

**HANOVER TOWNSHIP MENTAL HEALTH BOARD**

**MINUTES of the MEETING**

**December 6, 2016**

The meeting was called to order by Chairman Kathy Biesiadecki at 6:30 p.m.

**Roll Call:** Kathy Biesiadecki, Meghan Nelson, Linda Best, Trustee Mary Alice Benoit, Mary Jane Garvey, Debbra Sirchia. Also present Kristin Vana, MHB Manager

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

**Public Comment:** None

**Approval of Regular Meeting Minutes of November 14, 2016:** Motion to approve the regular meeting minutes of the November 14, 2016 was made by Ms. Garvey, seconded by Ms. Sirchia. Ms. Biesiadecki, Ms. Garvey and Ms. Sirchia voted yes. Trustee Benoit, Ms. Best and Ms. Nelson abstained. Motion was tabled and will be reviewed at the next meeting on January 31, 2017.

**Approval of the October 2016 Financial Statement:** Motion to approve the October 2016 financial statement was made by Ms. Garvey, seconded by Ms. Sirchia. The motion was approved by unanimous vote.

**Manager's Report:** The Manager's Report was presented and reviewed. Manager discussed updates in research regarding the Mental Health Board reporting website. Continues to seek information from other agencies, such as United Way and other 708 boards, to learn more about the systems they are using. Two conference calls have been completed thus far with an estimate of \$20,000-\$30,000 for the project. Manager also discussed the grant allocation process and briefly reviewed the grant allocation worksheet which will be available to the board members December 2<sup>nd</sup>.

**Unfinished Business:** None

**New Business:**

**Capital Grant Request: Association for Individual Development:** A motion to approve a \$25,000 capital grant to Association for Individual Development (AID) to support the purchase of a Dodge Caravan was made by Ms. Nelson, seconded by Trustee Benoit. Discussion ensued. The Board asked that Manager Vana contact AID to determine if the TIDE program would be a useful resource to the Hanover Township clients needing transportation to volunteer sites. The motion was tabled the next meeting on January 31, 2017.

**Staff Development Grant Request: Renz Addiction Counseling Center:** A motion to approve a \$1,200 staff development grant to Renz Center for Dialectical Behavior Therapy (DBT) training and

a Coalition Building and Strengthening staff training was made by Ms. Nelson, seconded by Ms. Garvey. Discussion ensued. It was noted Renz Center was requesting half of the full cost of the trainings. Ms. Biesiadecki called for a roll call vote. The motion was approved.

Ms. Biesiadecki Yes                      Ms. Nelson Yes                      Ms. Garvey Yes

Trustee Benoit Yes                      Ms. Sirchia Yes                      Ms. Best Yes

**Consideration of Mental Health Board FY 2018 Budget:** A motion to approve the Mental Health Board FY 2018 Budget with a revenue of \$1,139,345 and an expenditure of \$1,398,095 was made by Ms. Best, seconded by Ms. Garvey. Discussion ensued. It was noted that Administration expenditures would see an increase in printing and postage line items due to the bi-annual printing and distribution of the Mental Health Resource Guide. The Community Resource Center expenditures also has a substantial increase due to the need to replace one of three HVAC roof top units at the Resource Center in FY 18. It was also noted that should the Mental Health Board move forward with the purchase of an updated reporting website, the cost would come from the contract support services line item. Ms. Biesiadecki called for a roll call vote. The motion was approved.

Ms. Biesiadecki Yes                      Ms. Nelson Yes                      Ms. Garvey Yes

Trustee Benoit Yes                      Ms. Sirchia Yes                      Ms. Best Yes

**Planning and By-Laws Committee Meeting Review:** Ms. Best reviewed the Planning Committee meeting that took place prior to this evening's meeting. The Planning Committee reviewed and presented funding distribution guidelines and funding priorities for FY 2018 (see below). In addition, the committee reviewed the next steps for the Hispanic Needs Assessment, which will be to schedule a roundtable discussion with U-46 bilingual liaisons in February 2017. The committee also discussed the reporting website and would like to continue to research what other agencies/funders are using.

FY 2018 Funding Priorities:

- 1) Focus Mental Health Board funding on mental health programs.
- 2) Expand funding for supportive services for adults with developmental disabilities and sobriety/recovery services for adults following treatment for alcoholism.
- 3) Strategies for bilingual services.
- 4) Strategies to provide quality prevention/awareness programs for non-professionals concerned with youth and adolescent mental health disorders, addiction, autism and other developmental disabilities.
- 5) Funding priorities to be given to agencies that serve a substantial number of Hanover Township residents.

**2017 Community Resource Center Lease Review:** Manager Vana explained that the current lease for agencies renting space at the Resource Center is from January 1-December 31 each year. In order to have the lease coincide with the Mental Health Board fiscal year, it was suggested to move the lease to the fiscal year. Discussion ensued. The Mental Health Board will issue a 3 month lease to all agencies (January 1, 2017-March 31, 2017) then will re-issue a new 12 month lease April 1, 2017-March 31, 2018.

**Executive Session:** None

**Other Business:** Manager Vana answered questions regarding the annual grant allocation process. Grant allocation worksheets are due by January 20, 2017. The MHB Grant Allocation meeting will take place Tuesday, January 31, 2017 at 6:00 PM in Downey Hall.

**Adjournment:** There being no other business, Ms. Best moved to adjourn the meeting. Ms. Garvey seconded the motion. Motion was approved. Meeting adjourned at 7:47 p.m.

Respectfully Submitted,

Kristin Vana  
Mental Health Board Manager