

**PALATINE TOWNSHIP  
COMMUNITY MENTAL HEALTH BOARD  
Palatine Township  
721 S. Quentin Road, Palatine, IL 60067  
January 12, 2026 5:30 PM**

Minutes

CALL TO ORDER

President Serio called the meeting to order at 5:32 p.m.

ROLL CALL

Secretary McKillop called the roll and the following members were present:

PRESENT IN THE ROOM:

Karen Baker, Jennifer Iannuzzelli, Sarah McKillop, Kathy Millin, Joseph Serio, Jiby Vettickal, and Trustee Michael Smolka.

Also present was Administrator Chychula and Community Mental Health Board Attorney Mark Kimzey.

PLEDGE OF ALLEGIANCE

Trustee Smolka led all in the Pledge of Allegiance.

PUBLIC COMMENT

None

PRESENTATIONS

None

APPROVAL OF MINUTES:

MOTION by Trustee Smolka, seconded by Member Baker to approve the 12/8/2025 Community Mental Health Board minutes.

MOTION CARRIED 7-0

## ADMINISTRATOR'S REPORT

Administrator Chychula noted invoices had been provided to President Serio for approval. Room use at the Township Center will require a notification of President Serio and the Administrator so that we may track usage.

## OLD BUSINESS

### CONSIDERATION OF 2026 COMMUNITY MENTAL HEALTH BOARD MEETING SCHEDULE

President Serio asked that this be schedule be approved as presented.

MOTION by Trustee Smolka, seconded by Member McKillop to approve the 2026 Community Mental Health Board Meeting Schedule.

MOTION CARRIED 7-0

Discussion was to revisit at the next meeting remote attendance and voting.

## NEW BUSINESS

### A. FUNDING APPLICATION PROCESS

President Serio discussed the need to prepare for the upcoming funding cycle, including development of application materials during the summer months.

Counsel will have ultimate responsibility for preparing the draft application guidelines and service contracts, consistent with statutory requirements and best practices. Counsel will present at next month's meeting.

For information-gathering purposes only, the Chair identified the following Board member assignments to assist in collecting background information and ideas to be reported back to the full Board. No authority was delegated and no decisions were made outside the public meeting:

- Financial award structure and terms: Members Vettickal and Iannuzzelli
- Application process and requested information: Members Baker and Millin

Discussion followed regarding timelines and general considerations. All deliberation and decision-making will occur at future duly noticed Board meetings.

### B. PUBLIC AWARENESS CAMPAIGN

President Serio identified an additional information-gathering assignment focused on public awareness and outreach regarding the Board's role and available funding resources.

- Public awareness and outreach: Member McKillop and Trustee Smolka

This assignment is informational only and will report back to the full Board.

OTHER BUSINESS

None

ADJOURN

MOTION by Member Baker, seconded by Member Iannuzzelli to adjourn at 6:16 pm.

MOTION CARRIED 7-0



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Secretary