

McHenry County Mental Health Board
Reassignment of Executive Director Tasks - effective 3/31/25

Note - Time is estimated, not all task occur every month and some are temporary in nature. Additional tasks will be added as needed.

Building & Operations Manager	Monthly Hours	Fiscal Operations Manager	Monthly Hours	Compliance & Operations Manager	Monthly Hours
Tasks Assigned		Tasks Assigned		Tasks Assigned	
Back up review and approval of invoices and purchase orders in D365 (as needed to back up Melanie)	0.25	Final review and approval of invoices and purchase orders in D365 (1/2 hour per day)	10	CoC Meetings (est. 2.5 hrs monthly - packet review, meeting attendance)	2.5
Town Hall Planning and PR and Debrief (Month of April/May)	2	Final review and approval of contracts through Docusign (1 hour monthly)	1	Network Council meetings (est. 1 hr monthly for agenda building, collaborating)	1
Attendance at County Department Head Meetings (2.5 hours Monthly, alternate with Melanie)	2.5	Attendance at County Department Head Meetings (2.5 hours Monthly)	2.5	School Professionals meeting - agenda building, collaboration, and facilitation (approx. 2.5 hours quarterly for meeting attendance and other tasks; only 2 hours needed for April meeting as agenda was mostly complete; next meeting at end of August)	2.5
Final review and approval of Payroll and HR actions in Kronos (Approval Melanie Timecard) Minimum time	0.25	Final review and approval of Payroll and HR actions in Kronos (1 hour per month)	1	Kaizen OOC ride requests review and approval (approx. 0.5 hrs monthly; has potential to have no requests in a month)	0.5
FOIA Officer and FOIA Rearch and Responses (April at least 10 hours so far)	4	Review and approval of contract addendums and budget revisions.	1	Pre-application meetings with FY26 new applicants (I already played a large role in these, I don't think additional compensation is needed)	
Build and Review Board Agendas with Board President	3	Report on Opioid Settlement funds to SAO (1 hour per quarter)	0.25	Complex Info Request responses (est. 0.5 hr monthly; can vary)	0.5
Meet with Board President weekly on other issues than board packet (5 to 10 hours a week)	20	Review and recommend midyear funding allocations Due 5/15 - Decision June Meeting) 15 hours	7.5	Review and recommend midyear funding allocations (est. 12 hours in May/June; dependent on number of submissions; potential for 23 program submissions)	6
Work with Grant Writer and Gathering grant docuements (4 hours per month)	4	Prepare FY26 funding recommendations based on review of funding applications (30 hours over 3 months)	10	Prepare FY26 funding recommendations based on review of funding applications (30 hours over 3 months)	10
Job Description/Duties/Posting/Resume review with Board President	5	Work with Grant Writer (2 hours per month)	2	Coordinate FY26 funding application questions (BOD) and responses (applicants) (est. 8 hours dependent on number of questions)	2
Operations report for board package (.5 hours per month	0.5	Communtiy Connections Logistics Oversight	0.5	ICAs: report reviews and invoice approval (est. 1 hour, monthly)	1
Daily review of Rizzi Email. Work on filter all old emails out to appropriate manager	10	Operations report for board package (.5 hours per month	0.5	Bi-weekly Grant Writer meetings (est. 2 hours, monthly)	2
Filter Rizzi One Drive and Files	1	Meetings and additional communication with Executive Board	4	Status update meetings with ICAs (TIC, Peer Support Hub) (est. 2 hours total)	2
Work with Sue Dobbe - Marketing and News articles	5			Operations report for Board Package (est. 0.5 hrs, monthly) (tbc)	0.5
Board Self Assessment - Prepare and distribute (One time May/June) One time total est hours 5	0.5			Meet with applicants not approved for funding (tbc)	
Work with Legal team per Board President direction	5			Community Connections Summit occasional planning meeting attendance (tbc)	
Prepare FY26 funding recommendations based on review of funding applications (30 hours over 3 months)	10			Meetings and additional communication with Executive Board	4
Total Estimated Hours	73	Total Estimated Hours	40.25	Total Estimated Hours	34.5
Current Hourly Pay Rate for Position	\$ 38.85	Current Hourly Pay Rate for Position	\$ 47.15	Current Hourly Pay Rate for Position	\$ 39.94
Estimated Compensation at Current Pay Rate	\$ 2,836	Estimated Compensation at Current Pay Rate	\$ 1,898	Estimated Compensation at Current Pay Rate	\$ 1,378