

**Proviso Township Mental Health Commission  
 ZOOM Meeting Minutes – January 18, 2022  
 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       | Lisa Loster  |               |
| Nicole Gilhooley      |              |               |
| ShawnTe Raines        |              |               |
| Orlando Velasquez     |              |               |
| Angela D. Walker      |              |               |

Attorney: James Vasselli & Erin K Kiernat

\* Denotes absent

President Corrigan called the meeting to order at 5:32 p.m.

The Pledge of Allegiance was recited.

Vice President Raines called the roll. The following Commissioners represented a Quorum:

|                  |                     |
|------------------|---------------------|
| Cedric D. Giles  | Orlando Velasquez   |
| Nicole Gilhooley | Angela D. Walker    |
| ShawnTe Raines   | Michael A. Corrigan |

Executive Director Rosas read the zoom/phone conference call disclaimer on agenda.  
 (For disclaimer see the January 18, 2022 agenda)

**MINUTES**

President Corrigan asked for a motion to approve the minutes from the November 17, 2021 Board meeting. Vice President Raines made the motion. Commissioner Walker seconded the motion.

The Board was polled:

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

Motion Carried

**PRESENTATION**

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**PRESIDENT'S REPORT**

President Corrigan welcomed the Board back and wished everyone a Happy New Year.

**TREASURER'S REPORT**

Treasurer Giles presented the Financial Status report for November 2021. President Corrigan asked for a motion to approve the Financial Status report for November 2021. President Corrigan made the motion. Treasurer Giles seconded the motion.

The Board was polled:

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

Motion Carried

Treasurer Giles presented the Receipts & Disbursements for the month of November 2021. President Corrigan asked for a motion to approve the Receipts & Disbursements for November 2021. Treasurer Giles made the motion. Commissioner Velasquez seconded the motion.

The Board was polled:

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

Motion Carried

Treasurer Giles presented the Financial Status report for December 2021. President Corrigan asked for a motion to approve the Financial Status report for December 2021. President Corrigan made the motion. Commissioner Walker seconded the motion.

The Board was polled:

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

Motion Carried

Treasurer Giles presented the Receipts & Disbursements for the month of December 2021. President Corrigan asked for a motion to approve the Receipts & Disbursements for December 2021. Treasurer Giles made the motion. Commissioner Velasquez seconded the motion.

The Board was polled:

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

Motion Carried

**ATTORNEY’S REPORT**

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**EXECUTIVE DIRECTOR’S REPORT**

Executive Director Rosas reported the popcorn distribution was a success. The Commission is going to receive another thirty-seven boxes of popcorn which will be distributed at the end of next week to Gottlieb Hospital, La Grange Hospital and Loyola Hospital and Police stations in Proviso Township. He thanked President Corrigan and Commissioner Gilhooley for coming out on the first distribution.

Executive Director Rosas mentioned to the Board that the agency reconnect meeting that took place on December 15th was well attended. Items discussed were staffing issues, labor costs and retaining clients. Commissioner Gilhooley said she enjoyed the meeting and thanked the Commission for the invitation.

Executive Director Rosas mentioned he and the Director of Program Administration are having individual meetings with the agencies in the coming weeks to discuss the remainder of FY21-22 and next year FY22-23.

Executive Director Rosas reported the Commission is modifying the electronic system moving into a new format for tracking funds. It is under final design and should be finalized by March.

Executive Director Rosas reported that the office policy regarding Covid is ten-day quarantine from date of positive test.

**OLD BUSINESS**

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**NEW BUSINESS**

Executive Director Rosas recommended the Board's approval on partnering with the American Red Cross. The American Red Cross has sent CPR & First Aid Training Kits from a federal government grant and will certify two employees for free. Executive Director Rosas' goal is to have trainers go out and assist agencies at no cost to them. President Corrigan asked for a motion to approve the partnership with the American Red Cross as presented. Commissioner Walker made the motion. President Corrigan seconded the motion.

The Board was polled:

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

Motion Carried

Executive Director Rosas requested the Board consider one staff member of the Commission to become trained in CIT (Crisis Intervention Training) to assist our Township Police Departments meet their annual Behavioral Health Training requirements. He mentioned the cost is under \$5,000.00 to train one individual versus hiring an outside person where the cost per class can be \$15,500.00. President Corrigan asked for a motion to approve the training of one employee from the Commission as presented. Commissioner Walker made the motion. Treasurer Velasquez seconded the motion. The Board was polled:

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

Motion Carried

Executive Director Rosas requested the Board consider the new application modifications which measure progress and audit money spent. He mentioned the new agency application is shorter and is a grant style format which measures and tracks monies spent. President Corrigan asked for a motion to approve the grant style shorter application as presented. Vice President Raines made the motion. President Corrigan seconded the motion. The Board was polled:

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

Motion Carried

Executive Director Rosas requested the Board consider a new partnership with (PMSA) Proviso Math and Science Academy. PMSA has had a suicide in the last year and has reached out to the Commission for help. He mentioned Amita already has resources for this and has already set up a specific hotline for students to text and zoom during school. PPP will have a social worker available during student lunch periods. The cost to the Commission would be nominal for marketing purposes. President Corrigan asked for a motion to approve partnership with PMSA as presented. Vice President Raines made the motion. Commissioner Gilhooley seconded the motion. The Board was polled:

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

Motion Carried

Executive Director Rosas mentioned that in the annual review of the Employee Policy Handbook. He noted there is no language regarding mileage reimbursement for all employees which they do receive at a federal rate which changes every year and needs to be created. Commissioner Gilhooley suggested that a maternity/ paternity family leave policy be created as well. President Corrigan asked for a motion to have attorneys create language on both topics for next board meeting. Commissioner Walker made the motion. Commissioner Gilhooley seconded the motion.

The Board was polled:

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

Motion Carried

### PUBLIC PARTICIPATION

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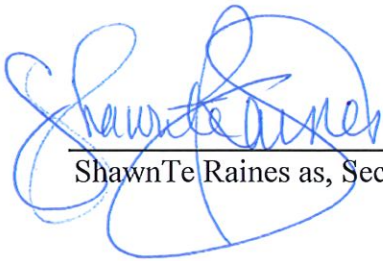
### ADJOURNMENT

President Corrigan stated there was no other business or public participation and called for a motion to adjourn the meeting at 6:24pm. Commissioner Velasquez made the motion. Vice President Raines seconded the motion.

The Board was polled:

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

Motion Carried



ShawnTe Raines as, Secretary

Nora Mota, Recorder