

**Proviso Township Mental Health Commission
Meeting Minutes –November 20, 2019
4565 Harrison Street
Hillside, IL 60162**

Present

Michael A. Corrigan
Michelle De La Rosa
Cedric D. Giles
*ShawnTe Raines
Eric R. Sawchuk
Orlando Velasquez
Angela D. Walker

Staff

Lisa Loster
Jesse Rosas

Guests

David M. Jelonek

Attorney: Ashley Stead

*Denotes absent

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

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

Michael Corrigan
Michelle De La Rosa
Cedric D. Giles

Eric R. Sawchuk
Orlando Velasquez
Angela D. Walker

The Pledge of Allegiance was recited.

MINUTES

President Corrigan asked for a motion to approve the minutes from the October 2019 Board meeting. Treasurer Sawchuk moved to approve the minutes as presented. Commissioner Giles seconded the motion.

The Board was polled:

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

Motion Carried

PRESENTATION

GW& Associates partner David M. Jelonek presented a summary of the Proviso Township Mental Health Commission Annual Audit Report for FY18-19. His opinion was that the Commission Audit was clean, spending within the budget, was in a good financial position and the net pension assets were healthy. He added that this was the smoothest audit...and an audit is only as good as the Auditee.

President Corrigan asked if the Board had any questions or comments.

There being none, the President thanked Mr. Jelonek for his thorough presentation.

TREASURER’S REPORT

Treasurer Sawchuk presented the Financial Status report for October 2019. President Corrigan asked for a motion to accept the Financial Status report for October 2019. Treasurer Sawchuk moved to accept the Financial Status report for October 2019. Commissioner Giles seconded the motion.

The Board was polled:

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

Motion Carried

Treasurer Sawchuk presented the Receipts & Disbursements for the month of October 2019. President Corrigan asked for a motion to approve the Receipts & Disbursements for October 2019. Treasurer Sawchuk so moved. Commissioner Giles seconded the motion.

The Board was polled:

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

Motion Carried

ATTORNEY'S REPORT

Attorney Ashley Stead reported on the cannabis directive. (see policy updated 11/20/2019)

EXECUTIVE DIRECTOR'S REPORT

Executive Director Rosas gave the Housing update stating that the project was 98% complete and would be finished by Friday. He will then notify the agencies that the house is up for sale. The Executive Director will update the Board again at the January 15, 2020 meeting.

The Executive Director informed the Board of an administrative change. Nancy Colucci is retiring, and will set the date next week notifying the Board of the final day. She will require the month of December to train a Bi-lingual, non-exempt person for the position of Administrative Assistant.

Executive Director Rosas reported on the Red Cross CPR First Aid training stating that most of the staff is now certified in CPR and AED (Automatic External Dedibrillator). The Commission is looking into obtaining AED equipment.

OLD BUSINESS

President Corrigan made a motion to accept the Cannabis Policy as presented.

Treasurer Sawchuk seconded the motion.

The Board was polled:

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

Motion Carried

NEW BUSINESS

President Corrigan stated there were no questions or comments about the Commission Audit for FY18-19 as presented by GW& Associates and asked for a motion to accept the FY18-19 Audit as presented. Commissioner Velasquez moved to accept the FY18-19 Audit as presented.

Commissioner Walker seconded the motion.

The Board was polled:

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

Motion Carried

Executive Director Rosas recommended the Board's approval of the Group Health Insurance Proposal citing a minimal increase of 5% in the cost. President Corrigan made the motion to approve the Group Health Insurance Proposal as presented. Commissioner Velasquez seconded the motion.

The Board was polled:

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

Motion Carried

The Executive Director presented the Yearbook Studio Company's Proposal for the website update. President Corrigan asked for a motion to approve Yearbook Studios Company's proposal in an amount up to \$18,000.00 for updating the PTMHC Website. Commissioner Walker made a motion to approve Yearbook Studios Company's proposal in an amount up to \$18,000.00 for updating the PTMHC Website. Treasurer Sawchuk seconded the motion.

The Board was polled:

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

Motion Carried

The Board members discussed the possibility of a January Dinner event for the Commission members and PPP Staff only. President Corrigan suggested conducting a phone poll for a time and date once a venue is determined.

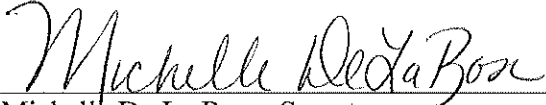
ADJOURNMENT

President Corrigan stated that there was no other business and called for a motion to adjourn the meeting at 7:06pm. Commissioner Velasquez so moved. Treasurer Sawchuk seconded the motion.

The Board was polled:

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

Motion Carried



Michelle De La Rosa, Secretary

Lisa Loster, Recorder