

**Proviso Township Mental Health Commission
Meeting Minutes – May 17, 2023
4565 Harrison Street
Hillside, IL 60162**

<u>Present</u>	<u>Staff</u>	<u>Guests</u>
Michael A. Corrigan	Jesse Rosas	~
Michelle De La Rosa	Joe Vasilevski	
Cedric D. Giles	Nora Mota	
* Nicole Gilhooley	Lisa Loster	
* ShawnTe Raines	Nancy Adams	
* Orlando Velasquez		
Angela D. Walker		

Attorney: Terrance J. Casey

* Denotes absent

President Corrigan called the meeting to order at 6:02 p.m.

The Pledge of Allegiance was recited.

Secretary De La Rosa called the roll. The following Commissioners represented a Quorum:

Michelle De La Rosa	Angela D. Walker
Cedric D. Giles	Michael A. Corrigan

MINUTES

President Corrigan asked for a motion to approve the minutes from the March 15, 2023, Board meeting.

Commissioner Giles made the motion. Commissioner Corrigan seconded the motion.

The Board was polled:

Michelle De La Rosa	Aye	ShawnTe Raines	Absent
Cedric D. Giles	Aye	Orlando Velasquez	Absent
Nicole Gilhooley	Absent	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 and to report at the June 21st meeting: Mike Corrigan, Angela Walker, Cedric Giles and Orlando Velasquez.

TREASURER'S REPORT

Commissioner Giles presented the Financial Status report for March 2023. President Corrigan asked for a motion to approve the Financial Status report for March 2023. 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	Absent
Nicole Gilhooley	Absent	Angela Walker	Aye
		Michael Corrigan	Aye

Motion Carried

Commissioner Giles presented the Receipts & Disbursements for the months of March and April 2023. President Corrigan asked for a motion to approve the Receipts & Disbursements for March and April 2023. 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	Absent
Nicole Gilhooley	Absent	Angela Walker	Aye
		Michael Corrigan	Aye

Motion Carried

Commissioner Giles presented the Financial Status report for April 2023. President Corrigan asked for a motion to approve the Financial Status report for April 2023. 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	Absent
Nicole Gilhooley	Absent	Angela Walker	Aye
		Michael Corrigan	Aye

Motion Carried

President Corrigan reviewed the Appropriation Ordinance for FY23-24 for \$4,427,500.00 and asked for a motion to adopt the Appropriation Ordinance for FY23-24 in the amount of \$4,427,500.00. 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	Absent
Nicole Gilhooley	Absent	Angela Walker	Aye
		Michael Corrigan	Aye

Motion Carried

ATTORNEY’S REPORT

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EXECUTIVE DIRECTOR’S REPORT

Executive Director Rosas presented the Board the Illinois Saves Overdose Program. He mentioned the Commission obtained a license from the state to be a distributor for Naloxone in the area. The Commission is coming up with a plan to release the Naloxone to the first responders who need it and then to distribute it to organizations who want to be trained on Naloxone.

Executive Director Rosas reported that Riverside Township is hosting a Community Health Fair and Wellness Fair on Saturday June 10th at the North Riverside Commons Building if anyone is interested.

OLD BUSINESS

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NEW BUSINESS

Executive Director Rosas requested a vote be made to have staff re-certified in CPR training. He mentioned the Certification will be expiring this fall. The cost is \$1,873.00 for fifteen people and \$107.00 for each additional staff. President Corrigan mentioned that he also wants Proviso Township staff to be re-certified. President Corrigan requested a motion be made to approve the CPR certification of the Commission staff in the amount of \$1,873.00 with \$107.00 per additional member. Commissioner Walker made the motion. Commissioner Corrigan seconded the motion.

The Board was polled:

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

Motion Carried

Executive Director Rosas presented a letter from the American Legion requesting the Commission redirect the remaining funds from FY22-23 for furniture. Mr. Rosas mentioned the remainder is \$4,134.00 which is to be split with Proviso Township. President Corrigan requested a motion be made to redirect the funds as presented. Commissioner Corrigan 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	Absent
Nicole Gilhooley	Absent	Angela Walker	Aye
		Michael Corrigan	Aye

Motion Carried

Executive Director Rosas presented a letter from Auxiliary Unit #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. 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 Giles seconded the motion.

The Board was polled:

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

Motion Carried

Executive Director Rosas referred to the Housing Forward Have a Heart Gala invitation requesting a \$2,500.00 donation for the event. He commented that we have supported the Gala in the past and recommended approval. Commissioner Corrigan asked for a motion to approve the \$2,500.00 as a donation. 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	Absent
Nicole Gilhooley	Absent	Angela Walker	Aye
		Michael Corrigan	Aye

Motion Carried

Executive Director Rosas requested a vote to attend the Triton College Foundation golf outing in the amount of \$1,100.00. President Corrigan requested a motion be made to attend the golf outing. 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	Absent
Nicole Gilhooley	Absent	Angela Walker	Aye
		Michael Corrigan	Aye

Motion Carried

Executive Director Rosas requested a vote to attend the Proviso Public Partnership golf outing in the amount of \$1,200.00. President Corrigan requested a motion be made to attend the golf outing. 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	Absent
Nicole Gilhooley	Absent	Angela Walker	Aye
		Michael Corrigan	Aye

Motion Carried

Executive Director Rosas requested a vote to attend the No. Riverside Youth Scholarship Fund in the amount of \$800.00. President Corrigan requested a motion be made to attend the golf outing. 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	Absent
Nicole Gilhooley	Absent	Angela Walker	Aye
		Michael Corrigan	Aye

Motion Carried

Executive Director Rosas requested a vote to attend the Healthcare Alternative Systems golf outing in the amount of \$2,500.00. President Corrigan requested a motion be made to attend the golf outing. 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	Absent
Nicole Gilhooley	Absent	Angela Walker	Aye
		Michael Corrigan	Aye

Motion Carried

Executive Director Rosas recommended the Board’s approval for the FY23-24 Vendor Contracts for the following vendors: 1. Precision Repair, 2. Mack Communications, 3. Thomas J. Walsh Consulting, 4. Thomas Thayer, 5. GW & Associates, 6. Noventech, Inc. Executive Rosas informed the Board that Vendors 1, 3, 4 and 6 proposed no increase from previous years. Vendor 2. Mack Communications increased by \$5,000.00/ qtr and Vendor 5. GW & Associates had a minimal increase of \$350.00 dollars for the FY22-23 audit. President Corrigan asked for a motion to approve the 12-month vendor contracts as presented for vendors 1, 2, 3,4, 5, and 6, in a one-motion vote. Commissioner 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	Absent
Nicole Gilhooley	Absent	Angela Walker	Aye
		Michael Corrigan	Aye

Motion Carried

CLOSED SESSION

President Corrigan moved to adjourn for Closed Session at 6:27pm to discuss personnel matters. 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	Absent
Nicole Gilhooley	Absent	Angela Walker	Aye
		Michael Corrigan	Aye

Motion Carried

President Corrigan moved to end Closed Session at 6:37pm. 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	Absent
Nicole Gilhooley	Absent	Angela Walker	Aye
		Michael Corrigan	Aye

Motion Carried

President Corrigan moved to reconvene to Open Session at 6:39pm. Commissioner Walker seconded the motion.

The Board was polled:

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

Motion Carried

President Corrigan moved to change Nora Mota's Employment status from non-exempt to exempt starting July 1, 2023. 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	Absent
Nicole Gilhooley	Absent	Angela Walker	Aye
		Michael Corrigan	Aye

Motion Carried

President Corrigan moved to create an Associate Director position and appoint Joe Vasilevski to fill that position starting July 1, 2023. Commissioner Walker seconded the motion.

The Board was polled:

Michelle De La Rosa	Aye	ShawnTe Raines	Absent
Cedric D. Giles	Aye	Orlando Velasquez	Absent
Nicole Gilhooley	Absent	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 6:41pm. Commissioner Corrigan 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	Absent
Nicole Gilhooley	Absent	Angela Walker	Aye
		Michael Corrigan	Aye

Motion Carried


Michelle De La Rosa, Acting Secretary

Nora Mota, Recorder