

**WILL COUNTY COMMUNITY MENTAL HEALTH BOARD  
302 N. CHICAGO ST. COUNTY BOARD ROOM  
March 23, 2023 @ 10:00 AM**

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**I. Call to Order and Declaration of Quorum**

Katrina Jones called the meeting to order at 10:00 am. Katrina Jones took roll call to declare quorum.

<u>Name</u>	<u>Title</u>	<u>Status</u>
Katrina Jones	President	Present
Michael Flanagan	Secretary	Present
Elnalyn Costa		Present
Terri King		Present
Orlando DeYoung		Present
Jessica Parks		Present
Ashley Searing		Present

With six (7) of seven (7) members present declaring a quorum.

Also present were Elaine Bottomley, WCE Deputy Chief of Staff and Charles Pelkie, Will County Clerk's Chief of Staff.

A representative was present from the Will County State's Attorney's Office

**II. Pledge of Allegiance**

Katrina Jones led the Pledge of Allegiance.

**III. Approval of Minutes**

**1. Will County Community Mental Health Board–Regular Meeting–February 28, 2023.**

Motion passed unanimously 7 – 0 with no additions or corrections.

<b>Result:</b>	<b>Approved (Unanimous)</b>
<b>Mover:</b>	Costa
<b>Secunder:</b>	King
<b>Ayes:</b>	DeYoung, Flanagan, Jones, Parks, Searing
<b>Nays:</b>	
<b>Not Present:</b>	

**IV. Swearing In**

Ashley Searing was sworn in. Oath administered by Charles Pelkie.

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**V. New Business**

**A. Will County Health Department Presentation**

Dr. Joseph Troiani and Dr. Kathleen Burke presented on current mental health programs and services offered by the Will County Health Department. Members of the Community Mental Health Board were able to ask questions and identify some service gaps and needs in Will County.

Motion to approve bylaws as presented:

<b>Result:</b>	Approved [Unanimous]
<b>Mover:</b>	King
<b>Second:</b>	Jones
<b>Ayes:</b>	Costa, DeYoung, Flanagan, Jones, King, Parks
<b>Not Present:</b>	Searing

**B. Mental Health Board Bylaws**

Ms. Bottomley explained the amended bylaws reflected, in Article Three, Section One, the additional 2 board officers that were discussed at the February 28<sup>th</sup>, 2023 meeting. These officers are the Vice-President and Treasurer. In Article Three, Section Five, the duties of the additional board positions are outlined.

At the February 28<sup>th</sup>, 2023 meeting the board voted to expand the board of seven people to nine people. Elaine updated the board on the time-line for getting the additional two board members appointed, approved and seated.

Ms. Bottomley mentioned that the State's Attorney's Office had advised that the board may approve the Bylaws as presented, adding the two additional officer positions, without filling them until the two additional board members are sworn in

Motion to approve the Bylaws as presented.

<b>Result:</b>	Approved [Unanimous]
<b>Mover:</b>	King
<b>Second:</b>	Parks
<b>Ayes:</b>	Costa, Flanagan, Jones, DeYoung, Searing
<b>Not Present:</b>	

**C. Mental Health Board Funding**

Katrina Jones stated that the board will need funds to operate prior to receiving funding through the levy. Michael Flanagan suggested the board draft an operational budget and seek a bridge loan from the Will County Board. Elyalyn Costa asked Ms. Bottomley if she could estimate the number of hours per week

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that a staff member would be expected to work based on the duties outlined in the Bylaws. Ms. Bottomley estimated approximately 10 hours per week. Terri King expressed concern that the board would need time to put a detailed operational budget together. Orlando DeYoung asked if there was a maximum amount the board could request from the Will County Board. The board, after significant conversation, developed a draft operational budget for \$60,000. The board agreed to have Flanagan, King and Jones work on this draft budget before the next meeting. Elyalyn Costa and Jessica Parks will work on a job description for the staff member.

Motion to request \$60,000 from the Will County Board

<b>Result:</b>	Approved [Unanimous]
<b>Mover:</b>	Costa
<b>Second:</b>	DeYoung
<b>Ayes:</b>	Flanagan, Jones, King, Parks, Searing
<b>Not Present:</b>	

**D. 2023 Meeting Dates**

Brief conversation of members regarding availability and additional cost factors attributable to meeting in the evenings. Elyalyn Costa suggested the board table the decision until the two additional board members are in place.

Motion to table the 2023 Meeting Calendar until entire board is seated.

<b>Result:</b>	Approved [Unanimous]
<b>Mover:</b>	Costa
<b>Second:</b>	King
<b>Ayes:</b>	Flanagan, Jones, DeYoung, Parks, Searing
<b>Not Present:</b>	

**E. Lockport Township Community Fun Day Event**

Katrina Jones suggested that the board attend the Lockport Township Community Fun Day event as a vendor. The board discussed that, due to the lack of information about the board at this time, it would be better to not attend this event as a vendor.

**VI. Old Business**

No Old Business at this time

**VII. Public Participation**

No public participation

**VIII. Announcements**

**A. President**

Nothing to report

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**B. Board Members**

Nothing to report

**C. Other**

Nothing to report

**IX. Executive Session**

No Executive Session

**X. Adjournment**

Flanagan suggested that the board meet more than once a month in order to get the operational budget ready to present to the Will County Board and to secure a staff member.

Motion to meet on April 4, 2023 at 5:30pm

<b>Result:</b>	Approved [Unanimous]
<b>Mover:</b>	Flanagan
<b>Second:</b>	King
<b>Ayes:</b>	DeYoung, Jones, Parks, Searing, Costa
<b>Not Present:</b>	

Motion to adjourn

<b>Result:</b>	Approved [Unanimous]
<b>Mover:</b>	Flanagan
<b>Second:</b>	King
<b>Ayes:</b>	DeYoung, Jones, Parks, Searing
<b>Not Present:</b>	Costa

**XI. Next Meeting Date**

The next meeting of the Will County Mental Health Board is scheduled for April 4<sup>th</sup>, 2023 at 5:30 pm.