

# HANOVER TOWNSHIP MENTAL HEALTH BOARD

## MINUTES of the MEETING

May 6, 2020

The meeting was called to order by Chair Kristen Cruthers at 5:30 p.m.

**Roll Call:** Kristen Cruthers, Kathy Biesiadecki, Matthew Steichmann, Deb Sirchia, Mary Jane Garvey, Trustee Khaja Moinuddin, Faiza Rahim. Also present, Amanda Teachout, Mental Health Board Manager and James Barr, Township Administrator, Kristin Vana, Township Assistant to the Administrator, Caleb Hansen, Director of Facilities and Maintenance of Hanover Township, Bev DeJovine, Claire Culton and Pam Bills of Hands of Hope, Karen Fey of Center for Enriched Living, Cathy Russell of Boys & Girls Club of Elgin, Nazneen Begum and of Global Executive Council

Administrator James Barr read a prepared statement for the record acknowledging that Recent Executive Orders by the Governor suspends the in-person attendance requirement by members of a public body and suspend the conditions limiting when remote participation is permitted for attendance at a public meeting. These Executive Orders further provide that public bodies are encouraged to provide remote access to meetings to the public. The Township posted information about this meeting on the website and regularly used social media platforms. This information shared with the public the way in which they could participate in the meeting, submit comments, and monitor the meeting in light of the ongoing public health emergency.

**Approval of the Agenda:** Ms. Sirchia moved to approve the agenda of the rescheduled meeting of May 6, 2020 and Ms. Garvey seconded. The motion was approved.

**Public Comment:** None

**Presentations:** Bev DeJovine, Claire Culton and Pam Bills presented on behalf of Hands of Hope. They explained they are seeking funds for a staff development request for a training that has been cancelled due to COVID-19. They are hoping it will be rescheduled soon. Karen Fay of Center for Enriched Living presented her emergency request. She shared that there are over 100 people participating in their virtual programs. Cathy Russell of Boys & Girls Club of Elgin presented on the care boxes that the Club is creating and delivering. She asked for emergency funds for this project. Nazneen Begum of Global Executive Council also presented an emergency request. The agency is seeking operating funds as their revenue stream has been significantly reduced.

**Approval of Regular Meeting Minutes of February 25, 2020:** Ms. Sirchia moved to approve the minutes of February 25, 2020 and Ms. Biesiadecki seconded the motion. Manager Teachout acknowledge that her attention had been drawn to the spelling of a Board Member's name and the incorrect tense used regarding the scheduling of the next meeting and those would be corrected for the record. The motion passed.

**Approval of January, February, and March 2020 Financial Statements:** Manager Teachout explained that the accounting issues from the February meeting had been cleared up but the March statement will show a new issue that has already been addressed with Accounting.

Ms. Biesiadecki    Yes

Ms. Sirchia    Yes

Ms. Cruthers    Yes

Ms. Garvey	Yes	Trustee Moinuddin	Yes	Mr. Steichmann	Yes
Ms. Rahim	Yes				

**Manager’s Report:** The Manager’s Report was presented and reviewed. Manager Teachout reported on her visit to Shelter, Inc. She also shared about how the Mental Health Board has had a presence in Hanover Township during the COVID -19 pandemic, including a weekly grocery delivery to the Clearbrook’s Community Integrated Living Arrangement the Mental Health Board funds, participation in the Bartlett Virtual Town Hall, well being chats with older seniors, and updates with agencies. Manager Teachout also talked about participation in the ACMHAI meetings virtually.

**Unfinished Business:** Ms. Biesiadecki moved to consider the Staff Development request from Hands of Hope in the amount of \$3,000 and Mr. Steichmann seconded. Ms. Biesiadecki stated that she would like to ask Hands of Hope to come back when their training had been rescheduled. Ms. Cruthers asked Mr. Barr if the Board could even fund a request that was unspecific in nature. Mr. Barr stated that is was inadvisable. A roll call was conducted and the motion was denied.

Ms. Biesiadecki	No	Ms. Sirchia	No	Ms. Cruthers	No
Ms. Garvey	No	Trustee Moinuddin	No	Mr. Steichmann	No
Ms. Rahim	No				

**New Business:**

**Center for Enriched Living Emergency Funding:** Ms. Biesiadecki moved consider the Center for Enriched Living’s request in the amount of \$20,000. Ms. Garvey seconded. Discussion ensued. The Board agreed the agency does important work but expressed concern that the number of Township residents was not proportionate to the request as CEL is currently only serving three residents. A roll call was held and the motion was denied.

Ms. Biesiadecki	No	Ms. Sirchia	No	Ms. Cruthers	No
Ms. Garvey	No	Trustee Moinuddin	No	Mr. Steichmann	No
Ms. Rahim	No				

**Boys & Girls Club of Elgin Emergency Funding Request:** Mr. Steichmann moved to consider the Boys & Girls Club of Elgin emergency request in the amount of \$15,000 and Ms. Garvey seconded. Discussion ensued. The Board agreed that although the idea was good, an additional service did not constitute an emergency. The Board also expressed concern at the cost of an individual care package. A roll call was conducted for the motion.

Ms. Biesiadecki	No	Ms. Sirchia	No	Ms. Cruthers	No
Ms. Garvey	No	Trustee Moinuddin	No	Mr. Steichmann	No
Ms. Rahim	No				

**Global Executive Council Emergency Funding Request:** Ms. Rahim moved to consider the Global Executive Council's emergency request in the amount of \$25,000 and Ms. Garvey seconded. Discussion ensued. The Board discussed the that nature of the request is regarding the provision of social services, which does not fall under the statutes of the Mental Health Board. The Board agreed that their funding needs to be reserved for mental health, developmental disability, and substance abuse. A roll call was conducted for the motion.

Ms. Biesiadecki	No	Ms. Sirchia	No	Ms. Cruthers	No
Ms. Garvey	No	Trustee Moinuddin	No	Mr. Steichmann	No
Ms. Rahim	No				

**Shelter, Inc. Capital Funding Request:** Ms. Biesiadecki moved to consider the capital request for Shelter, Inc. in the amount of \$25,000. The motion was seconded by Mr. Steichmann. Ms. Biesiadecki commented that the application was very clear and easy to read and understand the nature of the request. The Board discussed the total cost of the project as well as residents that the agency served. Ms. Sirchia noted that she had more questions. Ms. Biesiadecki moved the request be postponed until the next meeting and Ms. Rahim seconded. A roll call passed the motion.

Ms. Biesiadecki	Yes	Ms. Sirchia	Yes	Ms. Cruthers	Yes
Ms. Garvey	Yes	Trustee Moinuddin	Yes	Mr. Steichmann	Yes
Ms. Rahim	Yes				

**Consideration of first quarter payments to agencies:** Ms. Biesiadecki moved to consider first quarter payment methods to agencies and Mr. Steichmann seconded the motion. Manager Teachout explained to the Board that the Board had the ability to shift the fee for service payments to a one-time quarterly payment to assist agencies during the COVID-19 pandemic. Discussion ensued. A roll call passed the motion.

Ms. Biesiadecki	Yes	Ms. Sirchia	Yes	Ms. Cruthers	Yes
Ms. Garvey	Yes	Trustee Moinuddin	Yes	Mr. Steichmann	Yes
Ms. Rahim	Yes				

**Other Business:** The Board discussed the possibility of summer meetings if agencies continue to submit emergency requests. The Board agreed to do so if needed. Chair Cruthers also asked if Manager Teachout could make sure agencies understand the importance of the fifth question on mid-year funding applications that pertains to residents served versus all clients served. Lastly, the Board discussed rescheduling the upcoming meeting of the Mental Health Board on May 26, 2020 to 5:30 pm instead of the normally scheduled time to accommodate the work schedules of those at the Township that set up the virtual platform.

**Adjournment:** There being no other business, Ms. Biesiadecki moved to adjourn the meeting at 7:21 and Ms. Rahim seconded. The meeting was adjourned.

Respectfully Submitted,

Debra Sirchia

Mental Health Board Secretary