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**CHAMPAIGN COUNTY  
MENTAL HEALTH BOARD  
REGULAR MEETING**

*Minutes—November 20, 2024*

*This meeting was held  
at the Brookens Administrative Center, Urbana, IL and remotely.*

*5:45 p.m.*

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**MEMBERS PRESENT:** Chris Miner, Tony Nichols, Molly McLay, Elaine Palencia, Jane Sprandel, Jen Straub, Jon Paul Youakim

**MEMBERS EXCUSED:** Joe Omo-Osagie

**STAFF PRESENT:** Kim Bowdry, Leon Bryson, Lynn Canfield, Stephanie Howard-Gallo, Shandra Summerville

**OTHERS PRESENT:** Rachel Jackson, UIUC; Brenda Eakins, GROW; Cindy Crawford, Community Services Center of Northern Champaign County (CSCNCC); Karmyn Doughty, CCRPC; Paige Garrison, Cunningham Children’s Home; Melissa Courtwright, CU at Home

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**CALL TO ORDER:**

CCMHB President McLay called the meeting to order at 5:45 p.m.

**ROLL CALL:**

Roll call was taken, and a quorum was present.

**APPROVAL OF AGENDA:**

Ms. McLay requested to move Item XII.a) “PY2026 Application Review Process” to later in the agenda. The agenda with the suggested change was approved unanimously.

**CCDDB and CCMHB SCHEDULES:**

Updated copies of CCDDB and CCMHB meeting schedules and CCMHB allocation timeline were included in the packet.

## **ACRONYMS and GLOSSARY:**

A list of commonly used acronyms was included for information.

## **CITIZEN INPUT / PUBLIC PARTICIPATION:**

None.

## **PRESIDENT'S COMMENTS:**

President McLay thanked Lisa Liggins-Chambers and Jen Straub for their service on the CCMHB.

## **EXECUTIVE DIRECTOR'S COMMENTS:**

No comments.

## **APPROVAL OF CCMHB MINUTES:**

Minutes from the 10/16/24 and 10/23/24 meetings were included in the packet.

**MOTION: Ms. Straub moved to approve the meeting minutes from 10/16/24 and 10/23/24. Ms. Sprandel seconded the motion. A voice vote was taken and the motion passed unanimously.**

## **VENDOR INVOICE LISTS:**

Vendor Invoice Lists were included in the Board packet.

**MOTION: Ms. McLay moved to accept the Vendor Invoice Lists. Dr. Youakim seconded the motion. A voice vote was taken, and the motion passed unanimously.**

## **STAFF REPORTS:**

Staff reports from Kim Bowdry, Leon Bryson, Stephanie Howard-Gallo, Shandra Summerville, and Chris Wilson were included in the packet. Questions from Dr. Youakim and Ms. McLay were answered by staff.

## **NEW BUSINESS:**

### **Executive Director Contract:**

The Officers of the CCDDDB and CCMHB have completed the Executive Director's performance evaluation and negotiated a contract to retain the Director from January 1, 2025 through December 31, 2026. On October 23, 2024, the CCDDDB approved offering this contract, pending similar approval by the CCMHB.

**MOTION:** Ms. Sprandel moved to approve the negotiated contract with the CCMHB/CCDDB Executive Director Canfield and to authorize the CCMHB President to execute the negotiated employment agreement. Ms. Straub seconded the motion. A roll call vote was taken and the motion passed unanimously.

**OLD BUSINESS:**

**Revised Draft Budgets for Fiscal Year 2025:**

A decision memorandum requested approval of revised draft 2025 CCMHB and I/DD Special Initiatives Fund budgets.

**MOTION:** Mr. Miner moved to approve the revised draft 2025 CCMHB Budget, with anticipated revenues of \$7,168,742. Ms. Palencia seconded the motion. A roll call vote was taken and the motion passed.

**MOTION:** Ms. Sprandel moved to approve the revised draft I/DD Special Initiatives Fund Budget, with anticipated expenditures of \$239,063 with equal revenues, including transfer of \$233,063 from fund balance. Mr. Miner seconded the motion. A roll call vote was taken and the motion passed.

**CCMHB Strategic Plan with Objectives for 2025:**

A decision memorandum was in the packet seeking board approval of the CCMHB Strategic Plan with DRAFT Objectives for Fiscal Year 2025. Ms. Palencia had a suggested edit on page 74 of the last paragraph, changing the word “must” to “shall”.

**MOTION:** Ms. Straub moved to approve the draft Strategic Plan for Fiscal Years 2022-2025 with Fiscal Year 2025 Objectives, with the suggested edit from Ms. Palencia. Ms. Sprandel seconded the motion. A voice vote was taken and the motion passed unanimously.

**CCMHB PY26 Funding Priorities:**

A decision memorandum was in the packet as well as CCMHB funding priorities and decision support criteria for Program Year 2026.

**MOTION:** Ms. Sprandel moved to approve the CCMHB PY26 Funding Priorities as presented in the packet. Ms. Palencia seconded the motion. A voice vote was taken and the motion passed.

**PY2026 Application Review Process:**

The packet included a briefing memorandum on the process for reviewing applications for funding, with a sample review checklist. Director Canfield supplied additional information on the process and timeline.

**Evaluation Capacity Building Project Update:**

An oral update was provided by Rachel Jackson, representative of the Evaluation Team.

**disAbility Resource Expo Update:**

Ms. Sprandel, Kim Bowdry, and Shandra Summerville provided an oral update on the October 26, 2024 event.

**PY2025 Q1 Funded Program Service Reports:**

For information only, the first quarter program service reports were in the Board packet for review.

**SUCSESSES AND AGENCY INPUT:**

None.

**BOARD TO BOARD REPORTS:**

Director Canfield and President McLay attended a meeting of the Massey Commission in Sangamon County regarding a referendum to establish a mental health board in that county.

**COUNTY BOARD INPUT:**

Ms. Straub commented on the future budget pressures faced by the County Board. She invited all to attend her final County Board meeting, November 21.

**CCDDB INPUT:**

None.

**BOARD ANNOUNCEMENTS AND INPUT:**

Ms. McLay thanked Ms. Straub for her service and commented on her priority of the well-being of all community members.

**ADJOURNMENT:**

The meeting adjourned at 7:10 p.m.

Respectfully

Submitted by: Stephanie Howard-Gallo  
CCMHB/CCDDB Operations and Compliance Coordinator

*\*Minutes approved by the CCMHB on January 22, 2025.*