

Jo Daviess County
708 Mental Health Board

GUIDELINES

Meetings of the Board

Reference: Community Mental Health Act 303e

- (a) Hold a meeting prior to July 1 of each year at which officers shall be elected for the ensuing years beginning July 1;
 - (b) Hold meetings at least quarterly;
 - (c) Hold Special Meetings upon a written request signed by at least 2 members and filed with the secretary;
 - (d) Review and evaluate community mental health services and facilities, including services and facilities for the treatment of alcoholism, drug addiction, developmental disabilities and mental retardation.
1. To carry out the functions of agency review and evaluation, planning, reporting and consulting with community agencies may require more than the required quarterly meetings.
 2. To assist in communication the board may adopt an annual calendar of events using the following guide:

Agenda items	Schedule Constraints
Publish annual report and budget	Prior to February 1
Planning Up-date	
Budget guidance to agencies	Prior to June 1
Election of Officers	Prior to June 1
Funding hearings	Prior to June 1
Allocation of Funds	Prior to September 1
Fund Analysis	Prior to October 1
Annual budget approval	Prior to October 1
Grant review & Comment	Prior to October 1
Correspondence review	As received
Agency Reports	Each meeting
	Each meeting

3. During 708 Board meetings, representatives of funded agencies may be routinely asked to make a brief report of current operation and interests or problems.