

## **VERMILION COUNTY MENTAL HEALTH BOARD MEETING**

**Minutes – June 22, 2015**

**MEMBERS PRESENT:** Mr. Chad Turner (Acting Chairman), Mrs. Caroline Conway, Mr. David Harby, Mr. Mark Kracht, Mrs. Linda Marron, Mrs. Cheryl Rotramel

**MEMBERS ABSENT:** Mrs. Christine Budnovich, Mrs. Kay Smoot, Mr. Keith Souza

**IN ATTENDANCE:** Mr. Thom Pollock, Mr. Frank Brunaci, Mrs. Barb Chatman, Mr. Bruce Suardini, Ms. Susan Perkins, Ms. Maria Sermershiem, Mr. Wes Biertiz

**STAFF PRESENT:** Jim Russell - Executive Director  
Jeri Arford - Administrative Assistant

### **CALL TO ORDER**

Acting Chairman Chad Turner 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.

Mrs. Linda Marron moved to approve agenda. Mrs. Cheryl Rotramel seconded. Approved by acclamation.

### **CITIZEN INPUT**

Mr. Wes Biertiz introduced himself to the board as a new county board member here to observe.

### **MINUTES**

Mrs. Caroline Conway moved, seconded by Mrs. Cheryl Rotramel, to approve the April 27, 2015 minutes as presented. Motion was approved by acclamation.

### **CHAIRMAN'S COMMENTS**

No comments.

### **EXECUTIVE DIRECTOR'S REPORT**

**OFFICE:** Mr. Russell explained all board members are subject to the Open Meetings Act. All board members are being asked to complete the online training through the Attorney General's office and get a copy to administrative assistant Jeri Arford for filing as soon as possible.

**CHILD AND ADOLESCENT PSYCHOLOGICAL AND PSYCHIATRIC SERVICES:** No news to report.

**REVIEW ON CONTRACT LANGUAGE:** Bill Donahue is reviewing the agency contracts to verify contract language is updated and legal. Mr. Russell stated if any board members would like to review the agency contracts, they are available in the office at any time.

**VCMHB BUDGET:** Discussion held during New Business.

**STATE BUDGET UPDATE:** Mr. Russell stated everything is still up in the air with the state budget talks. If a budget is not in place by July 1<sup>st</sup>, there will be no checks issued by the Comptroller.

**EMERGING QUESTIONS:** Mr. Russell notified the board about the ACMHAI meeting he attended on June 4 & 5.

**SUICIDE PREVENTION PLAN:** Mr. Russell updated the board on the two grants that are currently being processed on behalf of Vermilion County. The first grant is for suicide prevention measures while the second grant is for a mental health awareness campaign. Mr. Russell will update the board on the grant decisions when they become available.

## **AGENCY REPORTS**

**WorkSource:** Frank Brunacci stated his concerns about the uncertainty with the state budget and how it would affect his agency directly. Mr. Brunacci further explained the plans to add an addition onto WorkSource's building has been put on hold at this time due to the aforementioned state budget situation.

**Crosspoint Human Services:** Thom Pollock also voiced concerns about the state budget situation. Mr. Pollock stated with the state taking away a significant amount of money used for programming, he is unsure if Crosspoint will end the fiscal year in the red or black, where before he would have forecasted the agency to be in the black.

**Prairie Center:** Bruce Suardini notified the board Prairie Center is merging with Center Stone of America based out of Nashville, Tennessee. The merger is tentatively scheduled to be effective starting July 1, 2015. Mr. Suardini further stated the agency will be seeking out to become mental health accredited to provide dual diagnosis treatment.

**Wraparound/CSP:** Barb Chatman handed out numbers. Ms. Chatman stated while the families she works with do not see the money directly from the state of Illinois she is noticing it becoming more difficult to obtain providers willing to offer treatment.

**Hoopeston Multi-Agency:** Maria Semersheim stated she is working with Crosspoint to try to address issues the children being serviced by her agency are experiencing. Mrs. Semersheim further stated Teen Reach will continue to be in operation through the summer despite funding cuts due to the fact it is the only free program for the kids in the Hoopeston area.

Mr. Russell provided numbers by Leta Pepper.

## **FINANCIAL REPORT**

The financial reports for April and May were included in the packet for review. Linda Marron asked why there was a larger amount paid to Comcast Cable and DTI Office Solutions during

the month of April. Mr. Russell explained there was an advanced payment made to Comcast and DTI to cover monthly expenses through the rest of the FY 2015. The reason for the advanced payment was due to the turnaround time throughout the county to get the bills paid causing the 708 Board to incur late fees each month. Mrs. Marron also asked why there was an expenditure listed on page 3 of the Account Activity for rent at the Township building. Mr. Russell explained there were other errors on the printout received from the county and he will check with the Auditor to correct the mistakes.

Treasurer Marron read the reports as follows: MH Fund Balance as of April 30, 2015: \$214,142.47; Monthly Interest as of April 30, 2015: \$1.78; Yearly Interest as of April 30, 2015: \$9.72; MH Fund Balance as of May 31, 2015: \$103,902.58; Monthly Interest as of May 31, 2015: \$1.31; Yearly Interest as of May 31, 2015: \$11.03

**MOTION:** Caroline Conway moved to approve the April and May financial reports. Linda Marron seconded the motion. A roll call vote was taken. The following board members voted yes:

Mrs. Conway  
Mr. Harby  
Mr. Kracht  
Mrs. Marron  
Mrs. Rotramel  
Mr. Turner

Motion approved.

## **NEW BUSINESS**

**AMENDMENT:** Amendment to combine Secretary and Treasurer of 708 Board presented. Linda Marron made a motion to approve the combining of Secretary and Treasurer. Caroline Conway seconded. A roll call vote was taken. The following members voted yes:

Mrs. Conway  
Mr. Harby  
Mr. Kracht  
Mrs. Marron  
Mrs. Rotramel  
Mr. Turner

**'15-16 BUDGET:** Mr. Russell presented a 2015-2016 budget proposal to the board. Discussion ensued. David Harby made a motion to approve the 2015-2016 budget proposal. Mark Kracht seconded. A roll call vote was taken. The following members voted yes:

Mrs. Conway  
Mr. Harby  
Mr. Kracht  
Mrs. Marron  
Mrs. Rotramel  
Mr. Turner

**FUNDING PRIORITIES:** Mr. Russell stated he would like to visit with each agency to take a look at how their internal process works. Mr. Russell further stated he would like to address outcome measures to get a better idea of what services are being offered versus just getting numbers on volume of clients.

**USE OF MR. RUSSELL'S UNUSED PTO:** Mr. Russell raised the question regarding his unused paid time off for the FY 2015. Discussion ensued. A board decision was made to carry over 5 of Mr. Russell's sick days to the fiscal year 2016. A formal policy regarding Mr. Russell's PTO will be discussed at the August 24, 2015 meeting. Mark Kracht made the motion to allow Jim Russell's 5 paid sick days to be carried over to FY 2016. Caroline Conway seconded. Motion was approved by acclamation.

## **OLD BUSINESS**

**S.C.A.T. UPDATE:** Mr. Russell explained to the Board that he has sent emails to Mental Health America of Illinois requesting information about the \$2,500 deposit made in 2013 to reserve a S.C.A.T. training for 2014. He has not yet received a response.

**OPEN MEETINGS ACT REMINDER:** Mr. Russell reminded the Board to complete the Open Meeting Act training done through the Attorney General's website if they have not yet done so. Certification of each board member will be on file in the Mental Health 708 Board office.

**ANNOUNCEMENTS:** None

## **ADJOURNMENT**

Linda Marron moved, seconded by Mark Kracht to adjourn the meeting at 6:50 p.m.

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

AMENDMENT TO THE BY-LAWS OF THE VERMILION COUNTY MENTAL HEALTH  
708 BOARD:

ADOPTED June 22, 2015

Article V: Officers:

Section 1: Officers and Their Election

Each year, at the regular April meeting, the Board shall elect officers to take effect on July 1. The officers shall be: President/Chairman, Vice Chairman, and Secretary/Treasurer. Each officer shall hold office until his successor has been elected. A vacancy in any office because of death, resignation, or other cause, may be filled by the Board at its next regular meeting after the vacancy occurs.

Section 4: Duties of the Secretary/Treasurer

The Secretary/Treasurer shall be responsible for preparing or having prepared and preserving minutes of all regular and special meetings. A draft copy of the minutes of the previous meeting shall be mailed to all members of the Board one week before the next meeting. A file copy of the minutes shall be signed by the secretary after they have been approved by the Board.

The Secretary/Treasurer shall assist in preparing and submitting the Board's Annual Budget Request to the Vermilion County Board. The Treasurer shall prepare or have prepared monthly financial statements to the Board. A file copy of the monthly financial report shall be signed by the Treasurer after it has been approved by the Board. The Treasurer shall prepare or have prepared an Annual Accounting of Receipts and Disbursements to the Board at its regular January meeting covering a fiscal year beginning on December 1 and ending on November 30.

The Secretary/Treasurer shall, in the absence of the Chairman and Vice Chairman, preside at any regular or special meeting of the Board and exercise all the powers and duties of the Chairman at any such meeting.

VOTE ON AMENDMENT:

APPROVED: 6 Yay 3 Absent 0 Nay

DENIED: \_\_\_\_\_

Vote is recorded in minutes of the June 22, 2015 meeting.