

**HANOVER TOWNSHIP MENTAL HEALTH BOARD**

**MINUTES of the MEETING**

**October 5, 2017**

The meeting was called to order by Chairman Kathy Biesiadecki at 6:31 p.m.

**Roll Call:** Kathy Biesiadecki, Meghan Nelson, Maureen Lue, Kristen Cruthers, Mary Jane Garvey, Debra Sirchia, Trustee Mary Alice Benoit. Also present James Barr, Township Administrator; Kristin Vana, MHB Manager and Erik Johnson, Easter Seals of DuPage and Fox Valley.

**Approval of the Agenda:** Motion to approve the agenda was made by Ms. Nelson, seconded by Ms. Cruthers. The motion was approved by unanimous vote.

**Presentation:** Erik Johnson, Vice President of Development, discussed Easter Seals of DuPage and Fox Valley’s capital funding request for a security upgrade project at the Elgin Center.

**Approval of Rescheduled Meeting Minutes of October 5, 2017:** Motion to approve the rescheduled meeting minutes of the October 5, 2017 was made by Ms. Sirchia, seconded by Ms. Nelson. The motion was approved by unanimous vote.

**Approval of the July 2017 Financial Statement:** Motion to approve the July 2017 financial statement was made by Ms. Lue, seconded by Ms. Garvey. Discussion ensued. It was noted the legal line item had been expended. Ms. Biesiadecki called for a roll call vote. The motion was approved.

Ms. Biesiadecki	Yes	Trustee Benoit	Yes	Ms. Garvey	Yes	Ms. Cruthers	Yes
Ms. Nelson	Yes	Ms. Sirchia	Yes	Ms. Lue	Yes		

**Approval of the August 2017 Financial Statement:** Motion to approve the August 2017 financial statement was made by Ms. Nelson, seconded by Ms. Cruthers. Discussion ensued. It was noted that outreach supplies were reallocated to the Community Relations line item. Ms. Biesiadecki called for a roll call vote. The motion was approved.

Ms. Biesiadecki	Yes	Trustee Benoit	Yes	Ms. Garvey	Yes	Ms. Cruthers	Yes
Ms. Nelson	Yes	Ms. Sirchia	Yes	Ms. Lue	Yes		

**Manager’s Report:** The Manager’s Report was presented and reviewed. Manager Vana shared the results of the audit to date and explained a full report with the audit results would be presented at the next Mental Health Board meeting. The Human Services Coordinating Council meeting took place on September 20<sup>th</sup> and was well attended. Senator Castro attended the meeting to share a Springfield update and connected with many agency leaders. Manager Vana also reviewed the annual funding hearing process and will contact the board prior to the next meeting to inform them of the agencies that will be presenting at the October 24<sup>th</sup> meeting. Manager Vana has also reached out to Northern Illinois University Center for Governmental Studies to assist with the upcoming community needs assessment. The next needs assessment will be completed in the Spring/Summer of 2018 and the results will help create the next three year strategic plan.

**Unfinished Business:** None

**New Business:**

**Capital Funding Request: Easter Seals of DuPage and Fox Valley:** A motion to approve capital funds to Easter Seals of DuPage and Fox Valley in the amount of \$21,611 was made by Ms. Lue, seconded by Ms. Garvey. Discussion ensued. A motion to amend the motion to approve capital funds to Easter Seals of DuPage and Fox Valley in the amount of \$11,000 was made by Ms. Lue, seconded by Ms. Garvey. Discussion ensued. It was noted \$11,000 was more comparable to the percentage of Hanover Township residents served at the Elgin Center. Ms. Biesiadecki called for a roll call vote. The motion was approved.

Ms. Biesiadecki	Yes	Trustee Benoit	Yes	Ms. Garvey	Yes	Ms. Cruthers	Yes
Ms. Nelson	Yes	Ms. Sirchia	Yes	Ms. Lue	Yes		

A motion to approve capital funds to Easter Seals of DuPage and Fox Valley in the amount of \$11,000 was made by Ms. Lue, seconded by Ms. Garvey. Ms. Biesiadecki called for a roll call vote. The motion was approved.

Ms. Biesiadecki	Yes	Trustee Benoit	Yes	Ms. Garvey	Yes	Ms. Cruthers	Yes
Ms. Nelson	Yes	Ms. Sirchia	Yes	Ms. Lue	Yes		

**Capital Funding Request: Shelter, Inc.:** A motion to approve capital funds to Shelter, Inc. in the amount of \$4,000 was made by Ms. Garvey, seconded by Ms. Nelson. Discussion ensued. It was noted that the reported number of Hanover Township residents was low. A motion to amend the motion to approve capital funds to Shelter, Inc. in the amount of \$2,000 was made by Ms. Garvey, seconded by Ms. Lue. Ms. Biesiadecki called for a roll call vote. The motion was approved.

Ms. Biesiadecki	Yes	Trustee Benoit	Yes	Ms. Garvey	Yes	Ms. Cruthers	Yes
Ms. Nelson	Yes	Ms. Sirchia	Yes	Ms. Lue	Yes		

A motion to approve capital funds to Shelter, Inc. in the amount of \$2,000 was made by Ms. Garvey, seconded by Ms. Lue. Ms. Biesiadecki called for a roll call vote. The motion was approved.

Ms. Biesiadecki	Yes	Trustee Benoit	Yes	Ms. Garvey	Yes	Ms. Cruthers	Yes
Ms. Nelson	Yes	Ms. Sirchia	Yes	Ms. Lue	Yes		

**Staff Development Funding Request: Catholic Charities:** A motion to approve staff development funds to Catholic Charities in the amount of \$1,800 was made by Ms. Nelson, seconded by Ms. Garvey. Discussion ensued. It was noted that the conference attended was applicable to the service Catholic Charities provides Hanover Township residents. Ms. Biesiadecki called for a roll call vote. The motion was approved.

Ms. Biesiadecki	Yes	Trustee Benoit	Yes	Ms. Garvey	Yes	Ms. Cruthers	Yes
Ms. Nelson	Yes	Ms. Sirchia	Yes	Ms. Lue	Yes		

**Approval of Launch Digital Website Agreement:** A motion to approve the agreement between the Hanover Township Mental Health Board and Launch Digital Marketing for website development services in the amount of \$8,150 was made by Ms. Lue, seconded by Ms. Sirchia. Administrator Barr explained after working with legal counsel and increasing cyber liability coverage at the Township, an agreement had been achieved. Ms. Biesiadecki called for a roll call vote. The motion was approved.

Ms. Biesiadecki	Yes	Trustee Benoit	Yes	Ms. Garvey	Yes	Ms. Cruthers	Yes
Ms. Nelson	Yes	Ms. Sirchia	Yes	Ms. Lue	Yes		

**Site Visit Review: Administer Justice:** Ms. Nelson, Ms. Biesiadecki and Manager Vana visited Administer Justice on September 19, 2017. Ms. Nelson and Ms. Biesiadecki shared specifics about the agency's programs, including Client Advocates being available to address other personal concerns aside from legal concerns of clients. The visit was successful and no additional follow up was recommended.

**Site Visit Review: Little City:** Ms. Lue, Ms. Garvey and Manager Vana visited Little City on September 20, 2017. Ms. Lue and Ms. Garvey reviewed the visit and shared that Little City is moving away from shelter workshops and working hard to integrate those individuals capable of doing so into a community employment setting. It was also noted that Little City had received 100% funding from the State of Illinois for the In-Home Respite program and was requesting annual funds for their group home in Hanover Park for the FY 19 funding cycle. The visit was successful and no additional follow up was recommended.

**Planning and Bylaws Committee Meeting Review:** The Planning Committee met October 5, 2017 prior to the Mental Health Board meeting. Ms Nelson shared the committee had reviewed the next steps of the Hispanic Needs Assessment and would make one more attempt to reach out to U-46 bilingual liaisons for guidance and information regarding how to better serve the Spanish speaking population in Hanover Township. In addition, the committee reviewed the process for the next community needs assessment which will take place in FY 19. Ms. Nelson also reviewed the audit process and shared that the committee will be recommending an audit procedure to the Mental Health Board in the near future. The committee will meet again in November.

**Executive Session:** None

**Other Business:** Manager Vana discussed the upcoming site visit to Catholic Charities, which will be completed in October. The next Mental Health meeting dates were reviewed and it was noted that meetings in October and November would also include funding hearings from agencies requesting more than a \$5,000 increase in annual funding or to address any concerns with an agency.

**Adjournment:** There being no other business, Ms. Nelson moved to adjourn the meeting. Trustee Benoit seconded the motion. Motion was approved. Meeting adjourned at 8:11 p.m.

Respectfully Submitted,

Maureen Lue  
Secretary