

MINUTES OF
RIVERSIDE TOWNSHIP
MENTAL HEALTH BOARD (RTMHB)
9/17/2025

A meeting of the Riverside Township Mental Health board was held on Wednesday, September 17th, 2025 at the Riverside Township Hall, 27 Riverside Road, Room 4, Riverside, Illinois.

Adam Wilt, President, served as Chair and called the meeting to order at 6:33p.m. Kara Kalnitz served as Recording Secretary.

Present were:

Christine Carr
Joe Derosier
Kara Kalnitz
Cynthia Kazmarczyk
Melinda Lehman
Adam Wilt

Absent:

Timothy Heilenbach

Also present were:

Dr. Joe Troiani, Consultant
Yvette Williams, Community Support Services
April Dislers, Helping Hand
Shawn Lewis, Aging Care Connections
April Michalski, WSSRA
Jillian Reid, Way Back Inn

The Chair called for any comments, corrections, or additions to the minutes of the board meeting held on Wednesday, June 18th, 2025. Thereupon, on motion made by Christine Carr and seconded by Melinda Lehman, the following resolution was unanimously adopted:

RESOLVED, that the minutes of the meeting of the Riverside Township Mental Health Board held on June 18th, 2025, are herewith approved as circulated.

Kara Kalnitz read and reviewed the Treasurer's Report for the months of July, August, and September previously sent by email to Board members. She reported that the beginning savings account balance in June was \$233,021.60, and the ending balance in August \$27,512.17. In the checking account the beginning balance in June was \$14,550.00, and the ending balance was \$24,718.77. Kara Kalnitz reported that agencies are receiving partial payments at this meeting, because tax revenue has not yet been received in the Mental Health Board's bank account.

Adam led a discussion reporting that we are waiting on tax revenue to pay the full amount of money owed to agencies. He also provided an explanation regarding when tax bills are sent out. They have been delayed and thus RTMHB funding is also delayed.

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

RESOLVED, that the Treasurer's Report for the months of July, August, and September, 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.

The Chair 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
Kara Kalnitz	In favor
Cynthia Kazmarczyk	In favor
Melinda Lehman	In favor
Adam Wilt	In favor

Joe Troiani provided his Consultant's report (attached).

Agency Reports:

Aging Care Connections – Shawn reported that the CRC is doing community outreach at local libraries. There were 24 vendors at the Health & Wellness Fair and 41 residents. Suggestion to try to reserve the same Saturday every year for consistency (last Saturday in August). Discussion followed regarding finding free health screenings and providing short seminars related to various health topics to help draw more residents to the Fair.

Community Support Services – Yvette reported that CSS is busy sharing information regarding assisting families in navigating the public healthcare system. Part

of the funds from RTMHB paid for POMs (Personal Outcome Measures) training for 3 staff.

Helping Hand – April reported that their golf outing (support provided by RTMHB) was successful. They are providing clinical training to staff members to help them understand client behaviors better. They also plan to provide additional services to the community by establishing a Behavioral Health Clinic.

Way Back Inn – Jillian reported that the Way Back Inn has an upcoming event (financial support provided by RTMHB). They recently received renewal of the Are You Winning Campaign grant and have engaged in marketing it at various events. They are awaiting approval to open their new recovery home in Oak Park.

WSSRA – April reported that they had a successful summer day camp (750 participants). She said WSSRA is participating in various events in the Riverside area. They have an annual event (Falling for Our Stars) coming up in November that RTMHB plans to support.

All reports submitted by RTMHB supported agencies are attached to these minutes.

The Chair reported that there are two agency fundraisers coming up on Friday (Aging Care Connections & Way Back Inn) and asked if any members of the Board would like to attend. RTMHB provided sponsorship funds for both events.

The Chair noted that the 2025 tax levy had been submitted to the county for review.

Community Engagement Committee update—Committee members discussed the organizations in the area that they would like to engage including but not limited to the Riverside Masonic Lodge, Riverside Juniors, Lions Club, and Komarek PTA. The goal is to talk about RTMHB and inform these groups (among others) about it. A presentation has been drafted providing information about the Board and the agencies it supports. The Committee plans to meet again on October 14th, 2025 and November 18th, 2025.

The Chair led a brief discussion about updating the Community Resource Guide.

Agency hosts for upcoming RTMHB meetings are: Aging Care Connections (October, 111 Harris, LaGrange), CSS (February 2026), Helping Hand (April 2026), WSSRA (May 2026), Way Back Inn (January). Agencies were asked to send meeting locations to Adam for the purpose of providing public notice. Kara Kalnitz agreed to assist in getting out public notices to the newspaper.

The Board needs a new staff Secretary who would assist in drafting the monthly agenda, sending meeting notices, taking notes during meetings, recording them, and filing them in the official record. The staff secretary may also take the lead on improving the grant recording processes. Applications will be submitted through the Supervisor of Riverside Township, with an initially proposed deadline of October 3rd. Notices will be submitted to the local newspaper. The Chair is in the process of drafting a job description. A suggestion was made by Joe Derosier to provide a stipend to Kara Kalnitz as acting Secretary until a new one is hired.

A motion was made by Melinda Lehman and seconded by Christine Carr to post the position (cover letter, resume) with a submission deadline of October 24th via email to the Township Supervisor. It was unanimously adopted by all Board members.

Kara Kalnitz, Treasurer, then read a list of payables for September 2025 as follows:

Pillars Community Health	Q2 Community Grant (partial)	\$19,455.56
Helping Hand Center	Q2 Community Grant (partial)	\$12,213.25
Community Support Services	Q2 Community Grant (partial)	\$3,576.31
Way Back Inn	Agency Fundraiser	\$2,500.00
Joe Troiani	2nd Qtr Salary	\$3,000.00
Growing Community Media	Legal Notice	\$42.00
Kara Kalnitz	Acting Secretary	\$450.00
	TOTAL	\$40,787.12

The Chair 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
Kara Kalnitz	In favor
Cynthia Kazmarczyk	In favor
Melinda Lehman	In favor
Adam Wilt	In favor

The Chair called for any other or further business. There being none, on motion made by Christine Carr and seconded by Cynthia Kaczmarczk, the meeting adjourned at 8:09 p.m.

Respectfully submitted,

Kara Kalnitz

Acting Recording Secretary

APPROVED:

Adam Wilt, President

Kara Kalnitz, Secretary-Treasurer