

**Proviso Township Mental Health Commission
Meeting Minutes – June 18, 2014
4565 Harrison Street
Hillside, IL 60162**

Present

Michael A. Corrigan
Michelle De La Rosa
Sherby Miller
Arturo J. Mota
ShawnTe Raines
Eric R. Sawchuk
Angela D. Walker

Staff

Nancy Adams
Janet Arrieta
Nancy Colucci
Katherine Krych
Lisa Loster
Jesse D. Rosas

Guests

Marcy Jensen

Attorney: James Vasselli

*Denotes absent

President Corrigan presided and called the meeting to order at 6:30 p.m.

The Pledge of Allegiance was recited.

Secretary Miller called the roll. The following Commissioners represented a Quorum:

Michelle De La Rosa
Sherby Miller
Arturo J. Mota
ShawnTe Raines

Eric R. Sawchuk
Angela Walker
Michael A. Corrigan

MINUTES

President Corrigan asked for a motion to approve the minutes from the May 21, 2014 Public Hearing meeting. Treasurer Mota moved to approve the Public Hearing minutes as presented. Secretary Miller seconded the motion.

The Board was polled:

Michelle De La Rosa	Abstain	Eric R. Sawchuk	Aye
Sherby Miller	Aye	Angela D. Walker	Aye
Arturo J. Mota	Aye	Michael A. Corrigan	Aye
ShawnTe Raines	Aye		

Motion Carried

President Corrigan asked for a motion to approve the minutes from the May 21, 2014 Board meeting. Secretary Miller moved to approve the minutes from the May 21, 2014 Board meeting. Commissioner Walker seconded the motion.

The Board was polled:

Michelle De La Rosa	Abstain	Eric R. Sawchuk	Aye
Sherby Miller	Aye	Angela D. Walker	Aye
Arturo J. Mota	Aye	Michael A. Corrigan	Aye
ShawnTe Raines	Aye		

Motion Carried

PRESIDENT'S REPORT

President Corrigan commented that, to date, the amount of savings gained through the use of the Coast2Coast Prescription cards remains consistent.

President Corrigan announced the nominating committee's recommendations for new officers for FY14-15: Michael A. Corrigan- President, Eric R. Sawchuk -Vice President, Angela D. Walker - Secretary, and Arturo J. Mota -Treasurer. President Corrigan moved to approve the new officers for FY14-15 as presented. Treasurer Mota seconded the motion as presented.

The Board was polled:

Michelle De La Rosa	Aye	Eric R. Sawchuk	Aye
Sherby Miller	Aye	Angela Walker	Aye
Arturo J. Mota	Aye	Michael A. Corrigan	Aye
ShawnTe Raines	Aye		

Motion Carried

TREASURER'S REPORT

Treasurer Mota presented the Financial Status report for May, 2014. President Corrigan asked for a motion to accept the Financial Status report for May, 2014. Vice President Sawchuk moved to accept the report as presented. Commissioner Raines seconded the motion.

The Board was polled:

Michelle De La Rosa	Aye	Eric R. Sawchuk	Aye
Sherby Miller	Aye	Angela D. Walker	Aye
Arturo J. Mota	Aye	Michael A. Corrigan	Aye
ShawnTe Raines	Aye		

Motion Carried

Treasurer Mota presented the Bills & Disbursements for the month of May, 2014. President Corrigan asked for a motion to approve the Bills & Disbursements for May, 2014. Commissioner Raines so moved. Secretary Miller seconded the motion.

The Board was polled:

Michelle De La Rosa	Aye	Eric R. Sawchuk	Aye
Sherby Miller	Aye	Angela D. Walker	Aye
Arturo J. Mota	Aye	Michael A. Corrigan	Aye
ShawnTe Raines	Aye		

Motion Carried

ATTORNEY'S REPORT

Attorney James Vasselli presented the 2014 Ordinance Establishing the Prevailing Wage Rates for the Construction Of Public Works Projects For the Proviso Township Mental Health Commission, County Of Cook, State Of Illinois. President Corrigan asked for a motion to approve the Ordinance Establishing Prevailing Wage Rates for 2014 as presented. Secretary Miller moved to approve the 2014 Prevailing Wage Ordinance as presented. Commissioner Raines seconded the motion. The Board was polled:

Michelle De La Rosa	Aye	Eric R. Sawchuk	Aye
Sherby Miller	Aye	Angela Walker	Aye
Arturo J. Mota	Aye	Michael Corrigan	Aye
ShawnTe Raines	Aye		

Motion Carried

Attorney Vasselli commended Finance Director Nancy Adams and thanked her for creating the Financial Policies for the Proviso Township Mental Health Commission. President Corrigan added his praise for the work accomplished by Ms. Adams and asked for a motion to approve the Financial Policies as presented. Secretary Miller moved to approve the Financial Policies for the Proviso Township Mental Health Commission as presented. Treasurer Mota seconded the motion.

The Board was polled:

Michelle De La Rosa	Aye	Eric R. Sawchuk	Aye
Sherby Miller	Aye	Angela Walker	Aye
Arturo J. Mota	Aye	Michael Corrigan	Aye
ShawnTe Raines	Aye		

Motion Carried

Attorney Vasselli cited item **XI- CLOSED SESSION**, sub-item **A. PERSONNEL ANNUAL REVIEW**, and stated that with the consensus of the elected commissioners there was no need to go into closed session to adopt a 4% pay rate increase to all personnel who had not received a pay rate increase in the last 60 days. President Corrigan, with the consensus of the elected commissioners, made the motion to adopt a 4% pay rate increase for all the Proviso Township Mental Health Commission personnel who had not received a pay rate increase in the last 60 days, effective 07/01/2014. Treasurer Mota seconded the motion as presented.

The Board was polled:

Michelle De La Rosa	Aye	Eric R. Sawchuk	Aye
Sherby Miller	Aye	Angela Walker	Aye
Arturo J. Mota	Aye	Michael Corrigan	Aye
ShawnTe Raines	Aye		

Motion Carried

EXECUTIVE DIRECTOR'S REPORT

Executive Director Rosas reminded the Board that the Alli Financial contract had been presented at a prior meeting, however, at that time their contract only needed to be renewed for a three month term due to a change in their company title. The item **X – NEW BUSINESS** sub item **F.** would require Board approval for a 12 month contract.

He further stated that sub-item **C.** Oak Park Township Community Mental Health Board Agreement was not the same as a prior agreement made with the Oak Park Mental Health Board for a Medicaid.

Furthermore, the Executive Director noted that sub-item **G.** Streamline Healthcare Solutions, LLC agreement reflected a reduction in the former amount of payment, that this agreement is for an amount not to exceed \$15,000.

He concluded by remarking that the Walsh Consulting, LLC current agreement was extended through June 30, 2014 therefore the term of the new agreement - sub-item **E.**, will be dated July 1, 2014 through June 30, 2015 to reflect the same term as our other vendor agreements.

The Attorney cited item **X – NEW BUSINESS**, sub items **A-B-D-E-F**, recommending one consecutive vote to approve the rollover contracts for these items. President Corrigan called for a motion to approve the rollover contracts for sub items; **A.** Precision Repair, Inc. **B.** TDT Systems, Inc. **D.** Mack Communications **E.** Thomas J. Walsh Consulting, LLC and **F.** Alli Financial, Inc.

Attorney Vasselli noted that sub-items **C.** Community Mental Health Board of Oak Park Township and sub-item **G.** Streamline and sub-item **H.** would be voted on separately.

NEW BUSINESS

President Corrigan called for a motion to approve the rollover contracts for sub items; **A.** Precision Repair, Inc. **B.** TDT Systems, Inc. **D.** Mack Communications **E.** Thomas J. Walsh Consulting, LLC and **F.** Alli Financial, Inc. Vice President Sawchuk moved to approve the rollover contracts as presented. Treasurer Mota seconded the motion.

The Board was polled:

Michelle De La Rosa	Aye	Eric R. Sawchuk	Aye
Sherby Miller	Aye	Angela D. Walker	Aye
Arturo J. Mota	Aye	Michael A. Corrigan	Aye
ShawnTe Raines	Aye		

Motion Carried

President Corrigan inquired about the variable amounts in negotiating the Community Mental Health Board of Oak Park Township contract. Executive Director Rosas remarked that the Oak Park contract is at 8%, the same as the other 708 Boards billing Medicaid.

President Corrigan moved to approve sub-item **C.** the Community Mental Health Board of Oak Park Township contract. Treasurer Mota seconded the motion as presented.

The Board was polled:

Michelle De La Rosa	Aye	Eric R. Sawchuk	Aye
Sherby Miller	Aye	Angela D. Walker	Aye
Arturo J. Mota	Aye	Michael A. Corrigan	Aye
ShawnTe Raines	Aye		

Motion Carried

President Corrigan asked for a motion to approve sub-item **G.** Streamline Healthcare Solutions, LLC for an amount not to exceed \$15,000.00. Commissioner Raines so moved. Vice President Sawchuk seconded the motion.

The Board was polled:

Michelle De La Rosa	Aye	Eric R. Sawchuk	Aye
Sherby Miller	Aye	Angela D. Walker	Aye
Arturo J. Mota	Aye	Michael A. Corrigan	Aye
ShawnTe Raines	Aye		

Motion Carried

Executive Director Rosas explained that as a partner with Loyola for the ACE Grant, Loyola required the Commission to have a Financial Policy as well as a Cultural Competency Policy, a Grievance & Complaint Policy and an Outcome Policy. He stated that Nancy Adams, the Commission's Finance Director developed Financial Policies, which have been reviewed by our attorneys and accountants and received Board approval under item **VII- ATTORNEY'S REPORT**, sub item **B**, earlier this meeting.

President Corrigan asked for a motion to approve the development of the Cultural Competency Policy, Grievance & Complaint Policy and Outcome Policy, pending attorney's approval.

Commissioner Raines moved to approve the development of the Proviso Township Mental Health Commission's Cultural Competency, Grievance & Complaint and Outcome Policies as presented. President Corrigan seconded the motion.

The Board was polled:

Michelle De La Rosa	Aye	Eric R. Sawchuk	Aye
Sherby Miller	Aye	Angela D. Walker	Aye
Arturo J. Mota	Aye	Michael A. Corrigan	Aye
ShawnTe Raines	Aye		

Motion Carried

ADJOURNMENT

President Corrigan stated that there was no other business, and therefore moved to adjourn at 6:50 pm. Treasurer Mota seconded the motion.

The Board was polled:

Michelle De La Rosa	Aye	Eric R. Sawchuk	Aye
Sherby Miller	Aye	Angela D. Walker	Aye
Arturo J. Mota	Aye	Michael A. Corrigan	Aye
ShawnTe Raines	Aye		

Motion Carried



Sherby Miller, Secretary

Nancy Colucci, Recorder