

**Proviso Township Mental Health Commission
Meeting Minutes – January 19, 2012 (as amended on 02/15/12)
4565 Harrison Street
Hillside, IL 60162**

Present

Michael A. Corrigan
Michael M. Chvatal
Michelle De La Rosa
Sherby Miller
Arturo J. Mota
Kathy M. Ryan
Eric R. Sawchuk

Staff

Nancy Colucci
Lisa Loster
Jesse D. Rosas

Guests

Alex Campbell
Gloria Orozco
Joseph Vasilevski
Debra Vines

Attorney: James Vasselli

*Denotes absent

President Corrigan presided and called the meeting to order at 6:33 p.m.
Secretary Sawchuk called the roll. The following Commissioners represented a Quorum:

Michael M. Chvatal
Michelle De La Rosa
Sherby Miller
Arturo J. Mota

Kathy M. Ryan
Eric R. Sawchuk
Michael A. Corrigan

MINUTES

President Corrigan asked for a motion to approve the minutes from the November 16, 2011 meeting. Vice President Mota moved to approve the minutes as presented. Treasurer Chvatal seconded the motion. The Board was polled:

| | | | |
|---------------------|-----|---------------------|---------|
| Michael M. Chvatal | Aye | Kathy M. Ryan | Abstain |
| Michelle De La Rosa | Aye | Eric R. Sawchuk | Abstain |
| Sherby Miller | Aye | Michael A. Corrigan | Aye |
| Arturo J. Mota | Aye | | |

Motion Carried

January 19, 2012

President Corrigan asked for a motion to approve the minutes from the December 5, 2011 Special Board Meeting. Secretary Sawchuk so moved. Vice President Mota seconded the motion. The Board was polled:

| | | | |
|---------------------|---------|---------------------|---------|
| Michael M. Chvatal | Aye | Kathy M. Ryan | Abstain |
| Michelle De La Rosa | Aye | Eric R. Sawchuk | Aye |
| Sherby Miller | Abstain | Michael A. Corrigan | Aye |
| Arturo J. Mota | Aye | | |

Motion Carried

PRESIDENT'S REPORT

President Corrigan introduced the summary of recent changes to the Freedom of Information Act (FOIA) and asked attorney Vasselli to explain the changes. Attorney Vasselli reported that the amendment states that all electronic messaging occurring during the Board's meetings will be subject to FOIA.

TREASURER'S REPORT

Treasurer Chvatal presented the Financial Status reports for November 2011. President Corrigan asked for a motion to accept the report as presented. Vice President Mota moved to accept the Financial Status for November 2011 as presented. Commissioner Miller seconded the motion. The Board was polled:

| | | | |
|---------------------|-----|---------------------|-----|
| Michael M. Chvatal | Aye | Kathy M. Ryan | Aye |
| Michelle De La Rosa | Aye | Eric R. Sawchuk | Aye |
| Sherby Miller | Aye | Michael A. Corrigan | Aye |
| Arturo J. Mota | Aye | | |

Motion Carried

President Corrigan asked for a motion to approve the payment of Bills & Disbursements for the month of November 2011. Vice President Mota moved to approve the payment of Bills & Disbursements for the month of November 2011. Commissioner Miller seconded the motion. The Board was polled:

| | | | |
|---------------------|-----|---------------------|-----|
| Michael M. Chvatal | Aye | Kathy M. Ryan | Aye |
| Michelle De La Rosa | Aye | Eric R. Sawchuk | Aye |
| Sherby Miller | Aye | Michael A. Corrigan | Aye |
| Arturo J. Mota | Aye | | |

Motion Carried

January 19, 2012

Treasurer Chvatal presented the Financial Status reports for December 2011. President Corrigan asked for a motion to accept the report as presented. Vice President Mota moved to accept the Financial Status for December 2011 as presented. Commissioner Miller seconded the motion. The Board was polled:

| | | | |
|---------------------|-----|---------------------|-----|
| Michael M. Chvatal | Aye | Kathy M. Ryan | Aye |
| Michelle De La Rosa | Aye | Eric R. Sawchuk | Aye |
| Sherby Miller | Aye | Michael A. Corrigan | Aye |
| Arturo J. Mota | Aye | | |

Motion Carried

President Corrigan asked for a motion to approve the payment of Bills & Disbursements for the month of December 2011. Vice President Mota moved to approve the payment of Bills & Disbursements for the month of December 2011. Commissioner Miller seconded the motion. The Board was polled:

| | | | |
|---------------------|-----|---------------------|-----|
| Michael M. Chvatal | Aye | Kathy M. Ryan | Aye |
| Michelle De La Rosa | Aye | Eric R. Sawchuk | Aye |
| Sherby Miller | Aye | Michael A. Corrigan | Aye |
| Arturo J. Mota | Aye | | |

Motion Carried

ATTORNEY'S REPORT

Attorney Vasselli explained that the compliance for the Open Meetings Act (5ILCS 120/1) was a one-time on-line training course for appointed and elected officials annual training as the public's Open Meetings Act Designee.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Rosas asked Nancy Colucci to report on the End of the Year Workshop cost comparison from 2010 to 2011. She stated after factoring in the price increases of goods and services at the chosen venue, the cost of the additional guests attending the 2011 Workshop was marginal. The Executive Directors that were new to the Commission expressed their gratification for the opportunity this event provided to meet and network with other agencies.

January 19, 2012

Executive Director Rosas introduced Consortium Director Joseph Vasilevski to deliver the Care Trak update. Director Vasilevski familiarized the Board with the value the service provides to families with disabled or elderly members who require monitoring. He invited the Board to attend the Care Trak Kickoff Event hosted by Aging Care Connections on Tuesday, January 31, 2012 at 1:00 pm.

Executive Director Rosas introduced Alex Campbell of EMK Data Systems, LLC. Mr. Campbell provided the Board with a 2 page outline of the HFS Innovation Project Coordinated Care Model High-Level Process and Data Flow network. He took the Board through each stage of the process, answering questions and pointing out the payment value to the Commission.

Executive Director Rosas talked about the Park District Grant Program and the application deadline of February 17, 2012.

President Corrigan asked for a motion to move Item D. Park District Grant from the Executive Director's Report section VIII to be added to the New Business section X as Item J. Treasurer Chvatal moved for Item D. Park District Grant from the Executive Director's Report section VIII to be added to the New Business section X as Item J. Vice President Mota seconded the motion. The Board was polled:

| | | | |
|---------------------|-----|---------------------|-----|
| Michael M. Chvatal | Aye | Kathy M. Ryan | Aye |
| Michelle De La Rosa | Aye | Eric R. Sawchuk | Aye |
| Sherby Miller | Aye | Michael A. Corrigan | Aye |
| Arturo J. Mota | Aye | | |

Motion Carried

Executive Director Rosas asked Consortium Director Vasilevski to speak about the Best Buy program. Director Vasilevski stated that the Commission was exploring community partnership programs offered through Best Buy which bring technology to senior citizens as well as youth & teens who do not have access to computers. He added that the Village of Bellwood is already involved with the Best Buy Partnership Program.

OLD BUSINESS

President Corrigan asked for a motion to ratify the Phone Poll taken for date change for the January 2012 Board meeting. Secretary Sawchuk so moved. Treasurer Chvatal seconded the motion. The Board was polled:

| | | | |
|---------------------|-----|---------------------|-----|
| Michael M. Chvatal | Aye | Kathy M. Ryan | Aye |
| Michelle De La Rosa | Aye | Eric R. Sawchuk | Aye |
| Sherby Miller | Aye | Michael A. Corrigan | Aye |
| Arturo J. Mota | Aye | | |

Motion Carried

January 19, 2012

NEW BUSINESS

Attorney Vasselli outlined the license agreements with providers for the cubicles located in the South-west area of the Commission offices; a standard 1 year contract with a 1-day dismissal notice clause, a communal multifunction copier provided, and all office supplies to be supplied by the agencies themselves.

President Corrigan moved to proceed with the license agreement under consideration.

Commissioner Ryan seconded the motion. The Board was polled:

| | | | |
|---------------------|-----|---------------------|-----|
| Michael M. Chvatal | Aye | Kathy M. Ryan | Aye |
| Michelle De La Rosa | Aye | Eric R. Sawchuk | Aye |
| Sherby Miller | Aye | Michael A. Corrigan | Aye |
| Arturo J. Mota | Aye | | |

Motion Carried

The Executive Director recommended Gloria Orozco for the new contractor to manage the Care Trak, Inc. monitoring systems program citing her experience of 15 years at a law firm as well as the contractor for the Commission with their NSP program. Ms. Orozco familiarized the Board with the tracking system responsibilities and answered their inquiries.

President Corrigan moved to approve the new contractor agreement for the Care Trak, Inc. monitoring system to begin February 1, 2012 through to June 30, 2012 for 416 hours at \$20.00 per hour = \$8,325.00. Vice President Mota seconded the motion. The Board was polled:

| | | | |
|---------------------|-----|---------------------|-----|
| Michael M. Chvatal | Aye | Kathy M. Ryan | Aye |
| Michelle De La Rosa | Aye | Eric R. Sawchuk | Aye |
| Sherby Miller | Aye | Michael A. Corrigan | Aye |
| Arturo J. Mota | Aye | | |

Motion Carried

Executive Director Rosas discussed the Letter of Intent from The Answer, and pointed out that although they had completed their required audit, the auditor had not provided proper certification to the Commission's auditor, Letke & Associates. Attorney Vasselli stated that this was a procedural necessity and recommended tabling the issue until the Executive Director re-submits the audit.

President Corrigan asked for a motion to table the issue per the attorney's recommendation. Treasurer Chvatal moved to table the consideration for The Answer Letter of Intent until the audit is received and re-submitted to Letke & Associates. Vice President Mota seconded the motion. The Board was polled:

| | | | |
|---------------------|-----|---------------------|-----|
| Michael M. Chvatal | Aye | Kathy M. Ryan | Aye |
| Michelle De La Rosa | Aye | Eric R. Sawchuk | Aye |
| Sherby Miller | Aye | Michael A. Corrigan | Aye |
| Arturo J. Mota | Aye | | |

Motion Carried

January 19, 2012

The Executive Director addressed the West Suburban PADS Letter of Intent and recommended to increase their grant with the request of additional funds in the amount of \$12, 000.00. He informed that the agency was supporting a growing number of veterans.

Treasurer Chvatal moved to approve the increase of the West Suburban PADS grant in the amount of \$12,000.00. Vice President Mota seconded the motion. The Board was polled:

| | | | |
|---------------------|-----|---------------------|-----|
| Michael M. Chvatal | Aye | Kathy M. Ryan | Aye |
| Michelle De La Rosa | Aye | Eric R. Sawchuk | Aye |
| Sherby Miller | Aye | Michael A. Corrigan | Aye |
| Arturo J. Mota | Aye | | |

Motion Carried

Executive Director Rosas recommended a \$25,000.00 increase for the Youth Outreach Services, an affiliate of DCFS, grant request for their juvenile intervention program. Secretary Sawchuk moved to approve the YOS grant increase in the amount of \$25,000.000. Treasurer Chvatal seconded the motion. The Board was polled:

| | | | |
|---------------------|-----|---------------------|-----|
| Michael M. Chvatal | Aye | Kathy M. Ryan | Aye |
| Michelle De La Rosa | Aye | Eric R. Sawchuk | Aye |
| Sherby Miller | Aye | Michael A. Corrigan | Aye |
| Arturo J. Mota | Aye | | |

Motion Carried

The Executive Director recommended support for funding the Melrose Park Health Fair for 2012 in the amount of \$7,500.00 as requested. Treasurer Chvatal moved to approve the funding for the Melrose Park Health Fair in an amount not to exceed \$7,500.00. President Corrigan seconded the motion. The Board was polled:

| | | | |
|---------------------|---------|---------------------|-----|
| Michael M. Chvatal | Aye | Kathy M. Ryan | Aye |
| Michelle De La Rosa | Aye | Eric R. Sawchuk | Aye |
| Sherby Miller | Aye | Michael A. Corrigan | Aye |
| Arturo J. Mota | Abstain | | |

Motion Carried

January 19, 2012

The Executive Director asked for a resolution to move the NSP bank account from Forest Park National Bank to Pan American Bank. Commissioner Miller moved to approve obtaining a resolution to close the Forest Park National Bank NSP account and move it to the Pan American Bank. Vice President Mota seconded the motion. The Board was polled:

| | | | |
|---------------------|-----|---------------------|-----|
| Michael M. Chvatal | Aye | Kathy M. Ryan | Aye |
| Michelle De La Rosa | Aye | Eric R. Sawchuk | Aye |
| Sherby Miller | Aye | Michael A. Corrigan | Aye |
| Arturo J. Mota | Aye | | |

Motion Carried

Executive Director Rosas requested approval of the VA grant applying for lottery scratch-off tickets earmarked for veterans, adding that Hines would provide peer for peer support. Secretary Sawchuk moved to approve the VA Grant opportunity to apply for the lottery scratch-off tickets. Commissioner Miller seconded the motion. The Board was polled:

| | | | |
|---------------------|-----|---------------------|-----|
| Michael M. Chvatal | Aye | Kathy M. Ryan | Aye |
| Michelle De La Rosa | Aye | Eric R. Sawchuk | Aye |
| Sherby Miller | Aye | Michael A. Corrigan | Aye |
| Arturo J. Mota | Aye | | |

Motion Carried

The Executive Director asked for approval of annual ACMHAI Association dues in the amount of \$20,714.00 to be paid in 2 payments. Commissioner Miller moved to approve the payment of association dues in the amount of \$20,714.00 to be paid in 2 payments. President Corrigan seconded the motion. The Board was polled:

| | | | |
|---------------------|-----|---------------------|-----|
| Michael M. Chvatal | Aye | Kathy M. Ryan | Aye |
| Michelle De La Rosa | Aye | Eric R. Sawchuk | Aye |
| Sherby Miller | Aye | Michael A. Corrigan | Aye |
| Arturo J. Mota | Aye | | |

Motion Carried

January 19, 2012

The Executive Director asked for approval for the Commission to move ahead with the Park District Grant prevention program application. Vice President Mota moved to approve the Commission to proceed with the Park District Grant prevention program application. Treasurer Chvatal seconded the motion. The Board was polled:

| | | | |
|---------------------|-----|---------------------|-----|
| Michael M. Chvatal | Aye | Kathy M. Ryan | Aye |
| Michelle De La Rosa | Aye | Eric R. Sawchuk | Aye |
| Sherby Miller | Aye | Michael A. Corrigan | Aye |
| Arturo J. Mota | Aye | | |


Motion Carried

ADJOURNMENT

There being no other business, President Corrigan asked for a motion to adjourn. Secretary Sawchuk moved to adjourn the meeting at 7:41 pm. Vice President Mota seconded the motion. The Board was polled:

| | | | |
|---------------------|-----|---------------------|-----|
| Michael M. Chvatal | Aye | Kathy M. Ryan | Aye |
| Michelle De La Rosa | Aye | Eric R. Sawchuk | Aye |
| Sherby Miller | Aye | Michael A. Corrigan | Aye |
| Arturo J. Mota | Aye | | |

Motion Carried



Eric R. Sawchuk, Secretary

Nancy Colucci
Recorder

January 19, 2012