

**HANOVER TOWNSHIP MENTAL HEALTH BOARD  
MINUTES of the MEETING  
February 28, 2017**

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

**Roll Call:** Kathy Biesiadecki, Meghan Nelson, Maureen Lue, Linda Best, Mary Jane Garvey, Debra Sirchia. Also present Kristin Vana, MHB Manager and James Barr, Administrator

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

**Public Comment:** None

**Approval of Regular Meeting Minutes of January 31, 2017:** Motion to approve the regular meeting minutes of the January 31, 2017 was made by Ms. Sirchia, seconded by Ms. Lue. The motion was approved by unanimous vote.

**Approval of the January 2017 Financial Statement:** Motion to approve the January 2017 financial statement was made by Ms. Lue, seconded by Ms. Nelson. The motion was approved by unanimous vote.

**Manager's Report:** The Manager's Report was presented and reviewed. Manager explained that Northwest Compass had vacated their office at the Resource Center. After April 1, 2017, Manager Vana will make an effort to fill the vacancy. Manager also discussed the Human Services Coordinating Council meeting which continues to be well attended on a quarterly basis.

**Unfinished Business:** None

**New Business:**

**Mental Health Board Reporting Website Development Update:** Discussion ensued regarding the three quotes Manager Vana obtained from three different website developers regarding updating the Mental Health Board reporting website. LAUNCH Digital Marketing provided the most cost efficient quote, which included all of the updates the Mental Health Board requested. Manager Vana also added that a monthly maintenance fee of \$50 was a part of the agreement, which is only a \$25 increase to what is paid now to LINKS quarterly. Administrator Barr reviewed the background of LAUNCH Digital Marketing. A motion to approve LAUNCH Digital Marketing's quote of \$8,150 to develop and maintain the Mental Health Board reporting website was made by Ms. Sirchia, seconded by Ms. Garvey. Ms. Biesiadecki called for a roll call vote. The motion was approved.

Ms. Biesiadecki	Yes	Ms. Nelson	Yes	Ms. Garvey	Yes
Ms. Nelson	Yes	Ms. Sirchia	Yes	Ms. Best	Yes

**Hanover Township Sprint to Spring 5k Sponsorship:** A motion to approve a \$500 sponsorship for the Hanover Township Sprint to Spring 5k was made by Ms. Lue, seconded by Ms. Nelson. Discussion ensued. Ms. Best asked to clarify what the funds earned helped support. Administrator Barr explained further the funds raised at the event will be used to financially assist low income residents in need of dental and medical services. Ms. Biesiadecki called for a roll call vote. The motion was approved.

Ms. Biesiadecki	Yes	Ms. Nelson	Yes	Ms. Garvey	Yes
Ms. Nelson	Yes	Ms. Sirchia	Yes	Ms. Best	Yes

**FY 2018 Site Visit Schedule:** Manager Vana present the site visit schedule for FY 18. As of February 2018, the Mental Health Board will have visited all of the funded agencies and will begin the next three year site visit schedule. Members of the Mental Health Board will visit 9 agencies in FY 18.

**Planning Committee Meeting Review:** Ms. Best reviewed the discussions of the Mental Health Board Planning and By-Laws Committee meeting that took place on February 28, 2017. As the next steps in the Hispanic Needs Assessment, Ms. Lue and Manager Vana will co-facilitate a workshop with the bilingual liaisons from U-46 schools on March 21, 2017 in Town Hall at 3:00 PM and 4:00 PM. The workshops are a way to discuss the needs and gaps of services that the bilingual liaisons see when working with Spanish speaking families. The second agenda item discussed the bilingual intern program. The committee discussed concerns regarding providing funding to support bilingual interns to agencies not serving a large number of Hanover Township residents. The committee has asked Manager Vana to investigate the possibility of having a bilingual intern at Hanover Township to assist with outreach and program development to the Hispanic population currently being assessed. Administrator Barr and Manager Vana were asked to review the current by-laws to ensure they are up to date. Additionally, the committee discussed developing an audit process to be completed in conjunction with agency site visits. Manager Vana is in the beginning stages of research and will report back to the committee at a later date. The committee will next meet mid-April.

**Executive Session:** None

**Other Business:** Administrator Barr discussed updates in regards to the Mental Health Housing Task Force. Hanover Township has further discussed a partnership with UP Development in the development of a disability neutral housing facility, with the hopes of having a mental health service agency on site. Staff and the township attorneys are finishing up their research into UP Development and have obtained four letters of reference. Staff will continue to keep the Mental Health Board informed as information becomes available. Manager Vana also discussed the lack of referrals from The Bridge to Hanover Township Youth and Family Services. A meeting will be set up to discuss ways that Hanover Township and The Bridge can collaborate to streamline the referral process.

**Adjournment:** There being no other business, Ms. Best moved to adjourn the meeting. Ms. Lue seconded the motion. Motion was approved. Meeting adjourned at 7:10 p.m.

Respectfully Submitted,

Maureen Lue  
Secretary