

**Proviso Township Mental Health Commission  
Meeting Minutes – September 16, 2020  
4565 Harrison Street  
Hillside, IL 60162**

Present

Michael A. Corrigan  
Michelle De La Rosa  
\*Cedric D. Giles  
Nicole Gilhooley  
ShawnTe Raines  
\*Orlando Velasquez  
Angela D. Walker

Staff

Jesse Rosas  
Nora Mota

Guests

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Attorney: James Vasselli

\* Denotes absent

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

The Pledge of Allegiance was recited.

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

Michelle De La Rosa  
ShawnTe Raines

Angela D. Walker  
Michael A. Corrigan

President Corrigan conducted the swearing in ceremony of the newly appointed Commissioner, Nicole (Favreau) Gilhooley, who replaces Commissioner Eric R. Sawchuk.

**MINUTES**

President Corrigan asked for a motion to approve the minutes from the June 17, 2020 Board meeting.

Vice President Raines made the motion. Commissioner De La Rosa seconded the motion.

The Board was polled:

Michelle De La Rosa	Aye	ShawnTe Raines	Aye
Cedric D. Giles	Absent	Orlando Velasquez	Absent
Nicole Gilhooley	Abstain	Angela Walker	Abstain
		Michael Corrigan	Aye

Motion Carried

**PRESENTATION**

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**PRESIDENT'S REPORT**

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**TREASURER'S REPORT**

President Corrigan presented the Financial Status report for June 2020. President Corrigan asked for a motion to approve the Financial Status report for June 2020. Commissioner Walker made the motion. Vice President Raines seconded the motion.

The Board was polled:

Michelle De La Rosa	Aye	ShawnTe Raines	Aye
Cedric D. Giles	Absent	Orlando Velasquez	Absent
Nicole Gilhooley	Abstain	Angela Walker	Aye
		Michael Corrigan	Aye

Motion Carried

President Corrigan presented the Receipts & Disbursements for the month of June 2020. President Corrigan asked for a motion to approve the Receipts & Disbursements for June 2020. Vice President Raines made the motion. Commissioner Walker seconded the motion.

The Board was polled:

Michelle De La Rosa	Aye	ShawnTe Raines	Aye
Cedric D. Giles	Absent	Orlando Velasquez	Absent
Nicole Gilhooley	Abstain	Angela Walker	Aye
		Michael Corrigan	Aye

Motion Carried

President Corrigan presented the Financial Status report for July 2020. President Corrigan asked for a motion to approve the Financial Status report for July 2020. Commissioner Walker made the motion. President Corrigan seconded the motion.

The Board was polled:

Michelle De La Rosa	Aye	ShawnTe Raines	Aye
Cedric D. Giles	Absent	Orlando Velasquez	Absent
Nicole Gilhooley	Abstain	Angela Walker	Aye
		Michael Corrigan	Aye

Motion Carried

President Corrigan presented the Receipts & Disbursements for the month of July 2020. President Corrigan asked for a motion to approve the Receipts & Disbursements for July 2020. Vice President Raines made the motion. Commissioner Walker seconded the motion.

The Board was polled:

Michelle De La Rosa	Aye	ShawnTe Raines	Aye
Cedric D. Giles	Absent	Orlando Velasquez	Absent
Nicole Gilhooley	Abstain	Angela Walker	Aye
		Michael Corrigan	Aye

Motion Carried

President Corrigan presented the Financial Status report for August 2020. President Corrigan asked for a motion to approve the Financial Status report for August 2020. Commissioner Walker made the motion. Vice President Raines seconded the motion.

The Board was polled:

Michelle De La Rosa	Aye	ShawnTe Raines	Aye
Cedric D. Giles	Absent	Orlando Velasquez	Absent
Nicole Gilhooley	Abstain	Angela Walker	Aye
		Michael Corrigan	Aye

Motion Carried

President Corrigan presented the Receipts & Disbursements for the month of August 2020. President Corrigan asked for a motion to approve the Receipts & Disbursements for August 2020. Vice President Raines made the motion. Commissioner Walker seconded the motion.

The Board was polled:

Michelle De La Rosa	Aye	ShawnTe Raines	Aye
Cedric D. Giles	Absent	Orlando Velasquez	Absent
Nicole Gilhooley	Abstain	Angela Walker	Aye
		Michael Corrigan	Aye

Motion Carried

### ATTORNEY'S REPORT

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### EXECUTIVE DIRECTOR'S REPORT

Executive Director Rosas presented the Summary of distributions for the FY 20-21 to the Board.

Executive Director Rosas spoke to the Board regarding the completion of the new Proviso Township Mental Health Commission website. He also mentioned that he would like to get updated Commissioner photos now that the Board has a new Commissioner.

Executive Director Rosas showed the Board a purchase receipt for the sanitizer and the distribution list of the agencies where they were dropped off. He mentioned they were distributed to agencies working with residents first and the other agencies received them soon after.

Executive Director Rosas spoke to the Board that due to the pandemic, he has stopped all in person audits and is working on a system to get the virtual audits to continue according to the CDC and Illinois Department of Public Health guidelines.

Executive Director Rosas spoke to the Board regarding the First Responders Lunches. There have been over fifteen hundred lunches distributed so far. Several local hospitals in the community have received lunches and are very thankful. He presented President Corrigan with a picture frame of some photographs taken during the lunches.

Executive Director Rosas showed the Board the completed Proviso Resource Guide. It has a total of 119 Agencies working in the Proviso Township area. He mentioned at this time they are available to schools.

Executive Director Rosas spoke to the Board regarding the Commission's new internal regulations that follow the CDC guidelines. Upon entry to the building, employees must walk in with masks and temperature is taken at the front door. On our floor each employee must complete a COVID-19 Active Screening Questionnaire weekly and a hand sanitizer is at each desk.

Executive Director Rosas gave 3 samples and provided the Board a binder with the rest of the Agencies' letters of the new guidelines they are following according to the CDC. He mentioned he also followed up by phone to make sure they are implementing the CDC's guidelines amongst themselves, their employees and the clients they are treating.

Executive Director Rosas presented the Board with a copy of a Thank You letter from Sacred Heart School. They requested funds to purchase equipment that would help circulate clean air in the classrooms to ensure students remain safe and reduce stress and anxiety to their teachers.

**OLD BUSINESS**

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**NEW BUSINESS**

Executive Director Rosas recommended the Board's approval to waive fiscal requirements for 4 months after the end of any given quarter. This gives the agencies more time to continue to follow the guidelines. Executive Director Rosas informed the Board he will work with staff to identify alternative methods of monitoring the documents to ensure there is agency and program compliance. President Corrigan asked for a motion to approve the waiver for fiscal requirements and schedules. President Corrigan made the motion. Vice President Raines seconded the motion.

The Board was polled:

Michelle De La Rosa	Aye	ShawnTe Raines	Aye
Cedric D. Giles	Absent	Orlando Velasquez	Absent
Nicole Gilhooley	Aye	Angela Walker	Aye
		Michael Corrigan	Aye

Motion Carried

Executive Director Rosas recommended the Board's approval to suspend fiscal guidelines to give the Agencies time to follow the CDC guidelines and reaching their clients as they moved forward in this pandemic. Vice President Raines had concerns with suspending the guidelines. However, she understands the complexity of them. President Corrigan asked for a motion to suspend fiscal guidelines subject to further investigations and be able to explore other options. President Corrigan made the motion. Vice President Raines seconded the motion.

The Board was polled:

Michelle De La Rosa	Aye	ShawnTe Raines	Aye
Cedric D. Giles	Absent	Orlando Velasquez	Absent
Nicole Gilhooley	Aye	Angela Walker	Aye
		Michael Corrigan	Aye

Motion Carried

Executive Director Rosas requested a vote be made to approve the Year Book Studios Company 1-year support contract in order to continue to give staff time to learn how to use the software and have support during the learning curve. President Corrigan requested a motion to approve the 1-year contract with Year Book Studios Company. Commissioner Walker made the motion. Vice President Raines seconded the motion.

The Board was polled:

Michelle De La Rosa	Aye	ShawnTe Raines	Aye
Cedric D. Giles	Absent	Orlando Velasquez	Absent
Nicole Gilhooley	Aye	Angela Walker	Aye
		Michael Corrigan	Aye

Motion Carried

Executive Director Rosas mentioned to the Board that SPY is asking for financial help to mobilize a COVID-19 testing Mobile Unit in Maywood and Melrose Park and two other villages with high COVID numbers. He recommended some level of support because we would like this to be a partnership opportunity since non proviso villages will benefit from it. Vice President Raines raised questions about the partnership but, understood the benefits from having more people tested. President Corrigan requested a motion to approve \$30,000.00 be available subject to SPY getting more entities to enter into the partnership. Vice President Raines made the motion. President Corrigan seconded the motion.

The Board was polled:

Michelle De La Rosa	Aye	ShawnTe Raines	Aye
Cedric D. Giles	Absent	Orlando Velasquez	Absent
Nicole Gilhooley	Aye	Angela Walker	Aye
		Michael Corrigan	Aye

Motion Carried

Executive Director Rosas requested a vote be made to approve the Livingston - LFI Medicaid contract. This will enable Livingston to use the Commission's created software. President Corrigan requested a motion be made to approve the contract with Livingston. President Corrigan made the motion. Vice President Raines seconded the motion.

The Board was polled:

Michelle De La Rosa	Aye	ShawnTe Raines	Aye
Cedric D. Giles	Absent	Orlando Velasquez	Absent
Nicole Gilhooley	Aye	Angela Walker	Aye
		Michael Corrigan	Aye

Motion Carried

**PUBLIC PARTICIPATION**

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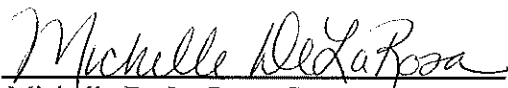
**ADJOURNMENT**

President Corrigan stated there was no other business or public participation and called for a motion to adjourn the meeting at 7:13 pm. Vice President Raines made the motion. President Corrigan seconded the motion.

The Board was polled:

Michelle De La Rosa	Aye	ShawnTe Raines	Aye
Cedric D. Giles	Absent	Orlando Velasquez	Absent
Nicole Gilhooley	Aye	Angela Walker	Aye
		Michael Corrigan	Aye

Motion Carried

  
Michelle De La Rosa, Secretary

Nora Mota, Recorder