

HANOVER TOWNSHIP MENTAL HEALTH BOARD

MINUTES of the MEETING

August 28, 2018

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

Roll Call: Kathy Biesiadecki, Meghan Nelson (6:10 PM), Kristen Cruthers, Mary Jane Garvey, Debbra Sirchia. Also present Kristin Vana, MHB Manager; James Barr, Township Administrator; Dennis Hewitt; Matthew Steichmann; Margaret Dillion, Gigi's Playhouse; Karen Fay, Center for Enriched Living; Erica Whelan, JOURNEY'S The Road Home; Tracey Colagrossi, Hanover Township Senior Services; Ashley Grochocinski, Clearbrook

Approval of the Agenda: Motion to approve the agenda was made by Ms. Cruthers, seconded by Ms. Garvey. The motion was approved by unanimous vote.

Oath of Office: The oath of office will be administered to newly appointed Mental Health Board members, Dennis Hewitt and Matthew Steichmann at a later date.

Public Comment: None

Presentations: The board heard presentations from Gigi's Playhouse, Hanover Township Senior Services, Center for Enriched Living, JOURNEY'S The Road Home and Clearbrook in regards to their mid-year funding application being considered.

Approval of Regular Meeting Minutes of May 22, 2018: Motion to approve the regular meeting minutes of the May 22, 2018 was made by Ms. Nelson, seconded by Ms. Sirchia. The motion was approved by unanimous vote.

Approval of the April 2018 Financial Statement: Motion to approve the April 2018 financial statement was made by Ms. Garvey, seconded by Ms. Cruthers. Discussion ensued. Ms. Biesiadecki called for a roll call vote. The motion was approved.

Ms. Biesiadecki	Yes	Ms. Nelson	Yes	Ms. Cruthers	Yes
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Ms. Garvey	Yes	Ms. Sirchia	Yes
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Approval of the May 2018 Financial Statement: Motion to approve the May 2018 financial statement was made by Ms. Sirchia, seconded by Ms. Nelson. Discussion ensued. Ms. Biesiadecki called for a roll call vote. The motion was approved.

Ms. Biesiadecki	Yes	Ms. Nelson	Yes	Ms. Cruthers	Yes
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Ms. Garvey	Yes	Ms. Sirchia	Yes
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Approval of the June 2018 Financial Statement: Motion to approve the June 2018 financial statement was made by Ms. Nelson, seconded by Ms. Garvey. Discussion ensued. Ms. Biesiadecki called for a roll call vote. The motion was approved.

Ms. Biesiadecki	Yes	Ms. Nelson	Yes	Ms. Cruthers	Yes
Ms. Garvey	Yes	Ms. Sirchia	Yes		

Approval of the July 2018 Financial Statement: Motion to approve the July 2018 financial statement was made by Ms. Cruthers, seconded by Ms. Garvey. Discussion ensued. Ms. Biesiadecki called for a roll call vote. The motion was approved.

Ms. Biesiadecki	Yes	Ms. Nelson	Yes	Ms. Cruthers	Yes
Ms. Garvey	Yes	Ms. Sirchia	Yes		

Manager's Report: The Manager's Report was presented and reviewed. Manager shared an update regarding the needs assessment. A total of 9 focus groups were conducted over the summer, in addition to the online survey taking place in August. Manager is currently working with the Center for Governmental Studies to schedule a presentation to review the results of the assessment. The MHB Planning Committee will meet in October to review the results further and begin the development of the next three year strategic plan which will include fiscal years 2020, 2021 and 2022. Manager also reported that Kenneth Young Center officially became the newest tenant at the Resource Center effective July 1, 2018. Manager is reviewing the utilization of the Resource Center by meeting with agencies over the next month to determine how to increase the usage of satellite offices. Ms. Biesiadecki also introduced Dennis Hewitt and Matthew Steichmann and brief board member introductions took place.

Unfinished Business: None

New Business: Noting the large amount of funding requests, Ms. Biesiadecki asked Administrator Barr to review the process for to amend the budget. Manager Vana also shared the balance amounts of each mid-year funding line item.

Capital Funding Request: Gigi's Playhouse: A motion to approve \$25,000 in capital funding to Gigi's Plahouse was made by Ms. Garvey, seconded by Ms. Sirchia. Discussion ensued. A motion to amend the previous motion to approve \$11,000 in capital funding to Gigi's Playhouse was made by Ms. Garvey, seconded by Ms. Cruthers. Discussion ensued. It was noted that Gigi's Playhouse has a stronger fundraising team, and the services and programs provided are instrumental in the successes of individuals with Down Syndrome. Ms. Biesiadecki called for a roll call vote. The motion was approved.

Ms. Biesiadecki	Yes	Ms. Nelson	Yes	Ms. Cruthers	Yes
Ms. Garvey	Yes	Ms. Sirchia	Yes		

Capital Funding Request: Clearbrook: A motion to approve \$5,000 in capital funding to Clearbrook was made by Ms. Nelson, seconded by Ms. Garvey. Discussion ensued. The board noted there were more cost effective options to replace the floors in the home. Additional funding resources for the project should be pursued. Ms. Biesiadecki called for a roll call vote. The motion was approved.

Ms. Biesiadecki	Yes	Ms. Nelson	Yes	Ms. Cruthers	Yes
Ms. Garvey	Yes	Ms. Sirchia	Yes		

Capital Funding Request: Renz Addiction Counseling Center: A motion to approve \$5,000 in capital funding to Renz Addiction Counseling Center was made by Ms. Garvey, seconded by Ms. Sirchia. Discussion ensued. It was noted the cost of the capital project was reasonable and the portion Renz is requesting from the Mental Health Board is proportional to the number of Hanover Township residents the agency serves. Ms. Biesiadecki called for a roll call vote. The motion was approved.

Ms. Biesiadecki	Yes	Ms. Nelson	Yes	Ms. Cruthers	Yes
Ms. Garvey	Yes	Ms. Sirchia	Yes		

Capital Funding Request: JOURNEY'S The Road Home: A motion to approve \$25,000 in capital funding to JOURNEY'S The Road Home was made by Ms. Nelson, seconded by Ms. Sirchia. Discussion ensued. It was noted the need for funding was currently not immediate and the number of Hanover Township residents served is low. Ms. Biesiadecki called for a roll call vote. The motion was denied.

Ms. Biesiadecki	No	Ms. Nelson	No	Ms. Cruthers	No
Ms. Garvey	No	Ms. Sirchia	No		

Capital Funding Request: Shelter, Inc.: A motion to approve \$7,907.75 in capital funding to Shelter, Inc. was made by Ms. Cruthers, seconded by Ms. Nelson. Discussion ensued. A motion to amend the previous motion to approve \$5,000 in capital funding to Shelter, Inc. was made by Ms. Cruthers, seconded by Ms. Nelson. It was noted the agency had acquired additional funding to purchase the vehicle for client transportation as encouraged by the Mental Health Board previously. Ms. Biesiadecki called for a roll call vote. The motion was approved.

Ms. Biesiadecki	Yes	Ms. Nelson	Yes	Ms. Cruthers	Yes
Ms. Garvey	Yes	Ms. Sirchia	Yes		

Capital Funding Request: Global Executive Council Services: A motion to approve \$25,000 in capital funding to Global Executive Council Services was made by Ms. Nelson, seconded by Ms. Sirchia. Discussion ensued. The application presented was unclear and did not include quotes for the equipment. It was noted that the agency apply for funding again with additional documentation. Ms. Biesiadecki called for a roll call vote. The motion was denied.

Ms. Biesiadecki	No	Ms. Nelson	No	Ms. Cruthers	No
Ms. Garvey	No	Ms. Sirchia	No		

Challenge Funding Request: Hanover Township Senior Services: A motion to approve \$12,500 in challenge funding to Hanover Township Senior Services was made by Ms. Nelson, seconded by Ms. Cruthers. Discussion ensued. It was noted the program ensures the township's home-bound residents' nutritional needs are being met, in addition to concurrently providing well-being checks and offering

additional services to the residents as appropriate. Ms. Biesiadecki called for a roll call vote. The motion was approved.

Ms. Biesiadecki	Yes	Ms. Nelson	Yes	Ms. Cruthers	Yes
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Ms. Garvey	Yes	Ms. Sirchia	Yes
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Challenge Funding Request: Center for Enriched Living: A motion to approve \$2,500 in challenge funding to the Center for Enriched Living was made by Ms. Cruthers, seconded by Ms. Nelson. Discussion ensued. It was noted the program currently serves 1 Hanover Township resident and projects serving 5 Hanover Township residents over the next year. Ms. Biesiadecki called for a roll call vote. The motion was approved.

Ms. Biesiadecki	Yes	Ms. Nelson	Yes	Ms. Cruthers	Yes
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Ms. Garvey	Yes	Ms. Sirchia	Yes
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Challenge Funding Request: Global Executive Council Services: A motion to approve \$25,000 in challenge funding to the Global Executive Council Services was made by Ms. Nelson, seconded by Ms. Cruthers. Discussion ensued. The funding application was unclear as to how awarded funding would be utilized. It was noted the agency could apply again for funding by submitting a revised application. Ms. Biesiadecki called for a roll call vote. The motion was denied.

Ms. Biesiadecki	No	Ms. Nelson	No	Ms. Cruthers	No
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Ms. Garvey	No	Ms. Sirchia	No
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Staff Development Request: Shelter, Inc.: A motion to approve \$1,698 in staff development funding to Shelter, Inc. was made by Ms. Nelson, seconded by Ms. Garvey. Discussion ensued. It was noted the training opportunities would be beneficial to agency staff. Ms. Biesiadecki called for a roll call vote. The motion was approved.

Ms. Biesiadecki	Yes	Ms. Nelson	Yes	Ms. Cruthers	Yes
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Ms. Garvey	Yes	Ms. Sirchia	Yes
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Emergency Funding Request: Administer Justice: A motion to approve \$7,000 in emergency funding to Administer Justice was made by Ms. Nelson, seconded by Ms. Sirchia. Discussion ensued. It was noted that the agency fundraising efforts are strong and it was likely the agency will secure the necessary funds to sustain services and programming in future fiscal years. Ms. Biesiadecki called for a roll call vote. The motion was approved.

Ms. Biesiadecki	Yes	Ms. Nelson	Yes	Ms. Cruthers	Yes
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Ms. Garvey	Yes	Ms. Sirchia	Yes
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MHB Planning and Bylaws Committee Meeting Review: Ms. Nelson reviewed the Planning Committee meeting that took place on August 7, 2018. The committee reviewed the utilization of the Resource Center and discussed ways to increase usage. Manager Vana has been asked to meet with Resource Center

agencies to discuss current usage and how to increase it moving forward. The committee also discussed the community needs assessment and the next steps towards developing the next three year strategic plan. The committee will focus on suggesting actionable goals and will utilize some different techniques during the plans development. The next meeting will take place following the presentation of the results of the needs assessment by the Center for Governmental Studies.

Prevailing Wages Ordinance: Ordinance #MHB-82818 was submitted for approval. A motion was made to approve the ordinance by Ms. Nelson, seconded by Ms. Sirchia. Discussion ensued. Ms. Biesiadecki called for a roll call vote. The motion was approved.

Ms. Biesiadecki	Yes	Ms. Nelson	Yes	Ms. Cruthers	Yes
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Ms. Garvey	Yes	Ms. Sirchia	Yes
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FY 19 Site Visit Schedule Review: Manager Vana reviewed the site visit schedule for the remainder of FY 19. Both Mr. Hewitt and Mr. Steichmann were added to scheduled visits and updated board member availability was discussed.

Executive Session: None

Other Business: Administrator Barr shared that the Downey Hall renovations would begin in September and that the Mental Health Board meetings in September and October will be relocated, most likely to the Senior Center. Manager Vana will follow up with a confirmation of the meeting relocation next month. Administrator Barr also shared that the Clerk apologized for missing the meeting and will administer the oath of office to the new MHB members prior to the next Mental Health Board meeting on September 25, 2018.

Adjournment: There being no other business, Ms. Garvey moved to adjourn the meeting. Ms. Nelson seconded the motion. Motion was approved. Meeting adjourned at 8:40 p.m.

Respectfully Submitted,

Kristen Cruthers
Secretary