

**Proviso Township Mental Health Commission
Meeting Minutes – June 16, 2021
4565 Harrison Street
Hillside, IL 60162**

<u>Present</u>	<u>Staff</u>	<u>Guests</u>
Michael A. Corrigan	Jesse Rosas	~
Michelle De La Rosa	Nora Mota	
*Cedric D. Giles		
Nicole Gilhooley		
ShawnTe Raines		
Orlando Velasquez		
*Angela D. Walker		

Attorney: James Vasselli / Terrence J. Casey

* 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:

Michael Corrigan	ShawnTe Raines
Michelle De La Rosa	Orlando Velasquez
Nicole Gilhooley	

MINUTES

President Corrigan asked for a motion to approve the Public Hearing minutes from May 19, 2021. Vice President Raines made the motion. Commissioner Gilhooley seconded the motion.

The Board was polled:

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

Motion Carried

President Corrigan asked for a motion to approve the minutes from the May 19, 2021, Board meeting. Vice President Raines made the motion. Commissioner Gilhooley seconded the motion.

The Board was polled:

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

Motion Carried

PRESENTATION

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PRESIDENT'S REPORT

President Corrigan asked for a motion to approve the following Commissioners as officers for FY21-22; President, Michael A. Corrigan, Vice President, ShanTe Raines, Secretary, Michelle De La Rosa, Treasurer, Cedric D. Giles. Vice President Raines made the motion. Commissioner Velasquez seconded the motion.

The Board was polled:

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

Motion Carried

President Corrigan shared with the Board that the Commission received appreciation letters from all the agencies that received the Stipends approved at the last board meeting. He also notified them the Executive Director accidentally left out the stipend for the Special Olympics, One For the Kids for \$1,500.00. The Executive Director explained to the Board that the Commission had a tradition of supporting the Special Olympics and it was a revolving donation he supports. He further explained last year because of program closures it accidentally fell off the support list for 2021. He suggested we continue our support. The Attorney told the Board no action was necessary because the donation is an ongoing donation that is at the discretion of the Executive Director. The Board agreed and no vote was

TREASURER'S REPORT

President Corrigan presented the Financial Status report for May 2021. President Corrigan asked for a motion to approve the Financial Status report for May 2021. Vice President Raines made the motion. Commissioner Gilhooley seconded the motion.

The Board was polled:

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

Motion Carried

President Corrigan presented the Receipts & Disbursements for the month of May 2021. President Corrigan asked for a motion to approve the Receipts & Disbursements for May 2021. Vice President Raines made the motion. Commissioner Velasquez seconded the motion.

The Board was polled:

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

Motion Carried

President Corrigan reviewed the Budget Transfers for FY20-21. President Corrigan asked for a motion to approve the Budget Transfers for FY20-21 as presented. President Corrigan made the motion. Commissioner Velasquez seconded the motion.

The Board was polled:

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

Motion Carried

ATTORNEY'S REPORT

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EXECUTIVE DIRECTOR'S REPORT

Executive Director Rosas notified the Board that Norton Life Lock was being renewed for one year with no increase in pricing. He added the service is part of the employees' benefit package. He will renew it because the cost is nominal. However, he did tell the Board in the future if there is a change in cost, he will bring it to the Board for approval.

Executive Director Rosas mentioned that with Proviso Public Partnership moving to a new location mid-July, they will assume the responsibility to insure themselves from their own budget moving forward.

OLD BUSINESS

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NEW BUSINESS

Executive Director Rosas recommended the Board's approval for the FY21-22 Vendor Contracts of the following vendors: 1. Precision Repair, 2. Mack Communications, 3. Thomas J. Walsh Consulting, 4. Thomas Thayer. Executive Director Rosas informed the Board no increase was proposed for vendors for FY21-22. President Corrigan asked for a motion to approve the 12-month vendor contracts as presented for vendors 1, 2, 3 and 4, in a one-motion vote. Vice President Raines made the motion. Commissioner Velasquez seconded the motion.

The Board was polled:

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

Motion Carried

Executive Director Rosas requested a vote to attend the Triton College Foundation golf outing. President Corrigan requested a motion be made to attend the golf outing. Vice President Raines made the motion. Commissioner Velasquez seconded the motion. The Board was polled:

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

Motion Carried

Executive Director Rosas requested a vote to attend the C. I. A. C. O. Foundation golf outing. President Corrigan requested a motion be made to attend the golf outing. 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	Abstain
Nicole Gilhooley	Aye	Angela Walker	Absent
		Michael Corrigan	Aye

Motion Carried

Executive Director informed the Board Juneteenth is now a State and Federal Holiday so we will need to update our policy manual to recognize the holiday. He requested the Board allow the Attorney to draft the verbiage for the policy manual. The Board recognized the need and instructed the attorney to update the Commission Policy manual as recommended. President Corrigan made the Motion, Vice President Raines second the motion

The Board was polled:

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

Motion Carried

CLOSED SESSION

President Corrigan moved to adjourn for Closed Session at 6:48pm to discuss the personnel annual review. Vice President Raines seconded the motion.

The Board was polled:

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

Motion Carried

President Corrigan moved to reconvene to Open Session at 6:56pm. Vice President Raines seconded the motion.

The Board was polled:

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

Motion Carried

President Corrigan requested a motion be made to approve a 3% salary increase for every employee with over one year of employment. 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	Aye
Nicole Gilhooley	Aye	Angela Walker	Absent
		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 6:59pm. 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	Aye
Nicole Gilhooley	Aye	Angela Walker	Absent
		Michael Corrigan	Aye

Motion Carried



 Michelle De La Rosa, Secretary

Nora Mota, Recorder