

**Proviso Township Mental Health Commission
Meeting Minutes –March 15, 2017
4565 Harrison Street
Hillside, IL 60162**

Present

*Michael A. Corrigan
Michelle De La Rosa
Chloé G. Pedersen
ShawnTe Raines
Eric R. Sawchuk
*Orlando Velasquez
*Angela D. Walker

Staff

Nancy Colucci
Jesse D. Rosas

Guests

Attorney: Jessica Fese

*Denotes absent

Vice President Raines called the meeting to order at 6:35 p.m.

The Pledge of Allegiance was recited.

Secretary De La Rosa called the roll. The following Commissioners represented a Quorum:

Michelle DeLaRosa
Chloé G. Pedersen

ShawnTe Raines
Eric R. Sawchuk

Vice President Raines asked for a motion of approval for the Vice President to act as President Pro-tem to chair the meeting in the absence of President Corrigan. Treasurer Sawchuk so moved. Secretary DeLaRosa seconded the motion.

The Board was polled.

Michelle De La Rosa	Aye	Orlando Velasquez	Absent
Chloé G. Pedersen	Aye	Angela D. Walker	Absent
ShawnTe Raines	Aye	Michael A. Corrigan	Absent
Eric R. Sawchuk	Aye		

Motion Carried

MINUTES

President Pro-tem Raines asked for a motion to approve the minutes from the February 15, 2017 Board meeting. Commissioner Pedersen moved to approve the minutes as presented. Treasurer Sawchuk seconded the motion.

The Board was polled:

Michelle De La Rosa	Aye	Orlando Velasquez	Absent
Chloé G. Pedersen	Aye	Angela D. Walker	Absent
ShawnTe Raines	Aye	Michael A. Corrigan	Absent
Eric R. Sawchuk	Aye		

Motion Carried

PRESIDENT’S REPORT

President Pro-tem Raines gave an update on the Coast2Coast Rx Program stating that the program continued to give good discounts and was getting good utilization.

TREASURER’S REPORT

The President Pro-tem called for the Financial Status of February 2017 to be presented. Treasurer Sawchuk presented the Financial Status report for February 2017. President Pro-tem Raines asked for a motion to accept the Financial Status report for February 2017. Treasurer Sawchuk moved to accept the Financial Status report for February 2017. Commissioner Pedersen seconded the motion.

The Board was polled:

Michelle De La Rosa	Aye	Orlando Velasquez	Absent
Chloé G. Pedersen	Aye	Angela D. Walker	Absent
ShawnTe Raines	Aye	Michael A. Corrigan	Absent
Eric R. Sawchuk	Aye		

Motion Carried

Treasurer Sawchuk presented the Bills & Disbursements for the month of February 2017. President Pro-tem Raines asked for a motion to approve the Bills & Disbursements for February 2017. Commissioner Pedersen so moved. Treasurer Sawchuk seconded the motion. The Board was polled:

Michelle De La Rosa	Aye	Orlando Velasquez	Absent
Chloé G. Pedersen	Aye	Angela D. Walker	Absent
ShawnTe Raines	Aye	Michael A. Corrigan	Absent
Eric R. Sawchuk	Aye		

Motion Carried

The President Pro-tem reviewed the Tentative Appropriation for FY17-18 in the amount of \$4,115,600.00 and asked for a motion to approve. Treasurer Sawchuk moved to approve the Tentative Appropriation for FY17-18 in the amount of \$4,115,600.00 as presented. Commissioner Pedersen seconded the motion. The Board was polled:

Michelle De La Rosa	Aye	Orlando Velasquez	Absent
Chloé G. Pedersen	Aye	Angela D. Walker	Absent
ShawnTe Raines	Aye	Michael A. Corrigan	Absent
Eric R. Sawchuk	Aye		

Motion Carried

ATTORNEY'S REPORT

Attorney Jessica Fese informed the Board of the State & Federal guidelines for Data disposal. She stated there is a 10-year window on the state approved materials and added that any TIF subsidy materials could be included to be submitted for data disposal. Once all materials are collected and the Local Records Act requirements are met, the Commission shall submit a Local Records Disposal Certificate to the Records Management Section of the Secretary of State. The Commission may proceed with disposal after the certificate has been approved and returned to the Commission.

EXECUTIVE DIRECTOR’S REPORT

Executive Director Rosas discussed the SB2069 & HB2907 Bills in relation to Telemedicine requirements stating the Commission was supportive of the current changes.

The Executive Director related that the information he had been given on HB404 was that the the bill was unlikely to pass.

Executive Director Rosas discussed Cyber analysis in respect to the new insurance the Commission had acquired. He described the planned cyber attack attempts purposely staged to test the vulnerability of the Commission’s system. He added that the Commission’s current network vendor, Precision Repair, Inc. was confident of the protection mechanisms in place.

OLD BUSINESS

President Pro-tem Raines cited the Policy Manual revisions and asked the Executive Director to elaborate. Executive Director Rosas explained the Commission had worked with the Attorney to develop the revisions with an emphasis on the attendance policy.

The President Pro-tem moved to approve the revisions to the Policy Manual. Commissioner Pedersen seconded the motion.

The Board was polled:

Michelle De La Rosa	Aye	Orlando Velasquez	Absent
Chloé G. Pedersen	Aye	Angela D. Walker	Absent
ShawnTe Raines	Aye	Michael A. Corrigan	Absent
Eric R. Sawchuk	Aye		

Motion Carried

NEW BUSINESS

Executive Director Rosas discussed the RTS system reimbursements received from renting the system to other 708 Boards who have contracts with the Commission. He asked the Board to approve the attorney’s review of the contracts and to draft termination letters.

President Pro-tem asked for a motion to approve the attorney’s review of the RTS system contracts and draft letters of termination. Treasurer Sawchuk so moved. Secretary DeLaRosa seconded the motion.

The Board was polled:

Michelle De La Rosa	Aye	Orlando Velasquez	Absent
Chloé G. Pedersen	Aye	Angela D. Walker	Absent
ShawnTe Raines	Aye	Michael A. Corrigan	Absent
Eric R. Sawchuk	Aye		

Motion Carried

The Executive Director spoke about the PLCCA Action Plan and the result to date was not optimal at a 40% compliant improvement despite the many opportunities afforded to the agency. Commissioner Pedersen inquired about the hourly rate, the number of clients served, and if any other agency in the Township offers same services. Treasurer Sawchuk stated there was no duplication of services within the Township. Commissioner Pedersen remarked that other agencies should be considered to replace the PLCCA if they remain non-compliant. Treasurer Sawchuk expressed concern that a change would leave clients without services in the interim. President Pro-tem Raines stated that an agency replacement must be a turn-key operation to afford immediate continuation of services. The President Pro-tem explained that the Board's responsibility was not politically driven in any way and that the Commission and Board would be fiscally irresponsible to continue funding a non-compliant agency. President Pro-tem Raines asked Executive Director Rosas for the Commission's Non-compliant policy plan. The Executive Director explained the "step-down" process: initial audit, notification of problem, action plan, final Board determination. The Board instructed the Executive Director to draft a letter to the PLCCA reducing their hourly rate to \$30.00 and to bring Candidate agencies and other options to the May 17, 2017 Board meeting.

President Pro-tem Raines made a motion to approve the Executive Director to draft a letter outlining the rate reduction and risk to the PTMHC. Treasurer Sawchuk seconded the motion. The Board was polled:

Michelle De La Rosa	Aye	Orlando Velasquez	Absent
Chloé G. Pedersen	Aye	Angela D. Walker	Absent
ShawnTe Raines	Aye	Michael A. Corrigan	Absent
Eric R. Sawchuk	Aye		

Motion Carried

Executive Director Rosas informed the Board of the scheduled Appropriation Public Notice held on the May 17, 2017 Public Hearing and asked for the Board's approval.

President Pro-tem Raines so moved. Commissioner Pedersen seconded the motion.

The Board was polled:

Michelle De La Rosa	Aye	Orlando Velasquez	Absent
Chloé G. Pedersen	Aye	Angela D. Walker	Absent
ShawnTe Raines	Aye	Michael A. Corrigan	Absent
Eric R. Sawchuk	Aye		

Motion Carried

The Executive Director discussed the LOI from the Memorial Park District request in the amount of \$25,000.00 for the purchase of a special needs /wheelchair accessible van. The Commission would not be funding the entire cost of the van, the Memorial Park district would seek other funding to match the amount given by the Commission.

President Pro-tem Raines asked for a motion to approve the Memorial Park District LOI request in an amount not to exceed \$25,000.00 after matching funds are secured. Treasurer Sawchuk moved to approve the Memorial Park District LOI request in an amount not to exceed \$25,000.00 after matching funds are secured. Secretary DeLaRosa seconded the motion.

The Board was polled:

Michelle De La Rosa	Aye	Orlando Velasquez	Absent
Chloé G. Pedersen	Aye	Angela D. Walker	Absent
ShawnTe Raines	Aye	Michael A. Corrigan	Absent
Eric R. Sawchuk	Aye		

Motion Carried

ADJOURNMENT

President Pro-tem Raines stated that there was no other business and moved to adjourn the meeting at 7:18 pm. Commissioner Pedersen seconded the motion.

The Board was polled:

Michelle De La Rosa	Aye	Orlando Velasquez	Absent
Chloé G. Pedersen	Aye	Angela D. Walker	Absent
ShawnTe Raines	Aye	Michael A. Corrigan	Absent
Eric R. Sawchuk	Aye		

Motion Carried


Michelle DeLaRosa, Secretary

Nancy Colucci, Recorder