

NORTH RIVER EXPANDED MENTAL HEALTH SERVICES
PROGRAM GOVERNING COMMISSION

St. John's Episcopal Church Parish Hall
3857 N. Kostner Avenue, Chicago, IL

WEDNESDAY, January 21, 2015

Commission Members Present:

Joyce Zick, President	Rosemary Tirio, Secretary	Carole Spreitzer, Treasurer
Roger McGill	Joan Liautaud	Gloria Centeno
Mary Tinich		
Absent: Pastor Wilfredo Santiago, Mary Shehan Also present: Roger AbiNader, Admin Asst./Bookkeeper present Community: Mike Snedeker, Coalition to Save Our Mental Health Centers		

I. WELCOME

President Zick called the meeting to order at 7:06 p.m.

Roll call. Listed above.

Thanked the Commission members for the great work done and the progress made in organizing the Commission, bringing on the provider and securing a strong future.

The Kedzie Center is doing well and fulfilling its purpose.

Annual election of officers.

II. APPROVAL OF MINUTES FROM DECEMBER 17, 2014

Address of office and correct name of the church from which the office is rented: Irving Park United Methodist Church, 3801 North Keeler Ave., Chicago, IL 60641.

C. Spreitzer: financial statements reported: Funds Received Less Expenses, Jan 1 – Dec. 17, 2014; Balance Sheet, Dec. 13, 2014, and Transaction List Dec. 1 – 13, 2014.

Motion to approve as amended: R. McGill.

Second: G. Centeno. Passed unanimously.

III. TREASURER'S REPORT

Pages 1 & 2: Income Vs Expenses, July – Dec. 2014.

Accrual basis. Payments made in 2014 for expenses for 2015 accrue in 2015 and are removed from the expenses. Expenses applied only to 2014 liabilities.

The "quarterly" payments are not standard. Aug-Sept-Oct and Nov-Dec-Jan. So that when a quarterly payment is made, it might accrue in 2015.

Total income: \$541,996.78 Vs Total Expenditures: \$229,701.00

Net after expenses (income) \$312,295.78

Balance Sheet: No liabilities. Total assets \$312,295.78 of which \$43,242.67 is prepaid expenses (provider rent, office rent and a security deposit.) \$268,871.11 is money in the bank accounts.

Actuals Vs Budget compares what was actually spent to what was budgeted.

The parentheses indicated that the actual income received and the expenses spent were under the budgeted amount. Positive numbers indicated over the budgeted amount.

The budget anticipated \$557K income. Almost \$542K was received. Under budget by \$15K. See the attached.

As a result, of the \$243.6 budgeted for the provider, only \$204.4K was delivered.

\$39K less.
Supplies under budget by \$460.
Cell phone not yet purchased and activated.

To ease procuring supplies and paying monthly charges for the cell phone, a debit card with a \$400 spending limit has been requested from Albany Bank. Three weeks until delivery.

J. Zick: Bring expenditures to meetings for approval before debit card is used.

C. Spreitzer cautions the use of debit card especially linked to an account which can have very high balances at times.

Treasurer's Report Motion to approve: M. Tinich; Second J. Liautaud. Passed unanimously.

IV. ANNUAL MEETING BUSINESS

a. Approval of regular meeting schedule for 2015.

M. Tinich found that the third Wednesday of the month was the only acceptable meeting day for all commission members.

Motion: Monthly meeting to continue at St. John's Episcopal Church Parish Hall on the third Wednesday of the month at 7 p.m. The cost would be a savings of \$25 per month.

Second: J. Liautaud. Passed unanimously.

M. Tinich will speak to St. John's Episcopal Church to inform them of the Commission's decision.

b. Election of Officers: President, Treasurer, Secretary

The current officers were *re*-elected to their positions for a second term:

J. Zick President. Motion: M. Tinich; Second R. Tirio.

C. Spreitzer Treasurer. Motion: J. Liautaud; Second: M. Tinich.

R. Tirio Secretary. Motion G. Centeno; Second J. Liautaud.

The President is responsible to approve committee chairs.

Chairs will stay as they are.

If the current chair prefers not to serve any longer, the committee will meet to recommend a new chairman to the President.

J. Zick: anyone on the Commission or in the community can attend a committee meeting. Open Meetings Act requires that meeting notice and agenda be posted in a public place 48 hours prior to every meeting.

c. Year-End Reports Required by the Community Expanded Mental Health Services Act.

i. Financial Audit: Due 90 days from December 31, 2014 which is March 31, 2015.

C. Spreitzer has contacted directly and through R. AbiNader three auditors interested in submitting bids and engagement letters. The costs range from \$5K - \$10K. R. AbiNader was hoping his contact could come in around \$2K. Financials were sent to the bidders.

In the interest of time, the Commission decided that C. Spreitzer should choose an auditor which will provide the service on time and within a budget of under \$5,000.

- ii. Annual Status Report on Program – Due 120 days from December 31, 2014.

J. Zick: annual report due 120 days after end of calendar year. Expenses to be listed as well as clients served, etc. Reporting requirements in contract: community engagement, mental health assessments, etc.

G. Centeno: provider aware of reports and due date. Will remind the executive director when meeting next week.

V. COMMITTEE REPORTS AND UPDATES

a. Program Services Committee Report

G. Centeno reported that she received an update from Dr. Angela Sedeno of the Kedzie Center. Caseloads are increasing and steps to increase caseloads are working. Doing mostly prevention. Not billing Medicaid, yet but are billing Medicare. Providing referrals and links to other agencies/services when potential client resides outside the service area. Feb. 4, 2015, Community Open House at the Kedzie Center in the evening. Check the website.

b. Building and Personnel Committee Report

M. Tinich. Office is ready for use.
Supplies need to be purchased and delivered to the office.
The cell phone will be activated and ready for use next week.

Website services have been purchased. Paid for 3 years and received a large discount for website hosting.

Domain name limited to 60 characters of 64 (.org is 4).

Motion: domain name: northriverexpandedmentalhealthservicescommission.org
Second: J. Liautaud. Passed unanimously,

c. Finance and Tax Levy Committee Report

C. Spreitzer concluded the purchase of the O&E insurance required by law.
Vendor: Mesirow Insurance Services, 355 North Clark St., Chicago, IL 60654.
Account: NORTRIV1; Contract #875485. Cost: \$3672.00.
Underwriters: Darwin National Assurance Company.

VI. NEW BUSINESS AND NEXT MEETING

Next meeting: Feb. 18, 2015, at the Parish Hall of St. John's Episcopal Church.

New Business:

Thanks to M. Snedeker for all the assistance and consultations in the setup and organization of the Commission.

M. Tinich, G. Centeno and R. Tirio will attend a fund raiser at the Irving Park United Methodist Church on Sunday, Jan. 25. Matt Hiller of the Kedzie Center will have a table with information about the Kedzie Center which will be distributed at the event.

VII. PUBLIC COMMENT

R. AbiNader: email address for all Commission business: nremhsp@hotmail.com

Send all documents and emails to that address for filing and central storage.
Worked very closely with C. Spreitzer to completely reorganize the bookkeeping and the resulting financial reports. A big thanks to C. Spreitzer.

VIII. ADJOURNMENT

Motion to adjourn: G. Centeno. Second: R. Tirio. *Passed unanimously.*
The meeting was adjourned at 8:13 p.m.

Respectfully submitted,

Rosemary Tirio
Secretary

RJA