funding recommendation to be submitted to the Board of Trustees for review & approval:** The meeting began with the Commission attempting to put the agencies that they reviewed into priority categories that had been identified by the Township Supervisor based on the Township's recently completed strategic plan. These categories included: mental health, healthcare, disability services, youth services, senior services, and miscellaneous. Much discussion amongst the Commissioners occurred about how agencies can overlap and fit into multiple categories. Each Commissioner was then asked to define which category they would place each of their agencies into while accounting for the overlap as best as they could. This exercise was done to help the Commission members remember the Township's funding priorities as they discussed their funding recommendations for each agency that they had reviewed.

Next, Chairperson Susan Kelly continued the meeting by discussing initial funding requests. Several ideas on how to stay within the Township's allotted budget for Human Services Funding were discussed, including a straight percentage cut across all agencies to reduce the total ask to meet the allotted budget.

To ensure a balanced approach to the funding process, the Commission emphasized the importance of thorough consideration of each agency's unique role in addressing the needs of the

Township's residents. Commissioners explored how agencies' missions aligned not only with specific priority categories but also with broader community goals set forth in the strategic plan that were brought up by Coordinator Dunn and Supervisor Mohsenzadeh. The Commission members recognized that while some agencies fell squarely within one priority area, others provided multi-faceted services that addressed multiple needs simultaneously. This complexity added an additional layer to their deliberations, as the Commissioners sought to balance the Township's limited resources in a way that maximized support for agencies that would make the most significant impact.

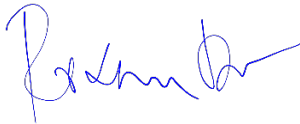
After continued discussion and debate, the Commission was able to determine final funding recommendations for each agency. This amount totaled \$650,000.00, meaning the Commission's total recommendations came in on target with this year's budget. Ultimately, each decision was made with the Commissioners' careful attention to how agencies' services would contribute to the overarching objectives of the Township.

- V. **Reminder of February 13 Board of Trustees meeting:** The Commission was invited to attend the Township Board of Trustees meeting on Tuesday, February 14th at 6pm at the Township office by Coordinator Dunn. Attendance by Commission members would be useful in case the Board has specific questions about any particular agency's funding. Virtual and in person attendance of this meeting is possible. It is voluntary and not a mandatory requirement for Commission members.
- VI. **Questions or concerns:** None
- VII. **Matters to be presented by the public:** No public present
- VIII. **Old business:** None
- IX. **New business:** None
- X. **Important dates:** Northfield Township Board Meeting: Tuesday, February 13th at 6:00 pm

Commissioner Nassos moved to adjourn the meeting, Chairperson Kelly seconded the motion.

Meeting adjourned at 10:52 am.

Respectfully submitted,



Roxanne Dunn
Communications & Community Outreach Coordinator
Northfield Township