

**MMCLEAN COUNTY HEALTH DEPARTMENT  
CY24 Funding Timeline  
BOARD OF HEALTH, BHPFC, and MENTAL HEALTH ADVISORY BOARD**

**UPDATED: 7/25/23**

Date	Activity	Responsible Party
<b>January 27, 2023</b>	<ol style="list-style-type: none"> <li>1. Discuss CY24 Behavioral Health Funding Process</li> <li>2. Discuss Process of Awarding Remaining Amount of Budgeted for Mental Health Contracts (Referred to as RFP #1 moving forward)</li> </ol>	<b>BHPFC Meeting</b>
<b>February 8, 2023</b>	<ol style="list-style-type: none"> <li>1. Informational Item: Process of Awarding Amount of Budgeted for Mental Health Contracts (RFP #1)</li> <li>2. Informational Item: CY24 Funding Process Timeline: Living Document</li> </ol>	<b>BoH Meeting</b>
<b>February 16, 2023</b>	<ol style="list-style-type: none"> <li>1. BHCC Updates: Kevin McCall</li> <li>2. Parameters to be outlined in RFP for Remaining Amount of Budgeted for Mental Health Contracts</li> <li>3. 2023-2025 CHIP</li> <li>4. MCHD Strategic Plan Updates</li> </ol>	<b>MHAB Meeting</b>
<b>February 24, 2023</b>	<ol style="list-style-type: none"> <li>1. Review CY22/Q4/Annual Program Report Summary</li> <li>2. Approve RFP #1 Funding Focus Areas</li> </ol>	<b>BHPFC Meeting</b>
<b>February 27, 2023</b>	<p>Release RFP and application for \$65K; PATH-O-Gram, MCHD webpage, current grantees (RFP #1)</p>	<b>BH Staff</b>
<b>March 8, 2023</b>	<ol style="list-style-type: none"> <li>1. BH Program Report due</li> </ol>	<b>BoH Meeting</b>
<b>March 31, 2023 Meeting Cancelled</b>	<ol style="list-style-type: none"> <li>1. Discuss Budget Amount for BH services for CY24- set preliminary amount pending tax levy/ budget finalizations</li> <li>2. Discuss questions to ask agencies re: other funding streams, etc., including parameters of current and</li> </ol>	<b>BHPFC Meeting</b>

	<p>future funding</p> <p>3. Invite PSC Team to Meeting: Mike Donovan, Dennis McGuire</p>	
April 12, 2023	<p>1. BHPFC update to BoH: Start of BH Budget and RFP Discussions by BHPFC members</p>	BoH Meeting
April 10, 2023, by 11:59PM	<p>1. Applications for additional BH funding due (6 month)</p>	Grantees
April 17, 2023	<p>1. Completed applications for additional BH funding provided to BHPFC members via email and shared drive (RFP #1)</p>	BH Staff
April 28, 2023	<p>1. Discuss Funding Allocations with remaining amount budgeted for BH contracts (RFP #1)</p> <p>2. Discuss any edited/ additional outcomes and/or metrics for contracts (RFP #1)</p>	BHPFC Meeting
May 3, 2023	<p>1. Recommend Funding Allocations with remaining amount budgeted for BH contracts (RFP #1) to the Board of Health</p>	BHPFC Meeting
May 10, 2023	<p>1. Approve Funding allocations with remaining amount budgeted for BH contracts for period of July 1, 2023- December 31, 2023 (RFP #1)</p>	BoH Meeting
May 11-12, 2023	<p>1. Complete Work Statements for all 6-month BH contracts (RFP #1)/ Budget</p>	BH Staff
May 19, 2023	<p>1. Review CY24/Q1 Program Report Summary</p> <p>2. Discuss RFP parameters and/or Renewal application parameters/questions for</p>	BHPFC Meeting

	<b>CY24 Funding (RFP referred to RFP #2 moving forward) 3. Provide advisement to BoH on the 3 contracts for July 1-December 31, 2023</b>	
<b>May 30- June 6, 2023</b>	<b>1. 6 month- CY23 Grantees review contract; All to be signed by grantees by June 6, 2023 (RFP #1)</b>	<b>Grantees</b>
<b>June 8 and 9, 2023</b>	<b>1. PDF entire contracts for BoH packet (RFP #1)</b>	<b>BH Staff</b>
<b>June 12 and 13, 2023</b>	<b>1. Print all CEO signed CY24 contracts for Board President's Signature (RFP #1)</b>	<b>BH Staff</b>
<b>June 13, 2023</b>	<b>1. Community Behavioral Health Updates</b>	<b>MHAB Meeting</b>
<b>June 14, 2023</b>	<b>1. Approve 6-month BH contract(s) for remaining amount budgeted for BH contracts (RFP #1) 2. Board President's Signature on CEO signed copy</b>	<b>BoH Meeting</b>
<b>June 19, 2023</b>	<b>1. Provide Grantees, MCHD/Finance Executed copy of 6 MO contracts (RFP #1)</b>	<b>BH Staff</b>
<b>June 23-30, 2023</b>	<b>1. For 6 MO contracts Create financial worksheets- Email to grantees (RFP #1)</b>	<b>BH Staff</b>
<b>June 23, 2023</b>	<b>1. Identify RFP parameters and/or Renewal application parameters/questions for CY24 Funding (RFP referred to RFP #2 moving forward) 2. Identify funding allocation amount for CY24</b>	<b>BHPFC Meeting</b>
<b>July 5, 2023</b>	<b>Release the following invitation to complete a renewal application and budget:</b> <ul style="list-style-type: none"> <li>• <b>ROE: Embedded School Program</b></li> <li>• <b>Project Oz: Youth Substance Use Prevention Education</b></li> <li>• <b>Project Oz: Ending the</b></li> </ul>	<b>BH Staff</b>

	<p>Silence</p> <ul style="list-style-type: none"> <li>• The Baby Fold: Healthy Start</li> <li>• PATH: 211 Call Center</li> <li>• Problem Solving Courts (budget only)</li> </ul>	
July 12, 2023	<ol style="list-style-type: none"> <li>1. Budget draft worksheets provided by Jessica</li> <li>2. BH Program Report Due</li> </ol>	BoH Meeting
July 28, 2023	<ol style="list-style-type: none"> <li>1. Discuss Renewal application for Mobile Crisis Program</li> <li>2. Discuss RFP for Adult Psychiatry Program</li> <li>3. Questions to ask agency's presentations for renewal</li> <li>4. Discuss Indirect cost rate for CY24</li> </ol>	BHPFC Meeting
July 31, 2023	<ol style="list-style-type: none"> <li>1. <del>Provide Contract Body and Work Statement Template to Legal for approval</del></li> </ol> <p>*Done</p>	BH Staff
Wednesday, August 2, 2023, by 12:00PM	<ol style="list-style-type: none"> <li>1. CY24 Renewal Applications and Budgets due to BH staff <ul style="list-style-type: none"> <li>• ROE: Embedded School Program</li> <li>• Project Oz: Youth Substance Use Prevention Education</li> <li>• Project Oz: Ending the Silence</li> <li>• The Baby Fold: Healthy Start</li> <li>• PATH: 211 Call Center</li> <li>• Problem Solving Courts (budget only)</li> </ul> </li> </ol>	Grantees
Thursday, August 3, 2023/ Friday, August 4, 2023	<ol style="list-style-type: none"> <li>1. Provide BHPFC with completed CY24 applications and budgets via SharePoint <ul style="list-style-type: none"> <li>• ROE: Embedded School Program</li> <li>• Project Oz: Youth Substance Use Prevention Education</li> <li>• Project Oz: Ending the</li> </ul> </li> </ol>	BH Staff

	<p><b>Silence</b></p> <ul style="list-style-type: none"> <li>• <b>The Baby Fold: Healthy Start</b></li> <li>• <b>PATH: 211 Call Center</b></li> <li>• <b>Problem Solving Courts (budget only)</b></li> </ul>	
<b>August 7, 2023</b>	<p><b>1. Release the following invitation to complete a renewal application and budget:</b></p> <ul style="list-style-type: none"> <li>• <b>Mobile Crisis</b></li> </ul> <p><b>2. Release an RFP for Adult Psychiatry Program</b></p>	<b>BH Staff</b>
<b>August 9, 2023</b>		<b>BoH Meeting</b>
<b>Tuesday, August 15, 2023</b> <b>9am to 12:30pm</b>	<p><b>Grantee Presentations:</b></p> <ul style="list-style-type: none"> <li>• <b>ROE: Embedded School Program</b></li> <li>• <b>Project Oz: Youth Substance Use Prevention Education</b></li> <li>• <b>Project Oz: Ending the Silence</b></li> <li>• <b>The Baby Fold: Healthy Start</b></li> <li>• <b>PATH: 211 Call Center</b></li> <li>• <b>Problem Solving Courts</b></li> </ul>	<b>BHPFC Meeting</b>
<b>August 25, 2023</b>	<p><b>1. Approve CY24 Renewal Programs and Funding Allocations to recommend to BoH</b></p> <ul style="list-style-type: none"> <li>• <b>ROE: Embedded School Program</b></li> <li>• <b>Project Oz: Youth Substance Use Prevention Education</b></li> <li>• <b>Project Oz: Ending the Silence</b></li> <li>• <b>The Baby Fold: Healthy Start</b></li> <li>• <b>PATH: 211 Call Center</b></li> <li>• <b>(Problem Solving Courts?)</b></li> </ul> <p><b>2. Review CY24/Q2 Program Report Summary</b></p>	<b>BHPFC Meeting</b>

<p><b>September 11, 2023- due by 12pm</b></p>	<p><b>1. CY24 Renewal Application/ RFP and Budgets due to BH staff</b></p> <ul style="list-style-type: none"> <li>• <b>Mobile Crisis</b></li> <li>• <b>Adult Psych</b></li> </ul>	<p><b>Grantees</b></p>
<p><b>Tuesday, September 12, 2023/ Wednesday, September 13, 2023</b></p>	<p><b>1. Provide BHPFC with completed CY24 application and budgets via SharePoint</b></p> <ul style="list-style-type: none"> <li>• <b>Mobile Crisis</b></li> <li>• <b>Adult Psych</b></li> </ul>	<p><b>BH Staff</b></p>
<p><b>September 13, 2023</b></p>	<p>1. Jessica will have the final MCHD budget for BoH to approve  2. Approve BH Funding allocations for Renewal of Programs CY24; pending County approval of MCHD's budget</p> <ul style="list-style-type: none"> <li>• ROE: Embedded School Program</li> <li>• Project Oz: Youth Substance Use Prevention Education</li> <li>• Project Oz: Ending the Silence</li> <li>• The Baby Fold: Healthy Start</li> <li>• PATH: 211 Call Center</li> </ul>	<p><b>BoH Meeting</b></p>
<p><b>September 14- September 26, 2023</b></p>	<p><b>1. Complete Work Statements for all Renewal BH contracts and MOUs</b></p> <ul style="list-style-type: none"> <li>• <b>ROE: Embedded School Program</b></li> <li>• <b>Project Oz: Youth Substance Use Prevention Education</b></li> <li>• <b>Project Oz: Ending the Silence</b></li> <li>• <b>The Baby Fold: Healthy Start</b></li> <li>• <b>PATH: 211 Call Center</b></li> <li>• <b>Problem Solving Courts</b></li> </ul>	<p><b>BH Staff</b></p>

<p><b>Friday, September 22, 2023</b>  <b>9am to 12:00pm</b></p>	<p><b>1. Grantee Presentations:</b></p> <ul style="list-style-type: none"> <li>• Mobile Crisis</li> <li>• Adult Psych</li> </ul> <p><b>2. Board Members Discuss Presentations before making funding recommendations at next BHPFC meeting</b></p>	<p><b>BHPFC Meeting</b></p> <p><b>(RM Needs Reserved and calendar invite created if date approved by Board)</b></p>
<p><b>September 29, 2023</b></p>	<p><b>1. Review Contracts/Work Statements for all Renewal BH contracts and MOUs to be approved by the</b></p> <ul style="list-style-type: none"> <li>• ROE: Embedded School Program</li> <li>• Project Oz: Youth Substance Use Prevention Education</li> <li>• Project Oz: Ending the Silence</li> <li>• The Baby Fold: Healthy Start</li> <li>• PATH: 211 Call Center</li> <li>• Problem Solving Courts</li> </ul> <p><b>2. Discuss any edited/ additional outcomes and/or metrics for contracts</b></p> <p><b>3. Approve CY24 Renewal Programs and Funding Allocations to recommend to BoH</b></p> <ul style="list-style-type: none"> <li>• Mobile Crisis</li> <li>• Adult Psych</li> </ul>	<p><b>BHPFC Meeting</b></p>
<p><b>October 2- October 5, 2023</b></p>	<p><b>1. CY24 Grantees review contract and/or MOU; All to be signed by grantees by EOB October 20, 2023</b></p> <ul style="list-style-type: none"> <li>• ROE: Embedded School Program</li> <li>• Project Oz: Youth Substance Use Prevention Education</li> <li>• Project Oz: Ending the Silence</li> </ul>	<p><b>Grantees</b></p>

	<ul style="list-style-type: none"> <li>• The Baby Fold: Healthy Start</li> <li>• PATH: 211 Call Center</li> <li>• Problem Solving Courts</li> </ul>	
October 6, 2023	<ol style="list-style-type: none"> <li>1. PDF entire contracts for BoH packet</li> <li>2. Print all CEO signed CY24 contracts for Board President's Signature</li> </ol>	BH Staff
October 11, 2023	<ol style="list-style-type: none"> <li>1. Approve Contracts/Work Statements for all Renewal BH contracts and MOUs to be approved by the <ul style="list-style-type: none"> <li>• ROE: Embedded School Program</li> <li>• Project Oz: Youth Substance Use Prevention Education</li> <li>• Project Oz: Ending the Silence</li> <li>• The Baby Fold: Healthy Start</li> <li>• PATH: 211 Call Center</li> <li>• Problem Solving Courts</li> </ul> </li> </ol>	BoH Meeting
October 16, 2023	<ol style="list-style-type: none"> <li>1. Provide Grantees Executed copy of contracts and/or MOUs <ul style="list-style-type: none"> <li>• ROE: Embedded School Program</li> <li>• Project Oz: Youth Substance Use Prevention Education</li> <li>• Project Oz: Ending the Silence</li> <li>• The Baby Fold: Healthy Start</li> <li>• PATH: 211 Call Center</li> <li>• Problem Solving Courts</li> </ul> </li> </ol>	BH Staff
October 20, 2023 (Meeting date change needs approved by Members)	<ol style="list-style-type: none"> <li>1. Review Contracts/Work Statements for all BH contracts to be approved by</li> </ol>	BHPFC Meeting



	<p><b>the BoH:</b></p> <ul style="list-style-type: none"> <li>• Mobile Crisis</li> <li>• Adult Psych</li> </ul> <p><b>2. Discuss any edited/ additional outcomes and/or metrics for contracts</b></p>	
<b>October 25- November 1, 2023</b>	<p><b>1. CY24 Grantees review contract and/or MOU; All to be signed by grantees by EOB November 1, 2023</b></p> <ul style="list-style-type: none"> <li>• Mobile Crisis</li> <li>• Adult Psych</li> </ul>	<b>Grantees</b>
<b>November 2-3, 2023</b>	<p><b>1. PDF entire contracts for BoH packet</b></p> <ul style="list-style-type: none"> <li>• Mobile Crisis</li> <li>• Adult Psych</li> </ul> <p><b>2. Print all CEO signed CY24 contracts for Board President's Signature</b></p>	<b>BH Staff</b>
<b>November 8, 2023</b>	<p><b>1. Approve Contracts/Work Statements for all Renewal BH contracts to be approved by the</b></p> <ul style="list-style-type: none"> <li>• Mobile Crisis</li> <li>• Adult Psych</li> </ul>	<b>BoH Meeting</b>
<b>November 15, 2023</b>	<p><b>1. Provide Grantees Executed copy of contracts and/or MOUs</b></p> <ul style="list-style-type: none"> <li>• ROE: Embedded School Program</li> <li>• Project Oz: Youth Substance Use Prevention Education</li> <li>• Project Oz: Ending the Silence</li> <li>• The Baby Fold: Healthy Start</li> <li>• PATH: 211 Call Center</li> <li>• Problem Solving Courts</li> </ul>	<b>BH Staff</b>
<b>November 30, 2023</b>	<p><b>1. Email BHPFC CY24/Q3 Program Report Summary</b></p>	<b>BH Staff</b>

<b>December 4-15, 2023</b>	<b>1. Create Personnel rosters and monthly financial worksheets- Email to grantees</b>	<b>BH Staff</b>
<b>December 14, 2023</b>	<b>1. BH Program Yearly Accomplishments</b>	<b>BoH Meeting</b>

LIVING DOCUMENT