

MINUTES OF
RIVERSIDE TOWNSHIP
MENTAL HEALTH BOARD

A meeting of the Riverside Township Mental Health Board was held on Wednesday, March 19, 2025, at the Riverside Township Hall, 27 Riverside Road, Room 4, Riverside, Illinois.

Timothy Heilenbach, Vice President, served as Chair and called the meeting to order at 6:04 p.m. Joan Labak served as Recording Secretary.

Present were:

Christine Carr
Joe Derosier
Timothy Heilenbach
Kara Kalnitz
Cynthia Kaczmarczyk
Melinda Lehman

Absent was:

Adam Wilt

Also present were:

Dr. Joseph Troiani, Consultant
Joan Labak, Staff Secretary
Jim Tabor of Helping Hand
Yvette Williams of Community Support Services
April Dear of UCP Seguin
Shawn Lewis of Aging Care Connections (Community Resource Center)
Jason Strietzel of Thrive Counseling Center

It was noted that the Consultant's Report for March 19, 2025, and the Agency Reports sent to Directors this month were the following:

Aging Care Connections/Community Resource Center – March 2025
Community Support Services – March 2025
Helping Hand – February 2025
UCP Seguin – January 2025 & February 2025
WSSRA – February 2025

The Chair called for any comments, corrections, or additions to the minutes of the Board meeting held on Wednesday, February 19, 2025. Thereupon, on motion made by Christine Carr and seconded by Kara Kalnitz, the following resolution was unanimously adopted:

RESOLVED, that the minutes of the meeting of the Riverside Township Mental Health Board held on Wednesday, February 19, 2025, are herewith approved as circulated.

Kara Kalnitz read and reviewed the Treasurer's Report for the month of February 2025 previously sent by email to Board members. She reported that receipts totaling \$99,482.40 from the Cook County Treasurer were received along with an interest deposit of \$52.50 in the Maxrate savings account. All the January checks have cleared.

Account balances as of February 2025 were:

- Maxrate Savings Account: \$157,131.92
- Checking Account: \$11,291.26

Thereupon, the following motion was made by Christine Carr, seconded by Melinda Lehman, and upon vote taken was unanimously adopted:

RESOLVED, that the Treasurer's Report for the month of March 2025, be and the same is herewith approved, ratified and confirmed, a copy of which is attached hereto, incorporated by reference and made a part of these minutes.

Kara Kalnitz reviewed some of the figures from the Financial Committee including Adam Wilt, Timothy Heilenbach, Kara Kalnitz, Christine Carr, Joe Derosier, Cynthia Kaczmarczyk and Melinda Lehman. It was agreed that the 2025/2026 Budget will be discussed and finally approved at the next meeting to be held on April 16, 2025. Thereupon, the following motion made by Melinda Lehman, and seconded by Christine Carr was unanimously adopted:

RESOLVED, that the 2025/2026 Budget in the total amount of \$849,386.16 is herewith approved, ratified and confirmed.

The Chair then called for a roll call vote in accordance with the provisions of Article III, Section 7c of the Constitution and Bylaws, which was recorded as follows:

Christine Carr	In favor
Joe Derosier	In favor
Timothy Heilenbach	In favor
Cynthia Kaczmarczyk	In favor
Kara Kalnitz	In favor
Melinda J. Lehman	In favor
Adam Wilt	Absent

The Chair noted that the Mental Health Board has been meeting on the third Wednesday of the month and stated that meeting dates need to be established for next fiscal year. After discussion, on motion made by Christine Carr and seconded by Cynthia Kaczmarczyk, the following resolution was unanimously adopted:

RESOLVED, that the meetings of this Board for fiscal year 2025/2026 shall be held at the hour of 6:30 p.m. on the third Wednesday of each month except for July, August and December when the Board shall not meet.

Kara Kalnitz then read the list of payables for March 2025 as follows:

Check to Joan Labak for March 2025 salary	\$450.00
Check to Dr. Joseph Troiani for 4 th Q Salary	\$2,750.00
Check to Pillars for Q4 Community Grant	\$75,924.00
Check to Helping Hand for Q4 Community Grant	\$47,661.25
Check to Community Support Services for Q4 Community Grant	\$13,956.28
Check to UCP Seguin for Discretionary Grant	\$30,000.00
Check to Way Back Inn for Discretionary Grant	\$20,000.00
Check to Pillars for Discretionary Grant for training their employees	\$20,000.00
Check to Growing Community Media for meeting notice	<u>\$70.00</u>
Total	<u>\$210,811.53</u>

The Chair then called for a roll call vote, which was recorded as follows:

Christine Carr	In favor
Joe Derosier	In favor
Timothy Heilenbach	In favor
Cynthia Kaczmarczyk	In favor
Kara Kalnitz	In favor
Melinda J. Lehman	In favor
Adam Wilt	Absent

The Chair stated the last item on tonight's Agenda was the Approval of a Ratification Resolution. Thereupon, the following motion was made by Christine Carr and seconded by Cyndi Kaczmarczyk:

BE IT RESOLVED by the Community Mental Health Board, Township of Riverside, County of Cook, Illinois, that all actions taken by this Board, including but not limited to the adoption of motions and resolutions, the approval of payments, and the approval of minutes of proceedings during the fiscal year commencing April 1, 2024 and ending March 31, 2025, are hereby in all respects ratified and confirmed.

Jason Strietzel of Thrive Counseling Center then gave some biographical data about the Thrive Counselling Center.

The Chair called for any other or further business. There being none, on motion made by Christine Carr and seconded by Kara Kalnitz, the meeting adjourned at 7:21 p.m.

Respectfully submitted,

Joan Labak
Recording Secretary

APPROVED:

Timothy Heilenbach, Vice President

Kara Kalnitz, Secretary-Treasurer