

**VILLAGE OF GURNEE
GURNEE CARES COMMISSION
MEETING MINUTES**

DATE: Tuesday, July 8, 2025
TIME: 7:00 p.m.
PLACE: Community Room at Village Hall
located at 325 N. O'Plaine Road, Gurnee, IL

1. Call to Order

- A** The meeting was called to order at 7:09 p.m.
- B** In Attendance: Gale Graves, Mark Froseth, Rachel Chenier, Brooke Hagstrom, Kevin Woodside, Susan Squires, Beth Pope, Matt Trujillo.
- C** Absent: Roger Moreano, Patrick French, Bryson King, Malcom Kelly, Liz Nelson, and Candy Reimholz
- D** Public in Attendance: Carissa Casbon

2. Pledge of Allegiance

3. Public Comment

- A** Carissa is looking forward to being at the meeting today. No additional public comment was made.

4. Approval of the Meeting Minutes

A June 10, 2025

- Gale made a motion to approve the minutes and Beth made a motion to second it. The group approved the minutes.
- Gale and Brooke were misspelled. Minutes will be fixed.

5. Approval of Schedule

- A** Offering number two worked for the group. Meetings will be held in the Community Room at Village Hall.

6. New Business

A Discussion of Grant Criteria and Process

- Kevin mentioned that he fortunately discovered a non-profit grant program in DuPage County.
- It was mentioned that the Village's Small Business Capital Grant Program was initiated with ARPA funding.
- Beth pointed out that the criteria from DuPage County lacked information on how long an organization has been established and its track record.
- There was a discussion about whether the goal is to fund new programs or existing ones. The Commission may like to allocate funding to innovate something new.
- Carissa inquired about the group's goals and the issues they are addressing. Lake County has a rubric that guides them in the awarding of funds.
- Kevin emphasized that the easiest way to identify needs is by using data. He highlighted that Gale from United Way

has excellent resources provided by United Way Lake County's 211 program.

- Rachel shared that we should remain open to groups that are just starting out, as some organizations just need that first opportunity. A reimbursement grant could be a viable option.
- Beth stressed the importance of responsibly using tax dollars to support strong organizations, ensuring the Care Commission is confident about where funding is directed.
- Gale pointed out that the process would require open communication and some back and forth with organizations to ensure everyone is aligned.
- Kevin mentioned that the group will need to justify where the funds are allocated and how they will benefit Gurnee. We will need to be diligent about details and the impact on the community.
- Susan raised concerns about reporting requirements for organizations. Gale discussed the importance of setting clear limits on how the funds can be used.
- Rachel highlighted the need for specific reporting requirements regarding the use of funds.
- Matt explained the grant programs he oversees and indicated that they operate on a reimbursement basis.
- The group talked about the fact that Reimbursement can be challenging for some organizations due to delays in receiving funds.
- Susan asked about the possibility of offering multiple grant sizes. Kevin replied that there is flexibility regarding reimbursement amounts.
- Beth suggested starting with initial seed money and considering a hybrid approach.
- Gale mentioned her involvement in a grant that pays out quarterly, which works well for their organization but can be tough for others.
- Mark noted that the DuPage County grant only accepts organizations from DuPage. Kevin clarified that while that can be criteria, it doesn't necessarily have to be a requirement if this organization benefits the Village of Gurnee.
- Beth mentioned that this approach might encourage organizations to bring programs to Gurnee.
- The importance of avoiding conflicts of interest was raised, emphasizing that this should be included as a requirement in the application. Rachel proposed displaying a conflict of interest statement during the application process.
- The idea of conducting a detailed gap analysis was introduced. Gale stated there are many existing resources to use without needing to create a new one, and she noted

that Gurnee has experienced an increase in needs, according to United Way 211.

- It was suggested that we may want to narrow the focus for the initial application on a couple specific needs.
- There was a discussion about hosting programs in Gurnee and encouraging organizations to participate in local initiatives, creating a presence in Gurnee. Organizations should collect data to demonstrate their service to Gurnee residents, detailing how they will recruit and measure their impact. Priority will be given to organizations that serve a specific percentage of Gurnee residents.
- Brooke stated that Woodland serves six different zip codes.
- Kevin committed to refining the grant criteria and providing the Care Commission with something to review for further narrowing.
- It was requested that Gale compile a report with data on the needs in Gurnee, and she noted increasing needs for preschool programs and mental health services.

7. Public Comment

- A** Carissa Casbon mentioned that she and Rachel are teaming up on Sunday, July 27, at the Gurnee Farmers Market. They will be bringing together non-profits for a day of activities and free food. A link will be provided for the community to access. Additionally, they are gathering information on the services that are requested.

8. Adjournment

- A** Susan Squires made a motion to adjourn the meeting and Beth made a motion to second it. The meeting was adjourned at 8:34pm.

Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact Austin Pollack, Assistant to Village Administrator, at (847) 599-7500 promptly to allow the Village to make reasonable accommodations for those persons. www.gurnee.il.us