

**Proviso Township Mental Health Commission  
Meeting Minutes – January 18, 2023  
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  
Nora Mota  
Joe Vasilevski

Guests

Teresa D. McKelvy

Attorney: Terry Casey

\* Denotes absent

Secretary Velasquez asked for a motion to approve Commissioner De La Rosa president pro tem. 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	Absent
		Michael Corrigan	Absent

Motion Carried

Commissioner De La Rosa called the meeting to order at 6:00 p.m.

The Pledge of Allegiance was recited.

Secretary Velasquez called the roll. The following Commissioners represented a Quorum:

Michelle De La Rosa	Nicole Gilhooley
Cedric D. Giles	Orlando Velasquez

**MINUTES**

Commissioner De La Rosa asked for a motion to approve the minutes from the November 16, 2022 Board meeting. Commissioner Giles 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	Absent
		Michael Corrigan	Absent

Motion Carried

**PRESENTATION**

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**PRESIDENT'S REPORT**

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**TREASURER'S REPORT**

Treasurer Giles presented both the Financial Status report and the Receipts & Disbursements report for November 2022. Commissioner De La Rosa asked for a motion to approve both the Financial Status report and the Receipts & Disbursements report for November 2022. Commissioner Giles 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	Absent
		Michael Corrigan	Absent

Motion Carried

Treasurer Giles presented both the Financial Status report and the Receipts & Disbursements report for December 2022. Commissioner De La Rosa asked for a motion to approve both the Financial Status report and the Receipts & Disbursements report for December 2022. Commissioner Giles 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	Absent
		Michael Corrigan	Absent

Motion Carried

**ATTORNEY'S REPORT**

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**EXECUTIVE DIRECTOR'S REPORT**

Executive Director Rosas reported the Pillars FebFete is on February 10th. The Commission has received six tickets in case anyone is interested in going. Please let the Commission know if someone is interested by the end of week.

Executive Director Rosas mentioned that the Way Back Inn newsletter "The Insider" reported on their first in person fundraiser Rebuilders Celebration since the pandemic hit, doing a wonderful recap of the event honoring Michael Corrigan.

Executive Director Rosas mentioned he is looking into expanding the Proviso Comprehensive School Program (P.C.S.P) by going to more middle schools in the area. He mentioned four middle schools are being serviced and PMSA. He also noted the challenges are in finding people with the right credentials.

Executive Director Rosas reported the Commission holiday workshop was well received and noted several Commissioners were in attendance. Commissioner Gilhooley mentioned she really enjoyed the event and a chance to speak with agency representatives.

**OLD BUSINESS**

**NEW BUSINESS**

Executive Director Rosas requested the Board's approval on the phone poll made on December 1, 2022 regarding group health insurance for FY23-24. Commissioner De La Rosa asked for a motion to ratify the phone poll. Commissioner Giles made the motion. Commissioner De La Rosa 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	Absent
		Michael Corrigan	Absent

Motion Carried

Executive Director Rosas requested the Board consider updating the Commission's policy handbook per the new Illinois expanded bereavement leave law that took place on January 1, 2023. He mentioned Attorney Terry Casey can rephrase the law for the next meeting. Commissioner De La Rosa asked for a motion to approve updating the Commissions handbook per new Illinois law as presented. Commissioner Gilhooley 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	Absent
		Michael Corrigan	Absent

Motion Carried

Executive Director Rosas reported that NAMI's Annual Fundraiser will take place on May20th. He recommended the Board sponsor them in the amount of \$5,000.00. Commissioner De La Rosa asked for a motion to approve sponsorship for \$5,000.00 as presented. Commissioner Giles made the motion. Commissioner Gilhooley 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	Absent
		Michael Corrigan	Absent

Motion Carried

Executive Director Rosas reported that Aspire's Annual Fundraiser will take place on March 11th. He recommended the Board sponsor them in the amount of \$5,000.00. Commissioner De La Rosa asked for a motion to approve sponsorship for \$5,000.00 as presented. Commissioner Velasquez made the motion. Commissioner Gilhooley 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	Absent
		Michael Corrigan	Absent

Motion Carried

Executive Director Rosas mentioned the copier contract expires in March but he would like to continue with same company as they have serviced the Commission well. Commissioner De La Rosa asked for a motion to continue with the same company as presented. Commissioner Giles made the motion.

Commissioner Gilhooley 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	Absent
		Michael Corrigan	Absent

Motion Carried

Executive Director Rosas provided a copy of the Assurance office insurance's proposal. He asked for a motion to approve the proposal. Commissioner De La Rosa asked for a motion to accept the Assurance proposal as presented. Commissioner De La Rosa 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	Absent
		Michael Corrigan	Absent

Motion Carried

## **PUBLIC PARTICIPATION**

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**ADJOURNMENT**

Commissioner De La Rosa stated there was no other business or public participation and called for a motion to adjourn the meeting at 6:24pm. Commissioner De La Rosa 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	Absent
		Michael Corrigan	Absent

Motion Carried

  
Orlando Velasquez, Secretary

Nora Mota, Recorder