

HANOVER TOWNSHIP MENTAL HEALTH BOARD
MINUTES of the PLANNING AND BY-LAWS COMMITTEE MEETING

February 28, 2023

The meeting was called to order by Ms. Rahim at 6:00 pm.

Roll Call: Denise Noyola, Michelle Esquivel, Kathy Biesiadecki, and Faiza Rahim. Also in attendance, Manager Amanda Teachout.

Public Comment: None.

Approval of Planning Committee Meeting Minutes of February 22, 2022: A motion to approve the Mental Health Board Planning Committee Meeting Minutes of February 22, 2022 was made by Ms. Noyola and seconded by Ms. Esquivel. The motion was approved by unanimous vote.

Review of Strategic Plan Goals FY23-25: Manager Teachout walked the committee through the three goals for FY 23. She explained the first goal, to make mid-year funding applications and annual funding applications available on the website was in the works and became the project of building a new reporting website. As of February 28, the project was scheduled for completion March 3. The second goal is developing contractual agreements for Hanover Landing. The completion of this goal is in the works and may extend into FY 2024. The last goal, the coordinate and facilitate a funded agency meeting was completed in August. The Board was provided a memo upon its completion. There was some discussion about the following year's goals as well.

Consideration of FY 24 Mid-year Funding Applications: Ms. Biesiadecki moved to consider the FY 24 Funding Applications. Ms. Noyola seconded. Manager Teachout explained it was a good time to update the mid-year applications to and examine them to see if the Mental Health Board is getting the information they want. Ms. Esquivel suggested sending an editable email so each member of the committee can make notes. The group agreed to meet on March 28 to finalize any changes. Ms. Biesiadecki moved to table the discussion until March 28 and Ms. Noyola seconded. The motion passed unanimously.

Discussion of Site Visit Procedure: Ms. Rahim opened the floor and Manager Teachout explained that agencies had mentioned they do not receive feedback from the Site Visits and are asking. Ms. Esquivel suggested coming up with a form letter and including the three top strengths and possible areas to work on to be sent. Ms. Biesiadecki concurred. Ms. Rahim also mentioned that she liked that idea. The group discussed updating the Site Visit Worksheet and adding a procedure at the end of the Site Visit. Ms. Esquivel volunteered to work with Manager Teachout to bring something to the table for the March meeting.

Adjournment: Ms. Biesiadecki moved to adjourn at 6:21 pm and Ms. Noyola seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Amanda Teachout