

**Proviso Township Mental Health Commission**  
**Meeting Minutes – May 18, 2022**  
**4565 Harrison Street**  
**Hillside, IL 60162**

Present

Michael A. Corrigan  
 Michelle De La Rosa  
 Cedric D. Giles  
 Nicole Gilhooley  
 \* ShawnTe Raines  
 Orlando Velasquez  
 Angela D. Walker

Staff

Jesse Rosas  
 Nancy Adams  
 Lisa Loster  
 Katie Krych  
 Joe Vasilevski  
 Nora Mota

Guests

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Attorney: Terrance 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 A. Corrigan  
 Michelle De La Rosa  
 Cedric D. Giles

Nicole Gilhooley  
 Orlando Velasquez  
 Angela D. Walker

**MINUTES**

President Corrigan asked for a motion to approve the minutes from the March 16, 2022, Board meeting. Commissioner Velasquez made the motion. Commissioner Giles seconded the motion. The Board was polled:

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

Motion Carried

**PRESENTATION**

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**PRESIDENT'S REPORT**

President Corrigan assigned the following commissioners to serve on the officer nominating committee to report at the June 15th meeting: Mike Corrigan, ShawnTe Raines, Michelle De La Rosa and Cedric Giles.

**TREASURER'S REPORT**

Treasurer Giles presented both the Financial Status reports for March and April 2022. President Corrigan asked for an approval to consolidate both reports as one vote for both March and April 2022. Commissioner Corrigan made the motion. Commissioner Velasquez seconded the motion

The Board was polled:

Michelle De La Rosa	Aye	ShawnTe Raines	Absent
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 March 2022. President Corrigan asked for a motion to approve the Receipts & Disbursements for March 2022. Treasurer Giles made the motion. Commissioner Walker seconded the motion.

The Board was polled:

Michelle De La Rosa	Aye	ShawnTe Raines	Absent
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 April 2022. President Corrigan asked for a motion to approve the Receipts & Disbursements for April 2022. Commissioner Walker made the motion. Commissioner Giles seconded the motion.

The Board was polled:

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

Motion Carried

President Corrigan reviewed the Appropriation Ordinance for FY22-23 for \$4,216,756.00 and asked for a motion to adopt the Appropriation Ordinance for FY22-23 in the amount of \$4,216,756.00. Commissioner Corrigan made the motion. Commissioner Walker seconded the motion. The Board was polled:

Michelle De La Rosa	Aye	ShawnTe Raines	Absent
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 presented the school application request for FY22-23 from PAEC. He recommends the Commission not support schools direct but should continue to support the agency programs that have a direct impact in schools. Commissioner Gilhooley says this will encourage schools to use community therapists for treatment and not counselors from school for students

Executive Director Rosas reported that the Proviso Township Mental Health and Proviso Public Partnership employees are going to Proviso Math and Science Academy to instruct 100 students in the basics of CPR and Opioid Overdose training on Tuesday, May 24th. The students will learn basics skills which will make them proficient in performing CPR until help arrives. Students will receive a certificate upon completion of class.

Executive Director Rosas reported that the new Microsoft 365 Business Standard license is now \$12.50 per user per month, a total of \$1,050.00 for a yearly subscription.

Executive Director Rosas reported that Noventech quoted the Commission \$2,475.00 to upgrade the hardware and the software needed to meet medicaid requirements. This is also all part of updating the Commission's cyber/security required by the insurance underwriter which was approved by the Board back in February of this year.

**OLD BUSINESS**

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**NEW BUSINESS**

Executive Director Rosas recommended opening a Money Market with Wintrust Bank. President Corrigan supported the Commission opening a money market account since the interest rate is higher than most. President Corrigan asked for a motion to approve opening a money market account as presented in the amount of \$240,000.00. Commissioner Corrigan made the motion. Commissioner Velasquez seconded the motion.

The Board was polled:

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

Motion Carried

Executive Director Rosas presented letters of intent from Beds Plus, Proviso Public Partnership, UCP Seguin, The Answer Inc. and The Way Back Inn for FY22-23. Executive Director Rosas recommended the Board review one-time payments for them as presented. The cost would total \$157,515.00. His only concern is that The Answer Inc's. tax-exemption status expired during Covid, and they are in the process of getting it reinstated. President Corrigan requested a motion be made as recommended by Executive Director to accept the letters of intent in the amount of \$157,515.00 for FY22-23 noting The Answer Inc. needs their tax exempt status first before releasing any funds. President Corrigan made the motion. Commissioner Velasquez seconded the motion.

The Board was polled:

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

Motion Carried

Executive Director Rosas reported that NAMI's Annual Fundraiser took place on May 14th. However, he recommends the Board sponsor them in the amount of \$2,500.00. President Corrigan asked for a motion to approve sponsorship for \$2,500.00 as presented. Commissioner Gilhooley made the motion. Commissioner Walker seconded the motion.

The Board was polled:

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

Motion Carried

Executive Director Rosas requested a vote to attend both the Triton College Foundation golf outing in the amount of \$600.00 and the North Riverside Youth Scholarship Fund golf outings for \$800.00. President Corrigan requested a motion be made to attend both golf outings. Commissioner Corrigan made the motion. Commissioner Walker seconded the motion.

The Board was polled:

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

Motion Carried

Executive Director Rosas presented a letter from PLCCA requesting additional funds for the EHR and CRM systems they are trying to obtain. President Corrigan requested a motion be made to fund PLCCA up to \$20,000.00 upon the Commission receiving contingent contract or receipt of costs for the EHR and CRM systems as presented. Commissioner Corrigan made the motion. Commissioner Velasquez seconded the motion.

The Board was polled:

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

Motion Carried

Executive Director Rosas presented a letter from the American Legion Post #888 requesting support for thirty-five veterans residing at the Concord Place in Northlake for the year while they start to receive their actual benefits from the military. Mr. Rosas mentioned the cost is \$4,000.00 for the year to match Proviso Township sponsorship. President Corrigan requested a motion be made to fund the thirty-five local veterans as presented for a year. Commissioner Corrigan made the motion. Commissioner Velasquez seconded the motion.

The Board was polled:

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

Motion Carried

Executive Director Rosas recommended the Board's approval for the FY22-23 Vendor Contracts for the following vendors: 2. Mack Communications, 3. Thomas J. Walsh Consulting, 4. Thomas Thayer, 5. GW & Associates. Executive Director Rosas informed the Board that Vendor 1. Precision Repair has no contract at this time, he will present it later. Vendor 2. Mack Communications dropped its price from the current year. Vendor 3. Thomas J. Walsh proposed no increase. Vendor 4. Thomas Thayer proposed no increase. Vendor 5. GW & Associates had a minimal increase of \$600.00 dollars for FY22-23. President Corrigan asked for a motion to approve the 12-month vendor contracts as presented for vendors 2, 3,4 and 5 in a one-motion vote. President Corrigan made the motion. Commissioner Walker seconded the motion.

The Board was polled:

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

Motion Carried

### **CLOSED SESSION**

President Corrigan moved to adjourn for Closed Session at 7:01pm to discuss the personnel annual review. Commissioner Velasquez seconded the motion.

The Board was polled:

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

Motion Carried

President Corrigan moved to reconvene to Open Session at 7:05pm. Commissioner Giles seconded the motion.

The Board was polled:

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

Motion Carried

President Corrigan requested a motion be made to approve a 4% salary increase for all PTMHC employees except for the Executive Director which was voted on in January. Commissioner Corrigan made the motion. Commissioner Giles seconded the motion.

The Board was polled:

Michelle De La Rosa	Aye	ShawnTe Raines	Absent
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 7:08pm. Commissioner Corrigan made the motion. Commissioner Velasquez seconded the motion.

The Board was polled:

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

Motion Carried

  
Michelle De La Rosa, Secretary

Nora Mota, Recorder