

MEETING OF THE NORTH RIVER EXPANDED MENTAL HEALTH SERVICES
PROGRAM GOVERNING COMMISSION—WEDNESDAY, July 16, 2014

The meeting of the North River Expanded Mental Health Services Governing Commission was convened at 7 p.m. by Commission President Joyce Zick, at the Parish Hall of St. John's Episcopal Church. The following Commissioners were in attendance: Gloria Centeno, Joan Liataud, Roger McGill, Rev. Pastor Wilfredo Santiago, Mary Shehan, Carole Spreitzer, Mary Tinich, and Rosemary Tirio.

Commission President Zick welcomed the observers and called for introductions of Commissioners.

Commissioner Spreitzer asked for a clarification of the last paragraph on page 1 of the minutes of the June meeting. The paragraph implies that two signatures will be needed for the disbursement of any funds. She said she would address this issue when she gave the report of the Finance Committee later in the meeting.

Commissioner Centeno asked for a correction of paragraph 5 on the second page of the minutes. The word "Commission" was replaced with the Expanded Mental Health Services Providers.

Commissioner McGill moved to accept the June minutes with the amendments. The motion was passed unanimously.

Commissioner Centeno presented the report of the Program and Services Committee. Although the Committee had not met during the previous month, Commissioner Centeno reviewed the many accomplishments of the Committee in seeking proposals, selecting a provider and drawing up the contract with the Service Providers. Their future task will be to work with the Service Provider to clarify policies regarding the provision of services.

Commissioner Spreitzer asked if the Service Providers had decided on a location for the Clinic.

Commission President Zick said that they were working with a commercial realtor and have looked at a number of sites. Commissioner Centeno added the EMHS, are working on naming a Program Director and finding a suitable location.

Commissioner Spreitzer said that she would like to know their progress so she can know when she will be disbursing funds to them. President Zick suggested that the phone number of EMHS be furnished to Commissioner Spreitzer so that she could call them directly.

Commissioner Tinich presented the Building Committee Report. She said that Matt Hiller of EMHS had sent her an email stating that they had visited several promising locations but that they need a letter from the Commission guaranteeing and verifying that the lessee will receive \$4,200 per month for rent, utilities and renovation.

Commissioner Spreitzer moved to authorize Commissioner Tinich to write a letter for the Service Provider clarifying our contractual agreements with them regarding the provision of funds for the service site. Commissioner Liataud seconded the motion to provide a letter which will be signed by President Zick, and Commissioners Spreitzer and Tinich, guaranteeing payment. The motion passed unanimously.

Commissioner Tinich continued her report regarding procurement of office space for use by the Commission. She said she has found two possible locations which are under the budgeted amount of \$450 per month. However, one of the locations does not have phone or internet access. She asked for authorization from the Commission to finalize on one of the spaces so that it will not be lost to another renter.

Commissioner Shehan said that the Building Committee had also discussed finding a place where we could rent a small office and also rent a larger space for monthly meetings. The administrative person that will be hired might then be able to post the notices of meetings and also take minutes of committee meetings. This would be a place where all the committees would meet and also a place for monthly

Commission meetings. The administrative person might also be able to set up the website required by the bylaws. President Zick asked that the Building Committee have such a place ready to present to the Commission at the August meeting. Then Commissioner Tinich will be authorized to finalize the rental agreement.

Commissioner Spreitzer, chairman of the Finance Committee, reported that the Committee met on July 1 and that Commissioners McGill and Tinich also attended. They finished discussing the proposed amended budget which they will present next month for approval at a public hearing. The tax levy was lower than the original amount of the funding expected. Although the amount was reduced from \$601, 035 to \$ \$557,379 we can stay with the original amounts budgeted because, since the amount is for the full year it will be more than enough to fund the five months the center will be in operation this year.

Commissioner Shehan suggested that the administrative person and bookkeeper might be one and the same person who might also be able to design a website for the Commission.

Commissioner Spreitzer moved to approve the proposed amended budget of 2014. Commissioner Liataud seconded the motion which passed unanimously. The Commission scheduled the public Budget Hearing for Wednesday August 20th at St. John's Episcopal Church- 3857 N. Kostner Ave. Copies of the proposed budget amendment are being made available to members of the public and the proper notices were placed in local newspapers informing the public.

President Zick distributed the Recommended Six-Month Plan for Governing Commission Committees which listing goals and suggestions for each committee.

Commissioner McGill reported that he consulted with his State Farm Insurance provider regarding the need for "errors and omissions" insurance and possibly renter's insurance. He received referrals to other State Farm personnel as his own insurance agent was not familiar with any association like our Commission. Commissioner McGill also spoke with a lawyer who suggested that if we were sued, the city or state would likely represent us. Commissioner Shehan volunteered to go to the legal department of Swedish Covenant Hospital to obtain another opinion as to the necessity of our carrying liability and renter's insurance.

Commissioner Spreitzer completed the report of the Finance Committee. She opened a business bank account at the Albany Bank on Lawrence Avenue.. On July 11, a direct deposit from the Treasurer's Office in the amount of \$272,000 was made. Additional deposits of \$2,168, \$294, and \$441 were also made on the following days. In August another significant deposit will be received.

Commissioner Spreitzer mentioned that Albany Bank does not require two signatures on checks, and the checks they provide have a line for only one signer. She suggested that we will have to purchase other checks with lines for two signers. Commissioner McGill said that in the many organizations he belongs to, the second signer merely signs below the first.

Commissioner Speitzer continued with her report and said that our mental health statute requires us to invest surplus funds in a way that they will always be available. The Bank contact offers someone who can help us with that. She asked for someone from the Governing Commission, preferably on the Finance Committee, to go with her to confer with the investment officer. Commissioner Liataud said she could attend such a meeting.

There being no new business, President Zick announced the next meeting will be August 20, and opened the meeting to public comment. Several members of the public made comments supporting the work of the Commission and looking forward to the new services being provided.

Commissioner Liataud moved to adjourn the meeting.
Commissioner Centeno seconded the motion.

The meeting was adjourned at 8:05 p.m.

Respectfully submitted,

Rosemary Tirio
Secretary

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