

MENTAL HEALTH AND MENTAL RETARDATION SERVICES, INC.

Monday, July 27, 2009

MINUTES

Members present: Patricia Beebee, Rob Borchert, Pam Bradley, Sandra Carr, James Feece, Ron Gilkerson, Kathy Hooey, John Intrain, Patricia Kahl, Laura Martinez, Jim Rudnicki, Mary Speers, Gayle Wolf

Members absent: Roxanne Burrs

Staff present: Jerry J. Murphy, Marti J. Cross

Guests present: Peggy Marshall, visitor
Gloria Bunce, Executive Director, CASA Kane County

The meeting of the Board of Directors of Mental Health and Mental Retardation Services, Inc. was called to order at 7:05 p.m. in the INC boardroom at 400 Mercy Lane, Aurora, Illinois, by President Patricia Kahl. A roll call sign-in sheet was passed.

President Kahl noted that packets included a Conflict of Interest Form that should be completed and turned in when discussed later in the agenda.

Motion was made by Sandra Carr to approve the agenda as it stands. A second was made by John Intrain and it was unanimously passed.

Executive Director Jerry Murphy introduced and welcomed Peggy Marshall who was attending to determine interest in participation on the Board, and Gloria Bunce, Executive Director of CASA Kane County (CASA).

In her presentation, Bunce gave details of her experiences with CASA Kane County and expanded the Board's knowledge of their mission. CASA stands for Court Appointed Special Advocate and includes GAL, or Guardian Ad Litem services. These services initially began when judges felt they did not have enough information in child abuse and neglect cases to make a ruling and needed unbiased reports of happenings in the child's life.

Services are initiated with hotline calls to the Department of Children and Family Services. Determination of need is made within 48 hours and a CASA is appointed. The CASA focuses on the child's best interests and assists in accessing any other services that may be needed. Volunteer CASAs meet with the child and their caregivers periodically for the duration of their involvement in the court system. The same CASA serves a child throughout. Often they are the only stabilizing factor in a child's life. A CASA can serve a child from birth to age 21. While the goal is to return the child to their home, it is often not in the best interest of the child and only 25-33% actually returns. Over 90% of the reports submitted by CASAs are approved by the court and used in their rulings. Ms. Bunce also spoke of a feasibility study they are conducting regarding outreach for children preparing to transition out of the system, usually between 18 to 21 years old.

After questions from the Board, Bunce thanked them for their support and reported that because of it, 523 children were served in 2008. Murphy thanked Bunce for her presentation and she was excused from the meeting.

Approval of the minutes of the May 18, 2009 meetings was moved by Sandra Carr. This passed unanimously after a second by Mary Speers.

Robert Borchert, Treasurer, reviewed the June 30, 2009, financial statements for the Building and Operating Funds. He noted that in the Building Fund, Revenue was down because of interest, and if Depreciation was backed out of Expenses, it was much easier to see the true financial picture. The year ended with \$75,761.74 in current assets. For the Operating Fund, Revenue is above budget and Expenses are below budget, mostly because of not paying out all of the funds in Awards and Grants, Unscheduled Grants, Agency Training and Paratransit Subsidies, although staff did well at keeping other line items under budget as well. Cross noted that staff intent is to always pay out grant line items, but they were not all billed to the maximum contract amounts during this fiscal year. The Board discussed the differences between fee-for-service and grants, which programs were on fee-for-service and the possibility of future discussions about putting un-invoiced money to use. Borchert added that Current Assets for year end are \$318,038.09 in the Operating Fund. Although it was not discussed in the meeting, staff notes indicate \$44,845.36 of this amount was in Prepaid 708 Tax Revenue that actually applies to FY 2009-10. Pat Beebee made a motion to approve the Treasurer's Report. With a second by Kathy Hooey it was unanimously approved.

Marti Cross, Assistant Director, discussed the service statistics for the end of the year. The total number of residents served during FY 2008-09 were 17,234, an increase of 1,176 over the prior year. These residents received 499,099 Units of Service. Cross added that although the numbers given are unaudited, staff is in the process and statistics reported in the Annual Report will be the final, audited numbers. Murphy pointed out that this was the base year for the new report format and there will be comparisons in the upcoming fiscal year.

As the first item under Old Business, Cross reported that in the first month of the fiscal year, INC has received almost half of the levy for the year. Exact figures are \$700,279.62 received to date, or 44.76% of the levy. Upon a question by the Board, Murphy noted that Aurora Township's new supervisor had to start business without a Chief Financial Officer so their 708 tax payments ran a little later than usual. He noted that it is straightened out now.

President Kahl called the Board's attention to a listing in the mailed packet of the standing committee choices made for 2009-10. Cross pointed out that PR and Program Committee Chairs remained the same as the previous year, so if anyone wanted this to change they should let the Board know now. Upon no response from the Board, President Kahl made the Committee appointments.

For the next order of business, Cross reported pre-audit year-end accounting figures and reviewed staff recommendations for revisions to the budgets for 2009-10. In the Building Fund, Revenue over Expenses at year end is an unaudited \$37,879, for a Year End Balance of \$75,762.

Interest Income was reduced further to reflect the current rates and Asset Replacement/Reserves were adjusted to maintain a zero-based budget. The Operating Fund's Revenue over Expenses for year end was 27,990, for a Year End Balance of \$273,193. Cross noted the budget for Operating Fund Interest Income was also reduced. With the \$7,000 loss to Income this represents, 2009-10 Income only increased over the prior year by \$49,398. Staff proposed a tight budget of Expenses, with proposed Revenue over Expenses of \$7,261 and a Projected Year End Balance of \$280,454. Cross noted a high reserve is proposed to allow for some growth in FY 2010-11, when the levy will only increase by 0.1%. Rudnicki suggested using \$80,000 either for making up some of the state budget cuts to services or for new initiatives. After some discussion, it was decided to discuss the prospect at a later date when results of the state budget will be better known. Sandra Carr made a motion to accept the Revised Budgets proposed by staff. With a second by Gayle Wolf, it was unanimously passed.

Murphy discussed 2009-10 Grant Allocation revisions, noting that with although the state has money in 55 of the programs INC funds, only one program has been closed to-date with the state budget cuts. The respite program for AID was closed July 1st. He noted that everyone hopes it will be reinstated when AID receives the state contract, but we should know more by the end of next week. Murphy added that he had forwarded summary information to the Program Committee on the two programs requesting funds for serving the women who can no longer be served at Hope House. Eleven women were displaced when it was closed, six of which are from South Kane County. Of the six in our area, three obtained residential and substance abuse treatment from Hope for Tomorrow and five are receiving outpatient services from Gateway Foundation. Staff recommendation to the Program Committee is to split the \$26,700 in unallocated funds equally. Kathy Hooey made a motion to follow staff recommendations for funding on behalf of the Program Committee. With a second by Rob Borchert it was passed unanimously.

Murphy discussed the Continuing Education Network (CEN), who had requested funds at the previous meeting and whose request had been tabled while staff obtained further information. He noted that in further discussions with Family Counseling Service (FCS), the trainings were originally designed to break even. A large number of participants in some of the trainings necessitated rental of space to hold them. If they keep the numbers smaller, they can use space at their center without incurring these extra costs. For this fiscal year they are going to not only hold participation numbers down so they can control costs, but are also going to track the costs as a separate cost center. If costs cannot be controlled, they will revisit their request for funds.

President Kahl requested that Murphy give the Executive Director's Report. Murphy reported that the rally held at INC was arranged on Monday and held on Friday. Reports vary regarding the number of attendees, but Cross added that over 500 flyers were handed out and not everyone had a flyer. Murphy added that two legislators attended and spoke at the rally, Representative Linda Chapa La Via and Senator Chris Lauzen. Four INC Board members attended, Sandra Carr, Rob Borchert, Gayle Wolf and Roxanne Burrs. Murphy thanked them for their support.

Murphy also spoke about his Goals for the year, noting that he will not concentrate on doing a needs assessment this year, because of unknown impact to the system due to the state budget crisis. Focus will be on the remaining goals, which are more reliant on local control. The latest

information from the state is that agencies will be funded at 86% of last year's levels. Cross added that not all programs will receive 86% funding, some will be at 50%, 100% or cut entirely. Murphy noted we will know more after the agencies receive their state contracts, later next week.

Under New Business, Murphy reported that all seven townships agreed to the INC Board's recommendation for the 708 Boards to request the .01% tax levy for FY 2010-11 of the town boards.

Cross asked for and collected Conflict of Interest Forms.

Under Other, Murphy reported that tuckpointing is being done on INC's building, He will also be having AID's parking lot resurfaced and striped this year.

There being no further business to come before this Board, Pamela Bradley motioned for an adjournment. There was a second by Ron Gilkerson and it was unanimously agreed to adjourn the meeting at 8:20 p.m.

The next regularly scheduled meeting will be held Monday, September 28, 2009.

Respectfully submitted,

Gayle Wolf, Secretary