

MEETING OF THE NORTH RIVER EXPANDED MENTAL HEALTH SERVICES  
PROGRAM GOVERNING COMMISSION—WEDNESDAY, August 20, 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, Mary Shehan, Carole Spreitzer, Mary Tinich, and Rosemary Tirio. The Rev. Pastor Wilfredo Santiago was absent.

Commission President Zick convened the meeting at 7 p.m. She announced that she had received confirmation of Commissioner Santiago's reappointment from the Mayor's office.

After some discussion and changes Commissioner Tinich moved that the minutes of the July 16 meeting be approved. Commissioner McGill seconded the motion, which passed unanimously.

Commissioner Centeno presented the report of the Program Services Committee. She has been in contact with staff from EMHS of Chicago NFP and presented an update on their progress. They have hired an executive director to start September 1. The executive director will spearhead the process of hiring the rest of the staff. They have also secured a building. She suggested that she and Commissioner Tinich of the Building Committee visit the site and report on their visit at the next Commission meeting. It is located in the vicinity of Irving Park Road and Kedzie Avenue. To her understanding, the area is one floor with two large areas, one composed of six offices and the other to serve as a reception area. Contractors are working building the necessary therapy and office spaces. If their work progresses without any major problems, they anticipate being able to open the clinic and begin providing services in October.

Commissioner Tinich reported that the Building/Personnel Committee has met twice since the last Commission meeting to discuss office space and the job description of an administrative assistant which was composed by Commissioner Shehan. The Committee proposes renting a small space in the Irving Park United Methodist Church located at 3801 N. Keeler. The rental will be \$350 per month, phone and internet services included. For a \$50 refundable deposit, the church will provide an outdoor key. A larger space for monthly Commission meetings may also be available for an additional \$40 per month, but this issue will be addressed by the Commission at the end of the year. She also mentioned that each Committee would be welcome to hold their committee meetings at the new office location. About the matter of carrying liability insurance, it remains unclear if the Commission is required to secure it in order to rent the office space, although it seems likely that it will be.

Commissioner Tinich moved that the Commission approve the rental of the office space at 3801 N. Grace St for the price of \$350 per month and be authorized to secure the necessary insurance to secure that space, if required. Commissioner Spreitzer seconded the motion, which passed unanimously.

Commissioner Shehan presented a job description for the administrative assistant that will serve as the Commission's staff. She moved to approve the job description and post it on craigslist. Commissioner Tinich seconded the motion, which passed unanimously. The Personnel Committee will begin reviewing potential candidates for the position and will report further on their efforts at the next Commission meeting.

Regarding the matter of Errors and Omissions insurance, she is still not able to get specific information as to what will be required and how much it will cost. She said very few insurance companies provide that kind of insurance. She will work to further resolve the issue before the next Commission meeting.

Regarding bookkeeping needs, she has spoken with two accounting firms who have told her that the small amount of bookkeeping required by Commission business does not warrant hiring a firm to provide that service. They both indicated they would like to be considered to be selected to conduct the Commission's annual audit. The Commissioners agreed they would discuss that issue when the audit was required. Commissioner Shehan also provided a document to the Secretary regarding the insurance company she contacted to inquire about the Commission's Errors and Omissions Insurance.

Commissioner Spreitzer presented the report of the Finance and Tax Levy Committee.

She said she made some changes with input from the Building/Personnel Committee, one of the changes recommending fewer hours and combining the administrative and bookkeeping duties into one position. She also deleted payroll taxes from the budget as it has been decided that the person hired will be an independent contractor and will take care of their own withholding tax and FICA.

With the budget presented. President Zick announced the opening of the Budget Amendment Hearing and opened the floor to comment from the public. Following the public comments, Commissioner Spreitzer moved to accept the amended revised budget. Commissioner Liataud seconded the motion, which passed unanimously.

Commissioner Spreitzer said that, because of delinquencies in tax collections, the Program may not receive the full amount of funds previously expected. She estimates that the Commission will receive 98% of the funds it anticipates- approximately \$546,000. Given this potential decrease, she suggested that the quarterly amount originally approved by the Commission and budgeted for the Service Provider should be reduced by \$9,000, from \$127,500 to \$118, 500.

Discussion ensued during which Commissioner Centeno said she believes that the Commission should maintain the approved amount. Despite potentially receiving slightly less, the Commission has a significant amount of reserve funds due to the fact that the Commission will receive a full 12 months of the levy this year, but only has expenses for 5 months. She noted Article III, section 3.2 of the law that states that the funding is "subject to the availability of funds." This would allow the Commission to reduce the amount if it was unable to make full payments in the future. She also reported figures that show that at the end of the contract period the Commission would still have over \$180,000 in reserve funds.

President Zick suggested that the Commission could keep a close eye on their income and expenses if it was worried about cash flow problems, and it could determine if adjustments would be needed in the future. The Commission further discussed the issue and decided that there was not a need to reduce the funds at this time, but the Commission should continue to monitor the situation.

Commissioner Spreitzer presented the Treasurer's Report. She suggested that she move some funds from the Albany Bank to the Wintrust Bank of Mayfair because the Federal Deposit Insurance Corporation (FDIC) does not protect funds over \$250,000 and the Commission currently has significantly more than the \$250,000 limit. Bank officials asked that Treasurer Spreitzer and President Zick be authorized to make deposits and investments of the funds entrusted to the Commission.

After much discussion regarding the requirements of the Community Expanded Mental Health Services Act and the different possibilities of accounts that could be opened to protect the taxpayer's dollars, Commissioner McGill moved that President Zick and Treasurer Spreitzer be jointly authorized to open a money market account for the purposes of the Commission. Commissioner Tinich seconded. The motion passed unanimously.

President Zick announced that the next meeting will be September 17 and asked for any New Business.

President Zick moved to adjourn the meeting. Commissioner Centeno seconded the motion.

The meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Rosemary Tirio  
Secretary