

**Proviso Township Mental Health Commission  
Meeting Minutes –November 28, 2012  
4565 Harrison Street  
Hillside, IL 60162**

**Present**

Michael A. Corrigan  
Michelle De La Rosa  
Sherby Miller  
Arturo J. Mota  
Kathy M. Ryan  
Eric R. Sawchuk  
Angela D. Walker

**Staff**

Nancy Adams  
Nancy Colucci  
Jesse D. Rosas

**Guests**

Wes Bleed  
Joseph Hubbard  
Andrew Mack  
Paula Ramadan

Attorney: James Vasselli

\*Denotes absent

President Corrigan presided and called the meeting to order at 6:37 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

Eric R. Sawchuk  
Angela D. Walker  
Michael A. Corrigan

\*Kathy M. Ryan ( out of the Boardroom completing OMA testing for certification )

**MINUTES**

President Corrigan asked for a motion to approve the minutes from the October 17, 2012 Board Meeting. Vice President Sawchuk moved to approve the minutes as presented. Secretary Miller seconded the motion.

The Board was polled:

Michelle De La Rosa  
Sherby Miller  
Arturo J. Mota  
Kathy M. Ryan

Aye  
Aye  
Abstain  
Absent (testing)

Eric R. Sawchuk  
Angela D. Walker  
Michael A. Corrigan

Aye  
Aye  
Aye

Motion Carried

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**PRESENTATION**

Joseph Hubbard, of the Letke & Associates accounting firm, presented the annual audit for FY11-12. He cited that there were no significant changes from the prior year's audit.

Mack Communications provided a power point display of their work in progress on the enhancement of the Commission's new website. The new site will be completed in January 2013 and will feature a fresh look with features such as ease of access, drop-downs of services by discipline, social media sites, and links to the agencies. Andrew Mack affirmed that the traffic would be counted when the question was posed by Treasurer Mota. Secretary Miller asked if tracking and other services involved additional fees. Wes Bleed stated there were no additional fees and that these services were inclusive.

Commissioner Ryan arrives in the Boardroom at 6:55pm.

**PRESIDENT'S REPORT**

President Corrigan notified the Board that what appears as a surplus of funds in the FY11-12 Annual Audit is actually next year's money and that no large awards would be approved for the duration of the fiscal year.

President Corrigan asked for a motion to approve the FY11-12 Annual Audit. Treasurer Mota moved to approve the Annual Audit for FY11-12. 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
Kathy M. Ryan	Aye		

Motion Carried

President Corrigan discussed the FY12-13 Levy.

President Corrigan moved to approve the FY12-13 Levy at a 4.99% increase in the amount of \$4,764,627.00. Vice President Sawchuk 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
Kathy M. Ryan	Aye		

Motion Carried

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President Corrigan asked for a motion to adopt the Resolution Determining Funds estimated to be raised by taxation for the Year 2012. Treasurer Mota 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
Kathy M. Ryan	Aye		

Motion Carried

**TREASURER'S REPORT**

Treasurer Mota presented the Financial Status report for October 2012. President Corrigan asked for a motion to accept the report as presented. Secretary Miller moved to accept the Financial Status for October 2012 as presented. 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
Kathy M. Ryan	Aye		

Motion Carried

President Corrigan asked for a motion to approve the payment of Bills & Disbursements for the month of October 2012. Vice President Sawchuk moved to approve the payment of Bills & Disbursements for the month of October 2012. 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
Kathy M. Ryan	Aye		

Motion Carried

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President Corrigan explained that whenever a new Board member is appointed to the Commission's Board it becomes necessary to provide the Commission's bank with new bank resolutions affixed with each Board member's signature. President Corrigan asked for a motion to adopt the bank resolutions. Secretary Miller moved to adopt the bank resolutions as presented. Commissioner Ryan 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
Kathy M. Ryan	Aye		

Motion Carried

#### **ATTORNEY'S REPORT**

Attorney James Vasselli informed the Board of the Commission's progress forming a Not-For-Profit Corporation and that all pertinent documents have been submitted or are being proposed for submission. In addition, he related the Executive Director's suggestion that some of the Commission's Board members might agree to serve on the corporation's board.

Attorney Vasselli announced that almost all of the Board Commissioners had gained their certificates after passing the Open Meetings Act exam.

Attorney Vasselli, who has been working closely with the Franciscan Resource Center staff, conveyed their appreciation and thanks to the Executive Director and staff for their support.

#### **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Rosas updated the Board on the Community Support Services (CSS) Respite Program rate. He cited that the Commission was also looking into the accountability: length of service and maintenance vs. appropriate care. The Executive Director recommended that a tightening up of requirements may be necessary as we change the Commission's funding guidelines in January 2013.

He informed that he would be meeting with the CSS Executive Director on November 30, 2012 and would report back to the Board at the January 2013 meeting.

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**OLD BUSINESS**

Executive Director Rosas reported that the Youth On The Move Agency was suspended in October, and the \$4,000.00 they accepted in funding has not been returned to the Commission. He requested permission to terminate the Youth On The Move agency contract and work with them to determine how they may reimburse the Commission. Attorney Vasselli would advise the Commission upon review their contract.

President Corrigan moved to direct the attorney to evaluate the Commission's ability to terminate the contract, and based upon that ability, proceed with the termination of the contract. 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
Kathy M. Ryan	Aye		

Motion Carried

**NEW BUSINESS**

President Corrigan moved to permit the Commission to take all steps necessary to form an Illinois Not-For-Profit Corporation in accordance with state law. 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
Kathy M. Ryan	Aye		

Motion Carried

Executive Director Rosas informed the Board that the Commission received a volume of mailed complaints against West Suburban Senior Services (WSSS) but recommended that no action be taken because the letters were anonymous.

The Executive Director reported that the Commission withheld new funds for West Suburban Senior Services because they have not met all the fiscal requirements.

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President Corrigan called for a motion to ratify the Phone Poll taken on October 19, 2012 regarding the date change for the Year End Holiday Workshop.

Treasurer Mota so moved. 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
Kathy M. Ryan	Aye		

Motion Carried

Treasurer Mota mentioned attending the Healthcare Alternative Systems, Inc. event on October 26, 2012 and the Leadership Award that was given to Executive Director Jesse D. Rosas for his exceptional commitment to the HAS agency.

#### ADJOURNMENT

There being no other business, President Corrigan asked for a motion to adjourn at 7:57 pm.

Vice President Sawchuk so moved. 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
Kathy M. Ryan	Aye		

Motion Carried

  
\_\_\_\_\_  
Sherby Miller, Secretary

Nancy Colucci  
Recorder

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