



HANOVER TOWNSHIP MENTAL HEALTH BOARD

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Hanover Township Mental Health Board Minutes of the Meeting January 12, 2010

The meeting was called to order by Brian Gorcowski, Chairperson, at 6:00 p.m.

Roll Call: Brian Gorcowski, Chris Van Herik, Linda Best, Bill Burke, Marvin Kramer, Julie Runzel present. A quorum was established. Also present was Danise Habun, Executive Director.

Approval of the Agenda: Motion to approve the agenda moved by Mr. Kramer, seconded by Mr. Van Herik. The motion was approved by unanimous vote.

Approval/Corrections of regular and executive committee minutes: Motion to approve the minutes as presented moved by Mr. Kramer, seconded by Ms. Runzel. The motion was approved by unanimous vote.

November, 2009, financials: Motion to approve the November, 2009, financials moved by Mr. Burke, seconded by Mr. Van Herik. Chair Gorcowski called for a roll call vote. The motion carried.

Brian Gorcowski	Yes	Linda Best	Yes
Bill Burke	Yes	Marvin Kramer	Yes
Julie Runzel	Yes	Chris Van Herik	Yes

Executive Director's Report: The Executive Director's report was presented and reviewed.

FY10 Agency Audits: Ms. Habun reported that a written report on the results of FY10 Agency Audits would be submitted within the week. Compliance issues in the correct identification of Hanover Township clients by the Renz Center were noted and corrective steps have been taken to address the issue. An internal issue with Hanover Township Youth and Family Services in verifying information also will be addressed. All other agencies were deemed to be in compliance.

Finance Subcommittee Report: Mr. Kramer reported on a recommendation by the Finance Committee that the Budget Item "Contract Support Services" (Line Item number 5054138) be changed to "Emergency Contract Services" in order to clarify that funds in this category can be used to meet emergency funding needs as well as contract support. Mr. Kramer moved and Mr. Burke seconded a motion to rename Budget Line Item number 5054138 "Emergency Contract Services". Chair Gorcowski called for a roll call vote. The motion carried.

Brian Gorcowski	Yes	Linda Best	Yes
Bill Burke	Yes	Marvin Kramer	Yes
Julie Runzel	Yes	Chris Van Herik	Yes

Review/Approval Proposed FY11 Budget: Mr. Kramer presented the proposed FY11 Budget totaling \$1,134,164. He noted that the total budget reflects no increase over FY10 and that specific service contract allocations will be developed later. Mr. Kramer made a motion to pass the FY11 Budget as proposed by the Finance Committee. Mr. Van Herik seconded the motion. Chair Gorcowski called for a roll call vote. The motion carried.

Brian Gorcowski	Yes	Linda Best	Yes
Bill Burke	Yes	Marvin Kramer	Yes
Julie Runzel	Yes	Chris Van Herik	Yes

Planning Subcommittee Report: Ms. Best presented the Planning Subcommittee proposal for the development of the HTMHB triennial needs assessment and strategic plan. The plan includes a series of meetings that would incorporate input from stakeholders including agencies, the Hanover Township Board, and the public. An outside facilitator to assist with the plan was recommended, and the committee asked for HTMHB approval to issue Request for Proposal to qualified individuals/organizations. Ms. Best made a motion to approve the creation of an RFP (Request for Proposals) to be sent out as soon as possible with reports on responses to be presented at the February meeting. Motion was seconded by Mr. Kramer. Chair Gorcowski called for a roll call vote. The motion carried.

Brian Gorcowski	Yes	Linda Best	Yes
Bill Burke	Yes	Marvin Kramer	Yes
Julie Runzel	Yes	Chris Van Herik	Yes

Open Comment: Chair Gorcowski complimented subcommittees on their work and thanked members for their participation.

Executive Session: As there were no items for an executive session, the board did not adjourn for Executive Session.

Other Business: Danise Habun asked HTMHB members to write up a paragraph on themselves to include in bimonthly e-newsletter sent to agencies. In addition to posting meeting notices on the township website, in interest of transparency, Ms. Habun also will send notices to recipient agencies.

Question was raised on impact on HTMHB of recent changes in Freedom of Information Act legislation. Ms. Habun will follow up and get information.

Allocation worksheets were distributed for use in contributing recommendations for budget.

Adjournment: Mr. Kramer made the motion to adjourn the meeting. Mr. Van Herik seconded the motion. Motion passed. Meeting adjourned to 6:46 p.m.

Respectfully submitted,

Linda Best
Secretary