



# HANOVER TOWNSHIP MENTAL HEALTH BOARD

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## Hanover Township Mental Health Board

### Minutes of the Meeting

10/14/09

The meeting was called to order by Chris Van Herik, Vice Chairperson, at 6:00 p.m.

Before the meeting started, it was noted that new board member, John Sampey, would be sworn in when the Township clerk arrived.

**Roll Call:** Chris Van Herik, Linda Best, Bill Burke, Marvin Kramer, Julie Runzel, John Sampey present: a quorum was established. Also present was Danise Habun, Executive Director. Katy Dolan Baumer (Hanover Township Clerk) and Margaret Dolan arrived at 6:45 PM.

**Approval of/Additions to Agenda:** Motion to approve the minutes was made by Mr. Kramer; motion seconded by Mr. Burke. The motion was approved by unanimous vote.

**Approval of regular and executive meeting minutes for September 15, 2009:** Motion to approve the minutes was made by Mr. Kramer; motion seconded by Mr. Burke. The motion was approved by unanimous vote.

**Approval of September 2009 Financials:** Motion to approve the financials was made by Mr. Kramer. Motion was seconded by Mr. Burke. The motion was approved by unanimous vote.

**Director's Report:** The Director's report was submitted and highlights reviewed.

**Swearing In of New Mental Health Board Member:** Township Clerk , Katy Dolan Baumer, was introduced and administered oath to new Board Member, John Sampey.

**Consideration of Larry Mraz as attorney for Hanover Township Mental Health Board:** Proposal letter from Bryan E. Mraz was discussed. Executive Director Habun answered questions regarding number of hours of legal services needed by the Mental Health Board. Motion was made by Mr. Kramer to approve contract with Bryan E. Mraz & Associates to perform legal services for the Hanover Township Mental Health Board without a monthly retainer fee but with an hourly rate as outlined in the proposal letter dated September 25, 2009, and signed by Bryan E. Mraz. Motion was seconded by Mr. Burke. There being no further discussion, Vice-Chair Van Herik called for a roll call vote. Motion carried.

Chris Van Herik	Yes	Linda Best	Yes
Bill Burke	Yes	Marvin Kramer	Yes
Julie Runzel	Yes	John Sampey	Yes

**Consideration of Richard Cowan as alternate attorney for Hanover Township Mental Health Board:** Executive Director Habun reported that Mr. Cowan was ill and unable to attend the meeting. He will be invited to the November meeting.

**Consideration of Ecker Center request to reduce office space:** Executive Director Habun shared the notification received from Ecker Center to reduce the number of offices rented at the Resource Center as of November 1, 2009. Discussion of lease terms ensued. Motion was made by Mr. Burke that Ecker Center receive notification of release from their rental obligation per their request. Motion was seconded by Mr. Kramer. The motion was approved by unanimous vote.

**Review of Grant Application Form for Collaborative Projects:** Executive Director Habun presented a draft of the proposed Application Form for Collaborative Projects. Guidelines for Collaborative projects were discussed. Board members will get suggestions to Ms. Habun for incorporation into the form.

**Committee Sign Up:** Committee sign-up form was circulated to Board members. Role of committee was discussed. It was agreed that each committee would have at least three members. Executive Director Habun will make a list of committee members and contact members to establish meeting dates. Committees of the Board are as follows: Executive committee (Board Chair, Vice-Chair, & Secretary), Finance Committee, Building Committee, Planning Committee.

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

**Re-cap of Grant Hearing:** Grant hearings of October 3 were reviewed. Board was reminded of hearings to be held on October 16.

**Fund Balance:** Ms. Best raised a question regarding use of Fund Balances. A brief discussion of fund balance ensued.

**Adjournment:** Marvin Kramer made the motion to adjourn the meeting. Bill Burke seconded the motion. All ayes. Meeting adjourned at 7:15 p.m.

Respectfully submitted,

Linda Best  
Secretary