

## VERMILION COUNTY MENTAL HEALTH BOARD MEETING

Minutes – April 27 2015

**MEMBERS PRESENT:** Mrs. Kay Smoot (Chairman), Mrs. Christine Budnovich, Mrs. Caroline Conway, Mr. David Harby, Mrs. Linda Marron, Mrs. Cheryl Rotramel, Mr. Keith Souza, Mr. Chad Turner

**MEMBERS ABSENT:** Mr. Mark Kracht

**IN ATTENDANCE:** Mr. Thom Pollock, Mr. Frank Brunaci, Mrs. Barb Chatman, Ms. Susan Perkins, Ms. Maria Sermershiem, Ms. Shi Lynn Coleman

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

### CALL TO ORDER

Chairman Kay Smoot called the meeting to order at 5:41 p.m. Eight members responded to roll call. One member was absent. Mr. Russell suggested all board members introduce themselves due to having several new members on the board this evening. Introductions followed. Mrs. Smoot welcomed Caroline Conway, David Harby, and Chad Turner as new members of the 708 Board.

### ADOPTION OF/ADDITIONS TO THE AGENDA

There were no additions to the agenda.

### CITIZEN INPUT

None

### MINUTES

Mr. Souza moved, seconded by Mr. Chad Turner, to approve the January 26, 2015 minutes as presented. Motion was approved by acclamation.

### CHAIRMAN'S COMMENTS

Chairman Smoot stated the 708 Board has gone through a lot of transition in the last two years and she is hoping it is now entering a calm and peaceful time for all involved. Chairman Smoot further stated Mr. Russell is doing a wonderful job of being the Executive Director of the 708 Board.

### EXECUTIVE DIRECTOR'S REPORT

**RECORDS DISPOSAL:** Mr. Russell explained that since taking his position in August, there has been a need to go through old and no longer needed files and records. In the last six weeks, administrative assistant Jeri Arford and Mr. Russell have developed a system of disposing of records dating back to the 1990's, but all minutes from previous board meetings will be kept on hand permanently.

**CHOICES UPDATE:** Mr. Russell stated discussions continue with the Choices team and he wishes them to be successful so there can be more and better services in Vermilion County.

Mr. Russell added he does feel there are some glitches in the system and those issues do not seem to be being addressed as quickly as he would like them to be so talks will continue for now.

**EMERGING QUESTIONS:** Mr. Russell updated the board about state Medicaid changes, including the move to HMO insurance versus previously being the main purse holder for Medicaid covered patients. Mr. Russell explained how this affects the board is in that the Mental Health 708 Board cannot supplement or add to services that are paid for by Medicaid so the funding the board provides to the agencies must go for non-Medicaid services. Mr. Russell further explained where the confusion comes in is if the 708 Board will continue to run under Rule 132 and how we will determine the upcoming budget and agency plans for the new fiscal year.

**SUICIDE PREVENTION:** Mr. Russell notified the board there was a Suicide Prevention Mental Health First Aid training held on March 31, 2015. Twenty seven people attended and became certified as Mental Health First Aid responders. Mr. Russell explained a grant opportunity is also currently underway through Aunt Martha's to provide Mental Health First Aid training for those who are currently working with the youth population within a four county area (Iroquois, Vermilion, Edgar, and Clark).

**MR. RUSSELL'S MEETINGS AND APPOINTMENTS UPDATE:** Mr. Russell updated the board on his calendar of events, including meeting with state representative Chad Hayes and our new Senator to discuss mental health issues in Vermilion County.

**S.C.A.T.:** Mr. Russell explained he received an email from Melissa Rome, the Emergency Response officer at the Health Department, asking if the 708 Board had an updated S.C.A.T. (School and Community Assistance Training) report to share. Administrative assistant Jeri and Mr. Russell looked through records to find any information on S.C.A.T. and discovered there was a training done in 2009. Mr. Russell further stated there are financial records from November, 2013 showing a payment in the amount of \$2,500.00 paid to Mental Health America who provides the S.C.A.T. training. Jeri researched through the Minutes from FY 2013 and found the Board did approve an advanced payment to Mental Health America to reserve a future training in FY 2014 but could not find any records of that training having taken place. Mr. Russell will follow up with investigating if payment was received by Mental Health America and if any training occurred in FY 2014. Barb Chatman stated she believed Deb Clapper at North Ridge Middle School might have information on whether there has been a recent S.C.A.T. training held. Mrs. Rotramel stated she could not recall agreeing to payment for S.C.A.T. training and considering it is a lot of money, would like Mr. Russell to see if he can find out more information for the board.

**Letters of Commitment/ Satellite Services:** During the course of the Mental Health First Aid training, Mr. Russell requested letters of commitment from different agencies within a four county area (Iroquois, Vermilion, Edgar, and Clark). Mr. Russell stated there have been several agencies complete the letters of commitment, including Edgar/Clark County Mental Health Services, Aunt Martha's and Crosspoints in Vermilion County, and Dr. Dennis Hopkins of Iroquois County Mental Health. Mr. Russell explained there have been talks with Dr. Hopkins

about possible satellite locations in Vermilion County. Mr. Russell further explained Dr. Hopkins stressed to Mr. Russell if the 708 Board did not approve of the satellite offices the project would not go forward. Mr. Russell asked the Board to email him or contact him with any questions about the possible satellite locations and he would forward them on to Dr. Hopkins or get the Board Dr. Hopkins contact information so they may speak with him directly. Discussion ensued.

**Mr. Russell's schedule:** Mr. Russell notified the Board he would be at a Suicide Prevention workshop on April 29 & 30, 2015 then would be gone the week of May 4-8, 2015 for vacation. Administrative Assistant Jeri Arford will be in the office Monday through Friday from 8 a.m. until 12:00 p.m. during his absence.

Mrs. Marron asked Mr. Russell if a situation with Iroquois Federal Bank had been resolved. Iroquois Federal called Mrs. Marron asking her to come in to fill out a signature card for the Mental Health 708 Board account. Mrs. Marron stated she refused to sign anything and contacted Mrs. Smoot. Mr. Russell explained it was an error on the bank's behalf and the treasurer and auditor for the County took care of it because the 708 Board does not have an account at that facility. Mr. Russell further explained that at one time there was a petty cash account set up at Iroquois Federal but it was closed last summer.

#### **CHOICES:**

Shi Lynn Coleman presented client numbers to the Board. Ms. Coleman stated CHOICES is wrapping up data collections from a community needs assessment and a gap assessment within the four county area. Ms. Coleman explained the assessment was divided into three main domains: First Domain assessments were done by 708 Board Directors, states attorneys, public defenders, and others; Second Domain assessments were done by providers, both traditional and non-traditional; and Third Domain assessments were done by families and youth, ages 18-23. Ms. Coleman further explained the data would be analyzed in the month of May and presented to HFS by June 30, 2015.

#### **AGENCY REPORTS**

WorkSource: Frank Brunacci stated a week or so ago; WorkSource received a surprise visit from the state. Mr. Brunacci explained that last year WorkSource received a score of 97 but this year they scored higher with a 99. Mr. Brunacci further explained the only thing the state had an issue with was the fact that if a group home had a plan at a particular home then that plan must be in the consumer file at WorkSource. Mr. Brunacci stated WorkSource does ask the group homes for the plans but cannot force them to comply. Mr. Brunacci further stated WorkSource is in the middle of building on the property and hopes to have an update on those projects at the next meeting.

Crosspoint Human Services: Thom Pollock updated the board about how the state budget cuts on 4/3/2015 affected Crosspoints. Mr. Pollock asked the board to consider how vulnerable services are right now and requested that Fee For Service considerations the 708 Board has been discussing be dropped.

Hoopeston Multi-Agency: Maria Semersheim stated Hoopeston Multi-Agency also was affected by the state cuts on 4/3/2015, resulting in Teen Reach being eliminated. Mrs. Semersheim explained the agency would continue to run Teen Reach until the end of the school year, and then it would be finished.

Prairie Center: Susan Perkins stated Prairie Center also was affected by state cuts in funding, although the agency is hoping to make up some of the loss through possible Medicaid and private insurance billing. Mrs. Perkins explained case management is not covered on Medicaid. There was discussion about Narcan among Mr. Russell, Mrs. Perkins, and the board.

Wraparound/CSP: Barb Chatman handed out numbers and stated she has noticed difficulty in getting services for kids who are referred to her due to unavailability of therapists. Mrs. Chatman further stated it is very obvious there is a service need in Vermillion County.

Mr. Russell provided numbers by Leta Pepper.

## **FINANCIAL REPORT**

The financial reports for January, February, and March were included in the packet for review. Treasurer Marron read the reports as follows: MH Fund Balance as of January 31, 2015: \$350,393.77; Monthly Interest as of January 31, 2015: \$3.24; Yearly Interest as of January 31, 2015: \$3.24; MH Fund Balance as of February 28, 2015: \$289,205.61; Monthly Interest as of February 28, 2015: \$2.38; Yearly Interest as of February 28, 2015: \$5.62; MH Fund Balance as of March 31, 2015: \$228,805.09; Monthly Interest as of March 31, 2015: \$2.32; Yearly Interest as of March 31, 2015: \$7.94

**MOTION:** Chad Turner moved to approve the January, February, and March financial reports. Keith Souza seconded the motion. A roll call vote was taken. The following board members voted yes:

Mrs. Budnovich  
Mrs. Conway  
Mr. Harby  
Mrs. Marron  
Mrs. Rotramel  
Mr. Souza  
Mrs. Smoot

Motion approved.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

**Amendment:** Mr. Russell presented a proposed amendment to the by-laws (See attachment). The proposed amendment will be voted on at the June 22, 2015 meeting. Discussion ensued.

**Fee For Service:** Mr. Russell proposed that the board make a motion to continue with current grant funding for all agencies (Leta Pepper will continue to be the only Fee For Service provider

funded by the 708 Board). Keith Souza moved to approve grant funding for agencies. Chad Turner seconded the motion. Approved by acclamation.

**Revising Funding Contracts/Language:** Mr. Russell explained to the Board the agencies contracts wording have remained unchanged since the 2003-2004 Fiscal Year. Mr. Russell suggested the Board and himself go over each agency contract before the next year's contracts renew, to see if any revisions need to be made.

**Discussion of Funding Priorities:** Mr. Russell expressed his concern about state funding cuts and stated he would let the board and agencies know if he hears any information that could affect the budget. Mr. Russell suggested the Board start budget discussions at the June 22, 2015 meeting and to take into consideration there may need to be a few meetings set up, other than those that have already been scheduled, for the calendar year 2015.

## ANNOUNCEMENTS

**Bank Statements:** Mr. Russell stated Mr. Souza expressed concern about the bank statements having the account number printed on them, which are then distributed through email to the board members and agencies. Discussion ensued. Mr. Russell told the Board from this point forward the bank statement would not be included in the monthly packet that is emailed.

**PDF Format:** Keith Souza asked if monthly email attachments could be sent in PDF format, instead of Word. Administrative Assistant Jeri Arford said she would check to make sure all documents could be converted, and if so, will send all material in PDF format.

**Packet material:** Mr. Russell stated Keith Souza emailed him suggesting that meeting packet information be sent to the providers the morning of the meeting instead of a week in advance like the Board members receive. Discussion ensued.

**Updated Board Member Contact List:** Keith Souza requested to have an updated Board member contact list due to the fact there are several new Board members. Administrative Assistant Jeri Arford stated she would email all Board members an updated contact list as soon as possible.

**Open Meeting Act:** David Harby asked Mr. Russell if the Board was subjected to the Open Meeting Act. Mr. Russell stated he was not sure but would find out.

**Tax Levy:** David Harby asked Mr. Russell if he would be meeting with the County Board Chairman and Financial Director to discuss the budget. Mr. Harby suggested Mr. Russell ask if the tax levy would remain the same. Discussion ensued.

## ADJOURNMENT

Chad Turner moved, seconded by Caroline Conway to adjourn the meeting at 7:09 p.m.

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Minutes prepared by Jeri Arford (Administrative Assistant)

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: \_\_\_\_\_

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

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