

**Proviso Township Mental Health Commission  
Meeting Minutes – June 21, 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  
Lisa Loster  
Joe Vasilevski

Guests

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Attorney: Terrence J. Casey

\* Denotes absent

\*\* Denotes late arrival

President Corrigan called the meeting to order at 6:08 p.m.

The Pledge of Allegiance was recited.

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

Michelle De La Rosa  
Cedric D. Giles  
Nicole Gilhooley

Angela D. Walker  
Michael A. Corrigan

Commissioner Velasquez arrived at 6:12pm

**MINUTES**

President Corrigan asked for a motion to approve both the Public Hearing minutes and the Board meeting minutes from May 17, 2023, in one motion. 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	Aye	Angela Walker	Aye
		Michael Corrigan	Aye

Motion Carried

**PRESENTATION**

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**PRESIDENT'S REPORT**

President Corrigan asked for a motion to approve the following Commissioners as officers for FY23-24: President, Michael A. Corrigan, Vice President, Angela Walker, Secretary, Orlando Velasquez, Treasurer, Cedric D. Giles. Commissioner De La Rosa 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	Aye
		Michael Corrigan	Aye

Motion Carried

**TREASURER'S REPORT**

Commissioner Giles presented the Financial Status report for May 2023. President Corrigan asked for a motion to approve the Financial Status report for May 2023. Commissioner Walker 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	Aye
		Michael Corrigan	Aye

Motion Carried

Commissioner Giles presented the Receipts & Disbursements for the month of May 2023. President Corrigan asked for a motion to approve the Receipts & Disbursements for May 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	Aye
Nicole Gilhooley	Aye	Angela Walker	Aye
		Michael Corrigan	Aye

Motion Carried

Commissioner Giles reviewed the Budget Transfers for FY22-23. President Corrigan asked for a motion to approve the Budget Transfers for FY22-23 as presented. 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	Aye
		Michael Corrigan	Aye

Motion Carried

**ATTORNEY’S REPORT**

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**EXECUTIVE DIRECTOR’S REPORT**

Executive Director Rosas notified the Board that Norton Life Lock was being renewed for one year with no increase in pricing. He added the service is part of the employees' benefit package.

Executive Director Rosas notified the Board that Aging Care has sent them a Save the Date postcard for their annual Sport Ball 2023 fundraiser scheduled for September 15th this year.

**OLD BUSINESS**

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**NEW BUSINESS**

Executive Director Rosas recommended a vote be made to approve the agency contracts for FY23-24 as presented in the amount of \$2,919,332.00. Attorney Casey mentioned that since Commissioner Gilhooley sits on the Brookfield Park Board, she should abstain from the vote on the FY23-24 Contracts. President Corrigan requested a motion be made as suggested by Executive Director Rosas and Attorney Casey. Commissioner Walker made the motion. Commissioner Giles seconded the

The Board was polled:

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

Motion Carried

Director of Program Administration Loster recommended the Board approve the one-time grants for four agencies in the amount of \$140,000.00. President Corrigan requested a motion be made as suggested by Director of Program Administration Loster. 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	Aye
		Michael Corrigan	Aye

Motion Carried

Executive Director Rosas recommended a vote be made to approve the Quinn Center Summer 2023 Youth Enrichment Program. The four-week program serves 120 children from the Proviso Township area who are suffering from emotional, mental, and developmental issues and offers temporary refuge. The program costs \$10,000.00 to run. President Corrigan requested a motion be made as suggested by Executive Director Rosas. Commissioner Walker 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 mentioned that in the annual review of the Employee Policy Handbook. He noted there is no language regarding compensatory time in lieu of cash overtime. However, it is the federal law and needs to be added to the employee handbook. President Corrigan requested a motion be made as suggested by Executive Director Rosas. 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 a vote be made to approve the SBE Media Consulting Firm. The program will collaborate with the Commission to identify key gaps and map out communications strategies. The program costs \$10,000.00 to begin and will develop a plan on executing a successful campaign and education of resources available in the Proviso area. President Corrigan requested a motion be made as suggested by Executive Director Rosas. 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

President Corrigan moved to adjourn for Closed Session at 6:51 pm to discuss employee 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	Aye
Nicole Gilhooley	Aye	Angela Walker	Aye
		Michael Corrigan	Aye

Motion Carried

President Corrigan moved to reconvene to Open Session at 7:08 pm. 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

Motion Carried

President Corrigan requested a motion be made to approve the settlement agreement with employee, Nora Mota. President 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

President Corrigan requested a motion to make the financial assistant part-time position sixteen hours per week. President 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

President Corrigan requested a motion be made to approve a 4% salary increase for all PTMHC employees. 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

### **PUBLIC PARTICIPATION**

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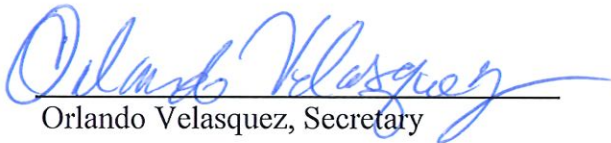
### **ADJOURNMENT**

Secretary De La Rosa stated there was no other business or public participation and called for a motion to adjourn the meeting at 7:08pm. 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	Aye
		Michael Corrigan	Aye

Motion Carried

  
Orlando Velasquez, Secretary

Nora Mota, Recorder