

HANOVER TOWNSHIP MENTAL HEALTH BOARD

MINUTES of the MEETING

August 22, 2017

The meeting was called to order by Chairman Kathy Biesiadecki at 6:02 p.m.

Roll Call: Kathy Biesiadecki, Meghan Nelson, Maureen Lue, Kristen Cruthers, Mary Jane Garvey, Debbra Sirchia, Trustee Mary Alice Benoit. Also present, Kristin Vana, MHB Manager.

Approval of the Agenda: Motion to amend the agenda to omit the Oath of Office was made by Trustee Benoit, seconded by Ms. Lue. It was noted Ms. Cruthers and Ms. Nelson had already taken the oath of office prior to the start of the meeting. The motion to approve the agenda as amended passed by unanimous vote.

Approval of Regular Meeting Minutes of May 23, 2017: Motion to approve the regular meeting minutes of the May 23, 2017 was made by Ms. Garvey, seconded by Ms. Nelson. The motion was approved.

Ms. Biesiadecki	Yes	Trustee Benoit	Yes	Ms. Garvey	Yes	Ms. Cruthers	Abstain
Ms. Nelson	Yes	Ms. Sirchia	Yes	Ms. Lue	Abstain		

Approval of the April 2017 Financial Statement: Motion to approve the April 2017 financial statement was made by Ms. Sirchia, seconded by Ms. Garvey. Ms. Biesiadecki called for a roll call vote. The motion was approved.

Ms. Biesiadecki	Yes	Trustee Benoit	Yes	Ms. Garvey	Yes	Ms. Cruthers	Yes
Ms. Nelson	Yes	Ms. Sirchia	Yes	Ms. Lue	Yes		

Approval of the May 2017 Financial Statement: Motion to approve the May 2017 financial statement was made by Ms. Lue, seconded by Ms. Sirchia. Ms. Biesiadecki called for a roll call vote. The motion was approved.

Ms. Biesiadecki	Yes	Trustee Benoit	Yes	Ms. Garvey	Yes	Ms. Cruthers	Yes
Ms. Nelson	Yes	Ms. Sirchia	Yes	Ms. Lue	Yes		

Approval of the June 2017 Financial Statement: Motion to approve the June 2017 financial statement was made by Ms. Nelson, seconded by Ms. Cruthers. Ms. Cruthers noted that Children Advocacy Center's, Family Support Services program was 90% expended. Ms. Biesiadecki called for a roll call vote. The motion was approved.

Ms. Biesiadecki	Yes	Trustee Benoit	Yes	Ms. Garvey	Yes	Ms. Cruthers	Yes
Ms. Nelson	Yes	Ms. Sirchia	Yes	Ms. Lue	Yes		

Manager's Report: The Manager's Report was presented and reviewed. Manager Vana shared that all funded agencies responsible for completing monthly reports have been asked to complete an audit worksheet to review residency. The audit will be due on September 15th, in addition to annual funding

applications for FY 19. The funding hearings for FY 19 will be based upon the results of the agency audits. Manager Vana shared that the second edition of the Mental Health Resource Guide was completed and mailed out to Township residents earlier this month. Manager Vana also discussed the AID and TIDE transportation programs and explained that the TIDE program continues to serve the clients on the AID bus wait list. It was suggested the Planning Committee meet to review the TIDE program and the way its can continue to fill the gap of bus service to/from AID. The next Human Services Coordinating Council meeting is scheduled for August 30, 2017. Senator Castro will attended the HSCC meeting for a Q&A session with agency leaders. The Resource Center bathrooms have been converted into two unisex bathrooms. Both bathrooms and 3 offices have been painted. The interior of the building will be painted in its entirety by the end of the fiscal year. Manager Vana also shared that Family Service Association of Greater Elgin has relinquished one of their two office and Children's Advocacy Center's Family Support program has taken over the lease for the vacant office.

Unfinished Business: None

New Business:

Capital Funding Request: Kenneth Young Center: A motion to approve capital funds to Kenneth Young Center in the amount of \$3,197.40 was made by Ms. Cruthers, seconded by Ms. Garvey. Discussion ensued. Trustee Benoit noted that the amount requested was comparable to the percentage of township residents the agency serves. Ms. Biesiadecki called for a roll call vote. The motion was approved.

Ms. Biesiadecki	Yes	Trustee Benoit	Yes	Ms. Garvey	Yes	Ms. Cruthers	Yes
Ms. Nelson	Yes	Ms. Sirchia	Yes	Ms. Lue	Yes		

Capital Funding Request: Boys and Girls Club of Elgin: A motion to approve capital funds to Boys and Girls Club of Elgin in the amount of \$25,000 was made by Ms. Garvey, seconded by Ms. Cruthers. Discussion ensued. It was noted that the reported number of Hanover Township residents served was high and the request did not fall under a mental health service and/or program. Ms. Biesiadecki called for a roll call vote. The motion was denied.

Ms. Biesiadecki	No	Trustee Benoit	No	Ms. Garvey	No	Ms. Cruthers	No
Ms. Nelson	No	Ms. Sirchia	No	Ms. Lue	No		

Site Visit Review: Northwest Center Against Sexual Assault: Ms. Biesiadecki reviewed the site visit to Northwest CASA that took place on June 8th with Manager Vana. Executive Director, Jim Huenink, reviewed the programs and services at the agency. Ms. Biesiadecki noted the agency relies on volunteers, all staff have a master's level education, there is a wait list and those that are placed on the wait list receive 3 sessions immediately to review coping skills and receive referrals for other services while they wait to be seen. The visit was successful and no additional follow up with the agency was recommended.

The Bridge Youth and Family Services Update: Manager Vana and the Director of Youth and Family Services, John Parquette, met with The Bridge YFS staff in order to discuss ways to appropriately refer Hanover Township residents The Bridge serves to Hanover Township Youth and Family Services Department. A site visit to The Bridge took place in September 2015 and the one item the Mental Health Board asked of The Bridge was to increase referrals to Hanover Township YFS. Since then, there have not

been any referrals made. Manager Vana asked that The Bridge staff review the crisis program and it was mentioned that the majority of the clients reported to the Mental Health Board are patients at Streamwood Behavioral Health Hospital in Streamwood. It was also noted that the outreach for the crisis services in Streamwood may be limited. Due to concerns regarding residency, an audit was completed for FY 17 and the first 5 months of FY 18. It was discovered that a majority of the clients reported to the Mental Health Board were seen at Streamwood Behavioral Health Hospital, however were not Hanover Township residents. The Bridge also counts a parent and/or guardian, in addition to the child in crisis being served, which has drastically increased the number reported to the Mental Health Board each month. After discussion, the Mental Health Board asked that Manager Vana reach out to the Bridge and ask them to attend annual funding hearings in October, in addition to having the agency submit a supplemental audit sheet each month with their monthly report to ensure residency.

FY 19 Service Contract Review: Manager Vana reviewed the changes that were made to the service contract for Administer Justice for the current fiscal year. The most important was the specific explanation of information obtained during an audit by the Mental Health Board. The board reviewed the language on page 3, Section 7A and suggested that the language in the FY 19 service contract be changed for all agencies. Additional language was reviewed regarding training and licensure procedures for agency staff. Manager Vana will clarify the need to contact legal with Administrator Barr. The Planning Committee will also review the service contract in its entirety to discuss adding additional language regarding quarterly reports.

Mental Health Board Committee Assignments: Ms. Biesiadecki explained that with a few changes to members of the board, committee assignments should be confirmed. The Planning Committee will consist of Ms. Meghan Nelson, Ms. Maureen Lue, Ms. Debbra Sirchia and Ms. Kathy Biesiadecki. The Finance Committee will consist of Ms. Mary Jane Garvey, Ms. Kristen Cruthers, Trustee Mary Alice Benoit and Ms. Kathy Biesiadecki. Manager Vana also clarified that all members of the board are welcome to attend the committee meetings.

Executive Session: None

Other Business: Manager Vana shared that the Disabled Housing project continues to move forward with UP Development. Hanover Township staff will meet with the City of Elgin, including Mayor Kaptain, on September 6th to discuss the project further. The next step will be to begin the process of identifying an on-site service provider. Manager Vana also discussed the upcoming site visits to Administer Justice and Little City Foundation. Those will be completed in September.

Adjournment: There being no other business, Ms. Nelson moved to adjourn the meeting. Ms. Lue seconded the motion. Motion was approved. Meeting adjourned at 7:23 p.m.

Respectfully Submitted,

Maureen Lue
Secretary