

**Proviso Township Mental Health Commission
Meeting Minutes –September 24, 2013
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
Janet Arrieta
Nancy Colucci
Katherine Krych
Lisa Loster
Jesse D. Rosas

Guests

Homer Bizzle
Jill Dolan
Joseph Donovan
Sandra Gibson
Tice Ridley
Joseph Vasilevski

Attorney: Amber Munday

*Denotes absent

President Corrigan presided and called the meeting to order at 5:30 p.m.

President Corrigan moved to appoint Vice President Eric Sawchuk as Secretary pro-tem in the absence of Secretary Sherby Miller. Treasurer Mota seconded the motion.
The Board was polled:

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

Motion Carried

The Pledge of Allegiance was recited.

Secretary pro-tem Sawchuk called the roll. The following Commissioners represented a Quorum:

Arturo J. Mota	Angela D. Walker
Eric R. Sawchuk	Michael A. Corrigan

MINUTES

President Corrigan asked for a motion to approve the minutes from the June 19, 2013 Board meeting. Treasurer Mota moved to approve the minutes as presented. Vice President Sawchuk seconded the motion.

The Board was polled:

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

Motion Carried

PRESIDENT'S REPORT

President Corrigan informed that the Coast to Coast prescription utilization gains have saved the Township residents approximately \$100,000.00 to date.

TREASURER'S REPORT

Treasurer Mota presented the Financial Status report for June, 2013. President Corrigan asked for a motion to accept the Financial Status report for June, 2013. Vice President Sawchuk moved to accept the report as presented. President Corrigan seconded the motion.

The Board was polled:

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

Motion Carried

Treasurer Mota presented the Bills & Disbursements for the month of June, 2013. President Corrigan asked for a motion to approve the Bills & Disbursements for June, 2013. Commissioner Walker so moved. Treasurer Mota seconded the motion.

The Board was polled:

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

Motion Carried

Treasurer Mota presented the Financial Status report for July, 2013. President Corrigan asked for a motion to accept the Financial Status report for July, 2013. Commissioner Walker moved to accept the Financial Status report for July, 2013. Treasurer Mota seconded the motion. The Board was polled:

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

Motion Carried

Treasurer Mota presented the Bills & Disbursements for the month of July, 2013. President Corrigan asked for a motion to approve the Bills & Disbursements for July, 2013. Vice President Sawchuk so moved. Treasurer Mota seconded the motion. The Board was polled:

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

Motion Carried

Treasurer Mota presented the Financial Status report for August, 2013. President Corrigan asked for a motion to accept the Financial Status report for August, 2013. Vice President Sawchuk moved to accept the Financial Status report for August, 2013. Treasurer Mota seconded the motion. The Board was polled:

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

Motion Carried

Treasurer Mota presented the Bills & Disbursements for the month of August, 2013. President Corrigan asked for a motion to approve the Bills & Disbursements for August, 2013. Treasurer Mota so moved. Commissioner Walker seconded the motion.

The Board was polled:

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

Motion Carried

ATTORNEY'S REPORT

Attorney Amber Munday commented that there were no reports at this time.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Rosas cited the success and the statistics of the Prescription Cards for the reporting period of July, 2013. President Corrigan remarked that the current month totals represented a savings for the Township.

The Executive Director asked President Corrigan to expand on the Blue Cross Blue Shield (BC/BS) request to change our annual renewal date. President Corrigan explained that the Affordable Care Act (ACA) going into effect January 2014 will impact the Commission's insurance rates by 10% - 12%. BCBS will allow the Commission to move its renewal date, regularly July 1st, to December 1st to avoid the higher rate and keep the lower rate for an additional 6 months and will make an amendment to the Commission's present contract with BC/BS to extend our current expiration date to 11/30/14. Vice President Sawchuk asked if the Commission would eventually be forced to change its plan in 2014. President Corrigan stated that the Commission would potentially be dealing with changes in 2014.

The Executive Director explained that the \$600,000.00 grant awarded to the Healthcare Alternative Systems, Inc. (HAS) as the lead in partnership with the PTMHC as the fiscal agent & oversight agent for the In Person Counselor (IPC) grant is a huge endeavor and will begin health coverage enrollment October 1, 2013. The program requires an amendment to the Mack Communications contract that will increase the contract between the Commission and Mack Communications by \$13,000.00, which is part of the Commission's administrative reimbursement. The program will attract all of Proviso Township, as well as Cicero, Berwyn and Oak Park. Executive Director Rosas has been broadcast on WBBM news radio and will soon be broadcasting the ACA & IPC on a Spanish radio channel.

Executive Director Rosas discussed how the Care Trak Monitoring program for Seniors and persons with cognitive disabilities would stand to benefit more under the management of the Commission's Office Administrator.

The Executive Director asked President Corrigan to discuss the Hope Assistance EAP program. President Corrigan stated that the Township was using the Hope Assistance EAP program and recommended that the program would be both beneficial and complementary to the types of services the PTMHC offers as well. Commissioner Mota inquired about the per person cost which would be approximately \$3.00 a month per person.

The Executive Director reported the NSP audit was successful and the Commission had received a letter with a grade of 100% compliance. President Corrigan inquired if any of the funds were coming back to the Commission and the Director stated that at this time, nothing had been determined by the Illinois Housing Development Authority (IHDA). The NSP audit with HUD has not yet been conducted.

Executive Director Rosas cited the excellent training program which addresses Veterans' Mental Health, Substance Abuse and social service issues being offered for free by the Illinois Joining Forces (IJF), further explaining that the services were billed to the Vets' insurances. The Commission is a member of Illinois Joining Forces.

The Executive Director discussed the West Suburban Journal's America Cares Too (ACT) article, citing some content that was inaccurate about the Proviso Township Mental Health Commission.

NEW BUSINESS

Executive Director Rosas recommended the approval of the Answer's request of funds for support of its fundraiser in the amount of \$1,000.00. President Corrigan remarked that the Commission had done this in 2012 as well and asked for a motion. Vice President Sawchuk moved to approve the request of funds for support not to exceed \$1,000.00. Treasurer Mota seconded the motion.

The Board was polled:

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

Motion Carried

The Executive Director recommended the Board approve the TASC request of support for \$300.00. President Corrigan moved to approve the TASC request of support for \$300.00. Vice President Sawchuk seconded the motion.

The Board was polled:

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

Motion Carried

Executive Director Rosas recommended the Board approve the HAS request of support for its fundraiser in the amount of \$1,000.00. Vice President Sawchuk moved to approve the HAS request of support for the amount not to exceed \$1,000.00. Commissioner Walker seconded the motion.

The Board was polled:

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

Motion Carried

The Executive Director explained that the Community Memorial Foundation (CMF) developed a strategy to address Mental Health & Veterans. He recommended the approval of the request for \$3,000.00. President Corrigan moved to approve the request for \$3,000.00 for the Mental Health First Aid program. Treasurer Mota seconded the motion.

The Board was polled:

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

Motion Carried

The Executive Director explained that the Bank Resolution for the In Person Counseling (IPC) account needed to be approved and signed. President Corrigan moved to approve the Resolution for the IPC bank account. Commissioner Walker seconded the motion.

The Board was polled:

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

Motion Carried

Executive Director Rosas informed the Board that the Hillside Police Department was added to the Care Trak Monitoring Program and \$5,000.00 was needed to provide training and house a main tracking unit in the department. President Corrigan asked for a motion to approve. Vice President Sawchuk moved to approve the funds not to exceed \$5,000.00 for the Hillside Police Department Care Trak Program main unit and training. Treasurer Mota seconded the motion.

The Board was polled:

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

Motion Carried

The Executive Director recommended hiring a grant writer to apply for the Accountable Care Entity (ACE) for approximately 20 hours work at the rate of \$35.00 per hour. President Corrigan moved to approve hiring a grant writer to apply for the Accountable Care Entity (ACE) for approximately 20 hours work at the rate of \$35.00 per hour. Treasurer Mota seconded the motion.

The Board was polled:

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

Motion Carried

Executive Director Rosas recommended the contracting of a Finance Assistant for the In Person Counselor (IPC) grant for the amount not to exceed \$50,000. Sandra F. Gibson, CPA was introduced to the Board. President Corrigan welcomed her and asked for a motion to approve contracting with Sandra F. Gibson as the Finance Assistant for the In Person Counselor (IPC) grant for the amount not to exceed \$50,000. Vice President Sawchuk also welcomed her and moved to approve contracting with Sandra F. Gibson as the Finance Assistant for the In Person Counselor (IPC) grant for the amount not to exceed \$50,000. President Corrigan seconded the motion.

The Board was polled:

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

Motion Carried

The Executive Director recommended the request for funds in the amount of \$400.00 to provide refreshments for the Illinois Joining Forces training. Vice President Sawchuk moved to approve funds not to exceed \$400.00 for the IJF training. Treasurer Mota seconded the motion.

The Board was polled:

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

Motion Carried

President Corrigan recommended that the Hope Assistance EAP program would be both beneficial and complementary to the types of services the PTMHC offers and moved to approve the program. Vice President Sawchuk seconded the motion.

The Board was polled:

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

Motion Carried

President Corrigan asked Joseph Vasilevski for a brief report on the PPP Golf Outing event of August 20, 2013. Mr. Vasilevski reported the event was successful and netted a profit of \$3,868.00. Treasurer Mota applauded the photography skills of contractor Jill Dolan who traveled out on the course to photograph the golfers and compiled the photos into albums as a take home gift for each guest.

CLOSED SESSION

President Corrigan moved to go into closed session at 6:15p.m. to discuss the Office Administrator's personnel review. Treasurer Mota seconded the motion.

The Board was polled:

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

Motion Carried

President Corrigan moved to reconvene the meeting at 6:23 p.m.

Treasurer Mota seconded the motion.

The Board was polled:

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

Motion Carried

Secretary pro-tem Sawchuk called the roll. The following Commissioners represented a Quorum:

Arturo J. Mota	Angela D. Walker
Eric R. Sawchuk	Michael A. Corrigan

President Corrigan asked for a motion to approve the rate of \$14.00 per hour, not to exceed 20 hours per week for the Office Administrator. Commissioner Walker moved to approve the rate of \$14.00 per hour not to exceed 20 hours per week for the Office Administrator. Treasurer Mota seconded the motion.

The Board was polled:

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

Motion Carried

PUBLIC PARTICIPATION

President Corrigan asked for comments from the public.

There were rebuttals to the Executive Director's report on the West Suburban Journal article from the America Cares Too visitors. Mr. Homer Bizzel cited 2 grant denials from the Proviso Township Mental Health Commission and Mr. Joseph Donovan emphasized the organization's need for assistance. Mr. Bizzel asked what they needed to do to get a grant awarded to their organization.

President Corrigan counseled that the Commission has a funding criteria that must be followed. Executive Director Rosas explained that an organization has to meet qualifications: licensing, educational merits, etc. He offered, with the Commission's permission, to place this issue on the upcoming October 2013 agenda and to organize a conference with America Cares Too, Illinois Joining Forces and First One to find solutions.

ADJOURNMENT

President Corrigan stated there being no other business, called for a motion to adjourn at 6:37pm. Treasurer Mota so moved. President Corrigan seconded the motion.

The Board was polled:

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

Motion Carried



Eric R. Sawchuk, Secretary Pro-tem

Nancy Colucci, Recorder