

HANOVER TOWNSHIP MENTAL HEALTH BOARD

MINUTES of the MEETING

December 17, 2018

The meeting was called to order by Chairman Kathy Biesiadecki at 6:32 p.m.

Roll Call: Kathy Biesiadecki, Kristen Cruthers, Mary Jane Garvey, Debbra Sirchia, and Matthew Steichmann. Also present Kristin Vana, MHB Manager; James Barr, Township Administrator; Sarah Ponitz, PADS of Elgin.

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

Public Comment: None

Presentation: The Board heard a presentation from the PADS of Elgin Executive Director, Sarah Pontiz, in regards to PADS of Elgin’s emergency funding request.

Approval of Regular Meeting Minutes of November 27, 2018: Motion to approve the regular meeting minutes of the November 27, 2018 was made by Ms. Garvey, seconded by Ms. Sirchia. The motion was approved by unanimous vote.

Approval of the October 2018 Financial Statement: Motion to approve the October 2018 financial statement was made by Ms. Cruthers, seconded by Ms. Sirchia. Ms. Biesiadecki called for a roll call vote. The motion was approved.

Ms. Biesiadecki	Yes	Ms. Cruthers	Yes	Mr. Steichmann	Yes
Ms. Sirchia	Yes	Ms. Garvey	Yes		

Manager’s Report: The Manager’s Report was presented and reviewed. Manager reviewed the Human Services Coordinating Council meeting, in addition to the need to increase utilization by all agencies currently at the Resource Center. Final interviews for the MHB Manager have taken place.

Unfinished Business: None

New Business:

Emergency Funding Request: PADS of Elgin: A motion to approve \$25,000 in emergency funding to PADS of Elgin was made by Ms. Cruthers seconded by Ms. Garvey. Discussion ensued. It was noted the day center provided a necessary and much needed service to a vulnerable population. Ms. Biesiadecki called for a roll call vote. The motion was approved.

Ms. Biesiadecki	Yes	Ms. Cruthers	Yes	Mr. Steichmann	Yes
Ms. Sirchia	Yes	Ms. Garvey	Yes		

Staff Development Funding Request: Renz Addiction Counseling Center: A motion to approve \$2,397 in staff development funding to Renz Addiction Counseling Center was made by Ms. Sirchia, seconded by Ms. Garvey. Discussion ensued. It was noted that the agency was able to pay for a reasonable portion of the cost. Ms. Biesiadecki called for a roll call vote. The motion was approved.

Ms. Biesiadecki	Yes	Ms. Cruthers	Yes	Mr. Steichmann	Yes
Ms. Sirchia	Yes	Ms. Garvey	Yes		

Consideration of the Mental Health Board FY 2020 Budget: A motion to approve the Mental Health Board FY 2020 Budget with a revenue of \$1,235,530 and an expenditure of \$1,511,570 was made by Ms. Garvey, seconded by Ms. Sirchia. Discussion ensued. It was noted that Administration expenditures would increase due to the MHB Manager position reverting back to a 40 hour per week position, in addition to the Postage and Printing line items increasing due to the scheduled bi-annual distribution of the Mental Health Resource Guide. The Capital funding line item was increased to \$125,000, as these requests have increased over the last few fiscal years. It was also noted the TIDE program line item would increase as a reflection of the board's goal to increase TIDE ridership in FY20. Ms. Biesiadecki called for a roll call vote. The motion was approved.

Ms. Biesiadecki	Yes	Ms. Cruthers	Yes	Mr. Steichmann	Yes
Ms. Sirchia	Yes	Ms. Garvey	Yes		

Appointment of Mental Health Board Manager: A motion to appointment Amanda Teachout as Mental Health Board Manager was made by Ms. Cruthers, seconded by Ms. Garvey. Discussion ensued. It was noted that Ms. Teachout will have a start date after January 1, 2019. Ms. Biesiadecki called for a roll call vote. The motion was approved.

Ms. Biesiadecki	Yes	Ms. Cruthers	Yes	Mr. Steichmann	Yes
Ms. Sirchia	Yes	Ms. Garvey	Yes		

Planning and Bylaws Committee Meeting Review: The Planning and Bylaws Committee meeting took place on December 6th and strategic planning continued. The goals were reviewed and the committee will meet again in January to further finalize the timeline for the established goals. A draft of the FY 20-22 Three Year Strategic Plan will be present to the Mental Health Board at the February 2019 meeting.

Community Resource Center Utilization: Manager Vana discussed current utilization at the Community Resource Center. Effective January 1, 2019, Ecker Center and Renz Addiction Counseling Center will utilize one shared office and a vacant office will be available to another funded agency. Manager is currently working to fill the office vacancy. The day-time receptionist currently employed by Renz Center, will no longer be at the Resource Center effective January 1, 2019. Currently Children's Advocacy Center occupies half the building, and Manager has reached out to CAC staff to determine their interest in hiring a daytime receptionist. Mental Health Board advised Manager to work with agencies to determine the most reasonable and cost effective staffing solution. Manager will report back to the MHB in January.

Executive Session: None

Other Business: Manager Vana reminded the board that FY20 funding allocations would be distributed via email to the Mental Health Board members by the end of the week and should be returned to the Mental Health Board Manager by Tuesday, January 15th. The next Mental Health Board meeting will take place on Tuesday, January 22, 2019 at 6:30 PM.

Adjournment: There being no other business, Ms. Sirchia moved to adjourn the meeting. Mr. Steichmann seconded the motion. Motion was approved. Meeting adjourned at 7:29 p.m.

Respectfully Submitted,

Kristen Cruthers
Secretary