

## **VERMILION COUNTY MENTAL HEALTH 708 BOARD**

**Meeting Minutes – January 22, 2018**

**MEMBERS PRESENT:** Mr. David Harby (Acting Chairman), Mr. Mark Kracht, Mr. Travis Mains, Mrs. Nancy O’Kane, Mrs. Cheryl Rotramel, Mrs. Kay Smoot

**MEMBERS ABSENT:** Mr. Curt Girouard, Mr. Russell Hiatt, Mrs. Anne Sacheli

**IN ATTENDANCE:** Thom Pollock, Gail Raney, Frank Brunacci, Susan Perkins

### **STAFF PRESENT:**

**Jim Russell - Executive Director**

**Jeri Spezia - Administrative Assistant**

### **CALL TO ORDER**

Acting Chairman David Harby called the meeting to order at 5:31 p.m. Six members responded to roll call. Three members were absent.

### **ADOPTION OF/ADDITIONS TO THE AGENDA**

There were no additions to the agenda.

### **CITIZEN INPUT**

There was no citizen input.

### **MINUTES**

Mrs. Cheryl Rotramel moved, seconded by Mrs. Kay Smoot, to approve the October 23, 2017 minutes as presented. Motion was approved by acclamation.

### **CHAIRMAN COMMENTS**

Acting Chairman David Harby welcomed the new board members. Introductions were made by Travis Mains and Nancy O’Kane.

### **EXECUTIVE DIRECTOR’S REPORT**

Copies of the Executive Director’s Reports are attached to the minutes.

### **AGENCY REPORTS**

**WorkSource:** Frank Brunacci stated WorkSource will use the year-end allotment provided by the 708 Board to help pay for accreditation. However, there is confusion between the state and the accreditation agency about exactly what needs to be done.

**\*Board Member Curt Girouard arrived at 5:41pm.**

**Rosecrance (formerly Prairie Center):** Gail Raney stated the merger with Rosecrance was official on January 1, 2018. Mrs. Raney thanked Mr. Russell and the Board for helping to make the transitional paperwork as easy as possible. Mrs. Raney also stated a request has been made to purchase a van to transport clients with the year-end allotment provided by the 708 Board. If Rosecrance does not approve the van purchase, the funds will be used for drug screenings and client incentives to attend treatment.

**Hoopeston Multi-Agency:** Dana Schaumburg was absent due to illness.

**Crosspoint:** Thom Pollock stated he appreciated Board member Nancy O’Kane visiting Crosspoint to learn about how operations are handled. Mr. Pollock reported a conversation about the Step-Up Initiative. He suggested a dual-diagnosis treatment center for substance abuse and mental health be considered.

**Kleppin & Associates:** Mike Kleppin was absent.

**Complex Service Planning:** Jeri handed out an update for October, November, and December.

**FINANCIAL REPORT:** The financial reports for October, November, and December were included in the packet for review.

MH Fund Balance as of October 31, 2017: \$230,537.41; Monthly Interest as of October 31, 2017: \$2.22; Yearly Interest as of October 31, 2017: \$18.96; MH Fund Balance as of November 30, 2017: \$143,981.58; Monthly Interest as of November 30, 2017: \$1.18; Yearly Interest as of November 30, 2017:\$20.14; MH Fund Balance as of December 31, 2017: \$376,423.94; Monthly Interest as of December 31, 2017: \$3.68; Yearly Interest as of December 31, 2017: \$23.82

**MOTION:** Curt Girouard moved to approve the October, November, and December financial reports. Cheryl Rotramel seconded the motion. The following board members voted yes:

Curt Girouard  
David Harby  
Mark Kracht  
Travis Mains  
Nancy O’Kane  
Cheryl Rotramel  
Kay Smoot

**OLD BUSINESS:**

There was no old business.

**NEW BUSINESS:**

**FY ‘16-‘17 ANNUAL REPORT:** Mr. Russell presented the board with a rough draft of the FY ‘16-’17 Annual Report for approval. Discussion ensued.

Kay Smoot moved to approve the FY ‘16-’17 Annual Report as presented. Mark Kracht seconded the motion. The following board members voted yes:

Kay Smoot  
Mark Kracht  
David Harby  
Travis Mains  
Nancy O’Kane  
Cheryl Rotramel

Motion approved.

**ORDINANCE FOR YEAR-END DISBURSEMENTS:** Jim presented the Board with a request regarding an ordinance for year-end disbursements. The ordinance would allow the VCMHB Executive Director permission to transfer all line item balances, after all expenses have been met at the end of the fiscal year, to the Contractual/Professional Services line item. The decision to spend the resulting funds in the Contractual/Professional Services line item will rest with the Vermilion County Mental Health 708 Board. Discussion ensued. Kay Smoot made a motion to give the VCMHB Executive Director permission to transfer all line item balances, after all expenses have been met at the end of the fiscal year, to the Contractual/Professional line item. Curt Girouard seconded the motion. The following board members voted yes:

Kay Smoot  
Curt Girouard  
David Harby  
Mark Kracht  
Travis Mains  
Nancy O’Kane  
Cheryl Rotramel

Motion approved.

**ADULT MENTAL HEALTH FIRST AID TRAINING:** Jim presented the board with a request to attend Adult Mental Health First Aid Instructor Training in Madison, WI on May 7-9, 2018. All expenses would be paid from the SAMHSA grant.

Mark Kracht moved to approve Jim attending the Adult Mental Health First Aid Instructor Training . Curt Girouard seconded the motion. Motion was approved by acclamation.

**STEP-UP INITIATIVE:** Jim updated the Board regarding the discussions of the Step-Up Initiative.

**DIRECTOR/BOARD ANNOUNCEMENTS:**

Jim announced today was his 65<sup>th</sup> birthday. Birthday greetings were made by the Board members. Jim also reported he has no plans to retire any time soon.

**ADJOURNMENT:** Acting Chairman David Harby moved to adjourn the meeting at 6:32pm.

\_\_\_\_\_(Board Secretary)  
Minutes prepared by Jeri Spezia



