

Jo Daviess Community Mental Health 708 Board  
Special Session County-Wide Needs Assessment  
June 11, 2014

**MINUTES**

1. **Meeting called to order** at 5:40pm by Nicki Raaz
2. **Welcome to visitors**
3. **Approval of minutes of the May 7, 2014, Special Session Needs Assessment Meeting:**  
approved as written
4. **Treasurers report:** none
5. **Old Business**
  - a. **Survey Reports:** Nicki generated draft surveys and emailed to board prior to meeting to review.
    - i. **Community Survey-Elaine and Nicki:** There was a lengthy discussion on the draft survey. Revise the age ranges to below 18, 18-60, 60+. Other revisions included adding “other” under no for #5, 6, 7, 8; take off 12, on #10 take off mental health. Revisions were approved.
    - ii. **Service Recipient Survey – Elaine and Nicki:** Lengthy discussion on draft survey. Consider adding a footer with a code to identify, #8 add “needs being met”. Revisions were approved.
    - iii. **On-line Provider and Partner Survey – Fran and Angie:** Fran will gather more information and work on the online survey possibly using Survey Monkey.
  - b. **Data collection document/”matrix” – Fran and Angie:** Angie emailed out a copy of the document prior to the meeting and brought printed copies to discuss. Angie will add #'s to the lines, add ABA services, add “psychiatric” to intensive outpatient services and child outpatient services, and don’t gray out halfway house for substance abuse. Everyone is to review and email Angie any feedback. Will send onto providers when complete
  - c. **Review of Incidence Comparison graph:** Nicki brought a sample chart which was discussed. Angie will generate chart to input our data.
6. **New Business**
  - a. **Establish timeline for data collection and surveys:** Nicki reviewed the timeline and where we are currently. Plan to distribute Service Recipient Surveys in July with an August 30 deadline. Elaine will make a master list of where to distribute community surveys, such as food pantry and churches. Nicki will make a master list of service providers. Angie will make a spreadsheet with the county, state, and US statistics.

- b. Authorization of funds for data collection and surveys – online and printing/return postage:** info will be gathered on printing. No authorization on funds today due to more info needed on costs, etc.
  - c. PR articles and plans – Nicki:** Nicki and Peg will work on a draft of a newspaper article.
- 7. Assignments for July 9, 2014 Needs Assessment Meeting:** see above under old and new business.
- 8. Comments from the public:** none
- 9. Next MH Assessment meeting date July 9, 2014, Jo Daviess County Courthouse**
- 10. Adjournment** at 7:15pm moved by Elaine, 2<sup>nd</sup> by Fran