



Champaign County Developmental Disabilities Board (CCDDDB) Meeting Agenda

Wednesday, January 22, 2025, 9:00 AM

*This meeting will be held in person at the Shields-Carter Room of the
Brookens Administrative Building, 1776 East Washington Street, Urbana, IL 61802
Members of the public may attend in person or watch the meeting live through this link:
<https://us02web.zoom.us/j/81559124557> Meeting ID: 815 5912 4557*

- I. Call to order**
- II. Roll call**
- III. Approval of Agenda***
- IV. CCDDDB Meeting Schedule (page 3)* ([posted here](#)) and Allocation Process Timeline (as “CCDDDB Important Dates” among [public documents here](#)).**
Action is requested to approve the 2025 Meeting Schedule as presented on page 3.
- V. CCDDDB Acronyms and Glossary are no longer included in the packet but [posted here](#).**
- VI. Citizen Input/Public Participation** *All are welcome to attend the Board’s meeting to observe and to offer thoughts during this time. The Chair may limit public participation to 5 minutes per person and/or 20 minutes total.*
- VII. Chairperson’s Comments – Ms. Vicki Niswander**
- VIII. Executive Director’s Comments – Lynn Canfield**
- IX. Approval of CCDDDB Board Meeting Minutes (pages 4-8)***
Minutes from the 11/20/2024 CCDDDB meetings are included for approval. Action is requested.
- X. Vendor Invoice Lists (pages 9-14)***
Action is requested to accept the “Vendor Invoice Lists” and place them on file.
- XI. Staff Reports (pages 15-29)**
Included for information only are reports from Kim Bowdry, Leon Bryson, Stephanie Howard-Gallo, and Chris Wilson.
- XII. New Business**
 - a) Mid-Year Progress Report (pages 30-60)**
*Representatives of CCRPC will offer a progress report on the Community Life Short Term Assistance Program, funded through the IDD Special Initiatives fund.
Materials supporting the presentation are included in the packet for information.*
 - b) Notification of Funding Availability (page 61)**
For information only is the affidavit with PY2026 NOFA.
 - c) DRAFT Revised CCDDDB Bylaws (pages 62-66)***

A Decision Memorandum presents Draft Revised CCDDDB Bylaws, with suggested changes highlighted. Action is requested.

d) **Relocation of Staff Offices** (pages 67 and 68)*

A Decision Memorandum presents a possible option for relocation of CCMHB/CCDDDB business offices. Action is requested.

e) **Input from People with I/DD**

Feedback shared with staff or board members is presented for information only.

XIII. Old Business

a) **Response to Emerging Threats**

The Board may discuss formal responses to threats to the safety and stability of people with I/DD and other vulnerable residents.

b) **Engage Illinois** (page 69)

For information only, the statewide system redesign effort has provided a summary on recent activities.

c) **Evaluation Capacity Building Project Update**

An oral update will be provided by representatives from the Evaluation Team.

d) **disAbility Resource Expo Update** (pages 70-97)

A report from the Expo Coordinators is included in the packet for information.

e) **Update on Late Agency Reports** (pages 98-104)*

A memorandum provides an update on out of cycle agency reports from CUAN and offers options for board approval. Possible actions are suggested.

f) **Agency Request** (page 105)*

Included for consideration is a request from PACE, Inc., that the Board “waive suspension of payments due to late PY24 audit and authorize CCDDDB staff to release payments as scheduled.” Action is requested.

XIV. Successes and Other Agency Information

The Chair reserves the authority to limit individual agency representative participation to 5 minutes and/or total time to 20 minutes.

XV. County Board Input

XVI. Champaign County Mental Health Board Input

XVII. Board Announcements and Input

XVIII. Adjournment

* Board action is requested.

For accessible documents or assistance with any portion of this packet, please [contact us](mailto:kim@ccmhb.org) (kim@ccmhb.org).



CCDDB 2025 Meeting Schedule

9:00AM Wednesday after the third Monday of each month
Brookens Administrative Building, 1776 East Washington Street, Urbana, IL
<https://us02web.zoom.us/j/81559124557>

- January 22, 2025 – Shields-Carter Room
- February 19, 2025 – Shields-Carter Room
- March 19, 2025 – Shields-Carter Room
- March 26, 2025 5:45PM – Shields-Carter Room – *joint meeting with CCMHB*
- April 16, 2025 – Shields-Carter Room (*off cycle*)
- April 30, 2025 – Shields-Carter Room - *tentative*
- May 21, 2025 – Shields-Carter Room
- June 18, 2025 – Shields-Carter Room
- July 23, 2025 – Shields-Carter Room
- August 20, 2025 – Shields-Carter Room - *tentative*
- September 17, 2025 – Shields-Carter Room
- September 24, 2025 – Shields-Carter Room – *joint study session with MHB*
- October 22, 2025 – Shields-Carter Room
- October 29, 2025 5:45PM – Shields-Carter Room – *joint study session with MHB*
- November 19, 2025 – Shields-Carter Room
- December 17, 2025 – Shields-Carter Room - *tentative*

This schedule is subject to change due to unforeseen circumstances.

Please email stephanie@ccmhb.org to confirm meetings or to request alternative format documents, language access, or other accommodation needed to participate.
All meetings and study sessions include time for members of the public to address the Board.

Meetings are posted in advance and recorded and archived at
<http://www.co.champaign.il.us/mhbddb/DDBMeetingDocs.php>

Public Input: All are welcome to attend the Board's meetings, whether virtually or in person, to observe and to offer thoughts during the "Public Participation" period of the meeting. For support to participate in a meeting, let us know how we might help by emailing stephanie@ccmhb.org. If the time of the meeting is not convenient, you may still communicate with the Board by emailing stephanie@ccmhb.org any written comments which you would like us to read to the Board during the meeting. Your feedback is appreciated but be aware that the time for each person's comments may be limited to five minutes.

**CHAMPAIGN COUNTY BOARD FOR CARE AND TREATMENT
OF PERSONS WITH A DEVELOPMENTAL DISABILITY
(CCDDB) MEETING**

Minutes November 20, 2024

*This meeting was held at the Brookens Administrative Center
1776 E. Washington St., Urbana, IL 61802
and with remote access via Zoom.*

9:00 a.m.

MEMBERS PRESENT: Vicki Niswander, Anne Robin, Neil Sharma (remote), Susan Fowler, Anne Robin

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

OTHERS PRESENT: Annette Becherer, Kelli Martin, Jami Olsen, Laura Bennett, Danielle Matthews, Patty Walters, DSC; Becca Obuchowski, Hannah Sheets, Community Choices; Angela Yost, CCRPC; Jacinda Dariotis, UIUC; Mel Liong, Michelle Ingram, Paula Vanier, LaShunda Hall, PACE; Brenda Eakins, GROW; Annie Bruno, Arc of Illinois; Steven Beckett, Attorney (CUAN); Adrienne Shockley, The Autism Program UIUC; Leah Taylor, Champaign County Board Liaison to the CCDDB.

CALL TO ORDER:

Ms. Niswander called the meeting to order at 9:03 a.m. CCDDB member Dr. Neil Sharma requested to attend remotely due to employment obligations. In compliance with the CCDDB By-Laws a motion was requested by Ms. Niswander to allow his remote attendance.

MOTION: Dr. Fowler moved to allow remote attendance for Dr. Neil Sharma for this meeting due to employment obligations, as allowed in the CCDDB By-Laws. Dr. Robin seconded the motion. All CCDDB members voted aye and the motion passed.

ROLL CALL:

Roll call was taken, and a quorum was present.

APPROVAL OF AGENDA:

An agenda was approved.

CCDDB and CCMHB SCHEDULES/TIMELINES:

Updated copies of CCDDB and CCMHB meeting schedules and CCDDB allocation timeline were posted.

ACRONYMS and GLOSSARY:

A list of commonly used acronyms was posted.

CITIZEN INPUT/PUBLIC PARTICIPATION:

None.

PRESIDENT’S COMMENTS:

Dr. Sharma was introduced to the CCDDB.

EXECUTIVE DIRECTOR’S COMMENTS:

None.

APPROVAL OF MINUTES:

Minutes from the 10/23/24 meeting were included in the packet.

MOTION: Dr. Robin moved to approve the 10/23/24 board meeting minutes as presented. Dr. Fisher seconded the motion. A voice vote was taken and the motion passed.

VENDOR INVOICE LIST:

The Vendor Invoice List was included in the Board packet.

MOTION: Dr. Robin moved to approve the Vendor Invoice List as presented. Ms. Niswander seconded the motion. A voice vote was taken and the motion passed unanimously.

STAFF REPORTS:

Reports from Kim Bowdry, Leon Bryson, Stephanie Howard-Gallo, Shandra Summerville, and Chris Wilson were included in the packet. Kim Bowdry provided a verbal update on PUNS.

NEW BUSINESS:

Response to Potential Threats:

Dr. Fisher requested a monthly discussion of vulnerable community members who may no longer receive federal benefits in the future. This will be an ongoing agenda item as the new presidential administration is placed.

Agency Request for Extensions:

CU Autism Network (CUAN) submitted a written request for extension of application revisions and reporting deadlines. A decision memorandum provided background information. Attorney Steven Beckett was present to represent the agency. There was extensive CCDDDB discussion on staff time already spent on attempting to assist CUAN. It was decided that Director Canfield should be the only contact for CUAN/Mr. Beckett, should an extension be approved.

MOTION: Dr. Fisher moved to deny CU Autism Network's request for additional support and time to complete all required reports and budget revisions and to affirm that all payments received on PY2024 contracts should be returned. There was no second to the motion.

MOTION: Ms. Niswander moved to allow CU Autism Network until 4:30 p.m. on January 8, 2025 to meet PY2024 contract requirements related to the first six months of the two PY2024 contracts. Dr. Fowler seconded the motion. A roll call vote was taken and the motion passed unanimously.

MOTION: Ms. Niswander moved to approve contract amendments to lower the CU Autism Network PY2024 contract maximums to the amounts already paid out, to allow for reporting on only the first six months of PY2024, including the CLC mid-year progress report and year-end Performance Outcome Reports. Dr. Robin seconded the motion. A roll call vote was taken and the motion passed unanimously.

OLD BUSINESS:

CCDDDB Strategic Plan with Objectives for 2025:

A decision memorandum and a draft CCDDDB Strategic Plan with DRAFT Objectives for Fiscal Year 2025 was included in the Board packet.

MOTION: Dr. Fisher moved to approve the submitted draft Strategic Plan for Fiscal Years 2022-2025 with Fiscal Year 2025

Objectives. Dr. Robin seconded the motion. A roll call vote was taken and the motion passed unanimously.

CCDDB PY26 Funding Priorities:

A decision memorandum along with CCDDB funding priorities and decision support criteria for Program Year 2026 was included in the Board packet.

MOTION: Ms. Niswander moved to approve the CCDDB Program Year 2026 Allocation Priorities and Decision Support Criteria as described in the memorandum. Dr. Fisher seconded the motion. A voice vote was taken and the motion was unanimously approved.

Engage Illinois:

A summary of recent activities was included in the Board packet. Ms. Niswander provided additional information.

Evaluation Capacity Building Project Update:

An oral update was provided by Jacinda Doritos from the Evaluation Team.

disAbility Resource Expo Update:

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

PY2025 Q1 DD Program Service Reports:

For information PY25 First Quarter Service Activity Reports from funded agency programs were included in the packet for review.

PY2025 Q1 Program Claims Data:

Charts showing PY25 First Quarter service claims data were included in the Board packet for review.

SUCSESSES AND AGENCY INFORMATION:

Updates were provided by LaShunda Hall from PACE; Patty Walters and Annette Becherer from DSC; Becca Obuchowski from Community Choices (CC); and Annie Bruno from the Arc of Illinois.

COUNTY BOARD

Leah Taylor announced this would be her last meeting as a Champaign County Board representative and thanked Board members and staff for their work.

CCMHB INPUT:

The CCMHB will meet this evening.

BOARD ANNOUNCEMENTS AND INPUT:

CCDDB members decided to cancel the December 2024 Board meeting.

ADJOURNMENT:

The meeting adjourned at 10:12 a.m.

Respectfully Submitted by: Stephanie Howard-Gallo,
CCMHB/CCDDB Operations and Compliance Specialist

**Minutes are in draft form and subject to CCDDB approval.*

Champaign County, IL

VENDOR INVOICE LIST



INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
1 CHAMPAIGN COUNTY TREASURER										
Nov '24	DD25-078	11/01/2024	110124A	38778	34,903.00	34,903.00	11/01/2024	INV	PD	DD25-078 Decision Supp
10146 COMMUNITY CHOICES, INC										
Nov '24	DD24-076	11/01/2024	110124A	38812	2,833.00	2,833.00	11/01/2024	INV	PD	DD24-076 Staff Recruit
Nov '24	DD25-075	11/01/2024	110124A	38812	17,791.00	17,791.00	11/01/2024	INV	PD	DD25-075 Self-Determin
Nov '24	DD25-077	11/01/2024	110124A	38812	14,250.00	14,250.00	11/01/2024	INV	PD	DD25-077 Transportatio
Nov '24	DD25-090	11/01/2024	110124A	38812	17,750.00	17,750.00	11/01/2024	INV	PD	DD25-090 Inclusive Com
Nov '24	DD25-095	11/01/2024	110124A	38812	19,958.00	19,958.00	11/01/2024	INV	PD	DD25-095 Customized Em
					72,582.00					
10170 DEVELOPMENTAL SERVICES CENTER OF										
Nov '24	DD25-080	11/01/2024	110124A	38823	25,666.00	25,666.00	11/01/2024	INV	PD	DD25-080 Individual an
Nov '24	DD25-081	11/01/2024	110124A	38823	51,250.00	51,250.00	11/01/2024	INV	PD	DD25-081 Community Liv
Nov '24	DD25-082	11/01/2024	110124A	38823	79,166.00	79,166.00	11/01/2024	INV	PD	DD25-082 Community Fir
Nov '24	DD25-083	11/01/2024	110124A	38823	43,375.00	43,375.00	11/01/2024	INV	PD	DD25-083 Service Coord
Nov '24	DD25-084	11/01/2024	110124A	38823	21,666.00	21,666.00	11/01/2024	INV	PD	DD25-084 Clinical Serv
Nov '24	DD25-085	11/01/2024	110124A	38823	8,208.00	8,208.00	11/01/2024	INV	PD	DD25-085 Employment Fi
Nov '24	DD25-086	11/01/2024	110124A	38823	20,333.00	20,333.00	11/01/2024	INV	PD	DD25-086 Workforce Dev
Nov '24	DD25-091	11/01/2024	110124A	38823	41,666.00	41,666.00	11/01/2024	INV	PD	DD25-091 Community Emp
Nov '24	DD25-092	11/01/2024	110124A	38823	9,583.00	9,583.00	11/01/2024	INV	PD	DD25-092 Connections

Champaign County, IL

VENDOR INVOICE LIST



INVOICE	P.O.	INV DATE	CHECK RUN CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
				300,913.00					
				408,398.00					
15 INVOICES									

** END OF REPORT - Generated by Chris M. Wilson **

Champaign County, IL

VENDOR INVOICE LIST



INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
1 CHAMPAIGN COUNTY TREASURER										
Dec '24	DD25-078	12/01/2024	120624A	39991	34,903.00	34,903.00	12/31/2024	INV	PD	DD25-078 Decision Supp
CHECK DATE: 12/06/2024										
10146 COMMUNITY CHOICES, INC										
Dec '24	DD24-076	12/01/2024	120624A	40046	2,833.00	2,833.00	12/31/2024	INV	PD	DD24-076 Staff Recruit
CHECK DATE: 12/06/2024										
Dec '24	DD25-075	12/01/2024	120624A	40046	17,791.00	17,791.00	12/31/2024	INV	PD	DD25-075 Self-Determin
CHECK DATE: 12/06/2024										
Dec '24	DD25-077	12/01/2024	120624A	40046	14,250.00	14,250.00	12/31/2024	INV	PD	DD25-077 Transportatio
CHECK DATE: 12/06/2024										
Dec '24	DD25-090	12/01/2024	120624A	40046	17,750.00	17,750.00	12/31/2024	INV	PD	DD25-090 Inclusive Com
CHECK DATE: 12/06/2024										
Dec '24	DD25-095	12/01/2024	120624A	40046	19,958.00	19,958.00	12/31/2024	INV	PD	DD25-095 Customized Em
CHECK DATE: 12/06/2024										
10170 DEVELOPMENTAL SERVICES CENTER OF										
Dec '24	DD25-080	12/01/2024	120624A	40058	25,666.00	25,666.00	12/31/2024	INV	PD	DD25-080 Individual an
CHECK DATE: 12/06/2024										
Dec '24	DD25-081	12/01/2024	120624A	40058	51,250.00	51,250.00	12/31/2024	INV	PD	DD25-081 Community Liv
CHECK DATE: 12/06/2024										
Dec '24	DD25-082	12/01/2024	120624A	40058	79,166.00	79,166.00	12/31/2024	INV	PD	DD25-082 Community Fir
CHECK DATE: 12/06/2024										
Dec '24	DD25-083	12/01/2024	120624A	40058	43,375.00	43,375.00	12/31/2024	INV	PD	DD25-083 Service Coord
CHECK DATE: 12/06/2024										
Dec '24	DD25-084	12/01/2024	120624A	40058	21,666.00	21,666.00	12/31/2024	INV	PD	DD25-084 Clinical Serv
CHECK DATE: 12/06/2024										
Dec '24	DD25-085	12/01/2024	120624A	40058	8,208.00	8,208.00	12/31/2024	INV	PD	DD25-085 Employment Fi
CHECK DATE: 12/06/2024										
Dec '24	DD25-086	12/01/2024	120624A	40058	20,333.00	20,333.00	12/31/2024	INV	PD	DD25-086 Workforce Dev
CHECK DATE: 12/06/2024										
Dec '24	DD25-091	12/01/2024	120624A	40058	41,666.00	41,666.00	12/31/2024	INV	PD	DD25-091 Community Emp
CHECK DATE: 12/06/2024										
Dec '24	DD25-092	12/01/2024	120624A	40058	9,583.00	9,583.00	12/31/2024	INV	PD	DD25-092 Connections
CHECK DATE: 12/06/2024										

72,582.00

Champaign County, IL

VENDOR INVOICE LIST



INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
10424 PERSONS ASSUMING CONTROL OF THEIR ENVIRONMENT INC.										
Dec'24	DD25-079	12/01/2024	120624A	40147	3,831.00	3,831.00	12/31/2024	INV	PD	DD25-079 Consumer Cont
CHECK DATE: 12/06/2024										
Nov'24	DD25-079	11/01/2024	120624A	40147	3,831.00	3,831.00	11/30/2024	INV	PD	DD25-079 Consumer Cont
CHECK DATE: 12/06/2024										
					7,662.00					
17 INVOICES					416,060.00					

** END OF REPORT - Generated by Chris M. Wilson **

Champaign County, IL

VENDOR INVOICE LIST



INVOICE	P.O.	INV DATE	CHECK RUN CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
1	CHAMPAIGN COUNTY TREASURER								
Nov '24	IDDSI25-089	11/01/2024	110124A 38779	19,336.00	19,336.00	11/01/2024	INV	PD	IDDSI25-089 Community
CHECK DATE:	11/01/2024								
1 INVOICES				19,336.00					

** END OF REPORT - Generated by Chris M. Wilson **

Champaign County, IL

VENDOR INVOICE LIST



INVOICE	P.O.	INV DATE	CHECK RUN CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
1	CHAMPAIGN COUNTY TREASURER								
Dec'24	IDDSI25-089	12/01/2024	120624A 39992	19,336.00	19,336.00	12/31/2024	INV	PD	IDDSI25-089 Community
	CHECK DATE: 12/06/2024								
1 INVOICES				19,336.00					

** END OF REPORT - Generated by Chris M. Wilson **

Kim Bowdry,
Associate Director for Intellectual & Developmental Disabilities
Staff Report – January 2025

CCDDB/CCMHB/IDDSI: PY2025 2nd Quarter Reports are due on January 31, 2025. Ms. Howard-Gallo sent a reminder of the 2nd Quarter due date to agency representatives on January 7, 2025. At the end of December, I cloned PY2025 2nd Quarter programs in the Online System to create programs for claim reporting for the PY2025 3rd Quarter. Each program using the claims system must be created for each quarter, then the claims are associated with each program/quarter.

Formal notice of the PY2026 Funding Cycle was published in the News Gazette. The deadline for PY26 application submission is February 10, 2025, at 4:30 PM CST. I reviewed the written instructions and created a trial application to test any areas of concern in the Online Reporting System, in advance of the system opening for PY2026.

PACE did not submit their PY2024 Audit by the deadline. Ms. Howard-Gallo sent 'Notice of Funding Suspension' letter to agency representatives.

I participated in monthly meetings with CCDDB/CCMHB staff and Dr. Dariotis from the Family Resiliency Center, related to the Evaluation Capacity project. I also attended a presentation on the work of the Family Resiliency Center for the CCDDB/CCMHB at the Public Engagement Summit on December 13 at the I Hotel and Conference Center.

I provided support to agency users with claims in the Online System. I also worked with agency staff to merge clients who had duplicate entries in the Online System.

My work on PY2024 claims data from the Online Reporting System continues. These data are being sorted by client and service type. I am seeking any duplication of services and client specific program involvement through review of this data. An overview of how services are utilized will be provided prior to the next application review.

Please see the 'CU Autism Network PY2024 Reports' Decision Memorandum in this Board Packet for an update on the CU Autism Network's late reports.

Contract Amendments: A contract amendment was completed for the CCRPC Community Life Short Term Assistance (CLSTA) program in early January. The

agency requested the contract amendment after realizing that the need for this support was greater than originally intended. People with Medicaid waiver funding, who meet all other eligibility requirements (documented Champaign County residents, who are enrolled on the PUNS list, and a household income at or below 60% of the Area Median Income) will be eligible to apply for program funding beginning February 2025.

Learning Opportunities: Alex Campbell, EMK Consulting presented an overview of the Online Application and Reporting System on December 5, 2024. There were over 20 participants in attendance. The [video](#) has been posted on the Online Reporting System.

DISABILITY Resource Expo: The DISABILITY Resource Expo wrap-up meeting was held on December 3, 2024. Please see the update from the DISABILITY Resource Expo Coordinators in the Board packet for further Expo updates.

MHDDAC: The December meeting of the MHDDAC was cancelled due to the proximity to the holiday. The next MHDDAC meeting is scheduled for January 28, 2025.

ACMHAI: The January I/DD Committee meeting was held on January 14, 2025. Lara Davis, Disability Rights Manager for the East Central Human Rights presented ‘What is the Illinois Guardianship and Advocacy Commission’s Human Rights Authority?’ I participated remotely in the ACMHAI December Membership Meetings on December 5th and 6th, 2024. I also participated in the Executive Committee Board Checkup meeting and the January Executive Committee meeting on January 13, 2025.

Human Services Council: I participated in the December HSC Meeting. Shandra Summerville, CLC Coordinator – CCDDDB/CCMHB presented on the process for applying for funding from the CCDDDB and/or CCMHB. Agency updates were also provided.

Champaign County Transition Planning Committee (TPC): The January meeting of the TPC is being held at the Champaign Public Library on January 17, 2025. There will be a presentation from the Illinois Guardianship and Advocacy Commission.

Other: I also participated in several webinars and a meeting with Dr. Alexandra Chronopoulou, Clinical Associate Professor, Department of Statistics, UIUC.

Leon Bryson, Associate Director for Mental Health & Substance Use Disorders

Staff Report- January 2025

Summary of Activity

On Nov. 29, 2024, the News Gazette issued the Public Notice of Funding Available for CCMHB/CCDDB PY26 applications. Applications for PY26 were cloned from those for PY25. The online system is open from December 20, 2024, and will close February 10, 2025 at 4:30pm. Before the PY26 application forms were made public, staff members optimized them through dry runs.

Program Service Activity reports for the second quarter of PY25 are due on January 31, 2025. Agencies received a reminder from Ms. Howard-Gallo on the deadline for the second quarter report and requests for extensions.

Contract Action: On December 19th, Canfield and I visited Rosecrance at their Moreland office, where we received updates on their CCBHC advancements and discussed the early termination of contracts for Child & Family Services and Specialty Courts. No contracts have been terminated at the time of this writing.

Audit/Review Update: The deadline for audits and reviews for agencies operating on a fiscal year July 1 to June 30 was December 31st. Eight agencies missed the deadline. Ms. Howard-Gallo sent non-compliance letters to agencies who missed the deadline. View her staff report.

Mid-Year Presentations: Four agencies are scheduled to submit mid-year updates to the Board. On January 22nd, CCRPC will provide a status report on the Community Life Short Term Assistance Program, which is funded by the IDD Special Initiatives fund. GCAP and Promise Healthcare will provide program updates at the Study Session on January 29th. Rosecrance will provide an update on the Crisis Co-Response Team initiative during the Regular Board Meeting on February 19th.

Site Visits: On November 14th, Ms. Bowdry and I conducted a site visit to the Champaign County MHB Head Start/Early Head Start program in Urbana, Illinois. There were no issues at the time of writing.

ACMHAI Committee: On December 6th, I participated in the virtual ACMHAI December Business Meeting. The next I/DD Committee meeting is scheduled for January 14th, at 10 a.m. We will have a presentation about the Illinois Guardianship and Advocacy Commission's Human Rights Authority.

CCMHDDAC Meeting: I took some time off and, unfortunately, missed the November meeting. The December meeting was canceled. The next meeting is on January 28th.

CIT Steering Committee: The December meeting was canceled, and the group will reconvene on February 4th.

Continuum of Service Providers to the Homeless (CSPH): I attended the December and January meetings. The CSPH is preparing for the Winter Shelter Planning and Point-in-Time Count. For those who are unfamiliar, the PIT count is a total of unhoused and unsheltered people experiencing homelessness on a single night in January. This year's PIT Count for unsheltered individuals experiencing homelessness will be held on Wednesday, January 22nd from 6:30pm to 9:30pm. 25 people have already signed up to help with the 2025 Point-in-Time Count, and an additional 20 volunteers are needed.

Disability Resource Steering Committee Meeting: On December 3rd, I attended the Expo wrap-up meeting, during which the coordinators provided an event report.

Evaluation Capacity Committee Team: On December 11th, I met with the Evaluation Project Team for an interview. On December 13th, Ms. Bowdry and I attended the Evaluation Project Summit at the I-Hotel. Dr. Dariotis and Mr. Underland did an excellent job of discussing their work with the CCMHB/CCDDB organizations.

Rantoul Service Provider's Meeting: On November 18th, members offered updates on agency activities and heard a presentation from Ms. Karmyn Doughty regarding the Youth Assessment Center. On December 16th, members gave the standard updates.

Reentry Executive Committee & Council Meetings: On December 4th, members exchanged program updates, reviewed last month's Reentry data, and heard a presentation from CU at Home's Ms. Melissa Courtwright and Mr. Cedar King. The January Reentry Council meeting has been cancelled. On December 27th, the Executive Committee convened to consider the Council meeting agenda.

SOFTT/LAN Meeting: On November 20th, the members met via Teams and shared information from their various agencies. There was no December meeting for the group.

Other Activities:

- January 10th, Ms. Canfield, Ms. Bowdry, and I met with Dr. Alexandra Chronopoulou, a University of Illinois instructor for STAT 427: Statistical Consulting, to consider a possible project for the Spring 2025 semester.
- December 10th, I attended Illinois Associations of Rehabilitation Facilities (IARF) webinar: The Future of Behavioral Health in Illinois. Description: The event highlighted several crucial programmatic and policy changes that will impact the future of Illinois' behavioral health system, including participation by experts from across the state who will provide attendees with the most up-to-date information on the state's new 1115 waiver, titled the Illinois Healthcare Transformation waiver, the CCBHC Demonstration Program, and the Unified Crisis System (including implementation of CESSA).
- December 5th, I participated in the CCMHB/CCDDB Online Reporting System User Training.
- December 5th, I took part in the brand-new Champaign County Gun Safety program. The online course equips you with the skills necessary to advise people (clients/constituents) on suicide prevention, social pressure (e.g., before inviting children over for play dates),

and the best ways to store guns. Additionally, the training equips you to guide other employees or members of an organization to follow suit.

- November 18th, staff met with MCS to discuss their new contract proposal.

Stephanie Howard-Gallo

Operations and Compliance Coordinator Staff Report – January 2025 Board Meeting

SUMMARY OF ACTIVITY:

2nd Quarter Reporting:

2nd quarter financial and program reporting will be due January 31, 2025. A Cultural Competency Plan progress report will be due at this time as well. I sent a reminder of the deadline to the agencies on January 7th. I also sent them our form to request an extension, if needed.

Other Compliance:

I made contact with all agencies regarding submitting their approved Board minutes to us, as required in their contract(s).

Notice of Funding Availability (NOFA):

I requested the NOFA be listed in the *News Gazette* for two days. I also had it posted on our website and the County's facebook page. Inquiries to Smilepolitely and the Daily Illini were not successful. The content of the NOFA appears elsewhere in this Board packet.

Audits:

Audits/financial compilations for most of the agencies were due December 31, 2024. I sent out compliance letters suspending payments for late audits to:

CU Early (submitted January 7)
Christian Health Center
Courage Connection
ECIRMAC/Refugee Center (they informed us it would be late)
Family Service (they informed us it would be late)
First Followers (they informed us it would be late)
PACE
Terrapin Station Sober Living (TSSL)
WIN Recovery

CUAN and Immigrant Services owe us an audit, however there are no payments to suspend.

Completed audits are sent to a consultant (John Brusveen) for review. We provide the consultant with all financial reports for funded programs from FY2024.

Audit Submittal 4 Year History:

MHB audits/reviews:

11 of 20 of PY24 were on time. The only 2023 audit was not on time, so 11 of 21 audits due during 2024 were on time. 52%

9 of 21 of PY23 were on time. The only 2022 audit was not on time, so 9 of 22 due during 2023 were on time. 41%

9 of 21 of PY22 were on time. The only 2021 audit was not on time, so 9 of 22 due during 2022 were on time. 41%

9 of 20 of PY21 were on time. One audit for 2020 was not on time, so 9 of 21 due during 2021 were on time. 45%

DDB audits/reviews:

2 of 3 of PY24 were on time. The only 2023 review was not on time, so 2 of 4 audits due during 2024 were on time. 50%

1 of 3 of PY23 were on time. The only 2022 review was not on time, so 1 of 4 due during 2023 were on time. 25%

2 of 3 of PY22 were on time. Two 2021 reviews were not on time, so 2 of 5 due during 2022 were on time. 40%

3 of 5 of PY21 were on time. 60%

Community Awareness/Anti-Stigma Efforts/Alliance for Inclusion and Respect (AIR):

Conversation is beginning to happen regarding the Ebertfest art show in 2025 and what that will look like. We are hoping to have the Art Show for 2 days, if we have interest from the artists.

Board By-Laws:

I participated in reviewing and editing Board by-laws for the CCMHB and the CCDDDB. The draft is located elsewhere in the packet.

Site Visits:

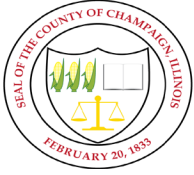
I conducted a site visit at PACE in November along with Kim Bowdry. I submitted my findings to her to add to the site visit report.

Other:

- Prepared meeting materials for CCMHB/CCDDB regular meetings, special meetings, and study sessions/presentations.
- Attended meetings for the CCMHB/CCDDB.
- Composed minutes for the CCMHB/CCDDB meetings.

FUND DEPT 2108-050 : DEVLPMNTL DISABILITY FUND - DEVLMNTL DISABILITY BOARD

COMBINED REPORTING FOR YEAR: 2024 FROM PERIOD: 01 THROUGH PERIOD: 13



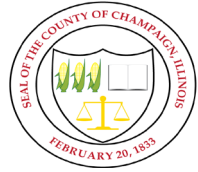
	ACTUAL 2023 JAN -	ACTUAL 2024 JAN -	2024 ANNUAL BUDGET
REVENUES			
4001 PROPERTY TAX			
01 PROPERTY TAXES - CURRENT	4,879,250.90	5,178,682.62	5,179,568.00
03 PROPERTY TAXES - BACK TAX	0.00	0.00	2,415.00
04 PAYMENT IN LIEU OF TAXES	2,396.21	268.59	4,000.00
06 MOBILE HOME TAX	3,221.83	2,910.73	3,000.00
4001 PROPERTY TAX TOTAL	4,884,868.94	5,181,861.94	5,188,983.00
4008 INVESTMENT EARNINGS			
01 INVESTMENT INTEREST	84,072.14	92,363.75	44,834.00
4008 INVESTMENT EARNINGS TOTAL	84,072.14	92,363.75	44,834.00
4009 MISCELLANEOUS REVENUES			
02 OTHER MISCELLANEOUS REVENUE	50,550.00	0.00	5,000.00
4009 MISCELLANEOUS REVENUES TOTAL	50,550.00	0.00	5,000.00
TOTAL REVENUES	5,019,491.08	5,274,225.69	5,238,817.00
EXPENDITURES			
5020 SERVICES			
01 PROFESSIONAL SERVICES	389,194.00	389,917.00	425,371.00
07 INSURANCE (NON-PAYROLL)	0.00	4,333.00	4,333.00
25 CONTRIBUTIONS & GRANTS	4,090,901.00	4,562,161.00	4,816,113.00
5020 SERVICES TOTAL	4,480,095.00	4,956,411.00	5,245,817.00
TOTAL EXPENDITURES	4,480,095.00	4,956,411.00	5,245,817.00
OTHER FINANCING SOURCES (USES)			
6001 OTHER FINANCING SOURCES			
01 TRANSFERS IN	5,063.90	0.00	7,000.00
6001 OTHER FINANCING SOURCES TOTAL	5,063.90	0.00	7,000.00
7001 OTHER FINANCING USES			
01 TRANSFERS OUT	-50,000.00	0.00	0.00

FUND DEPT 2108-050 : DEVLPMNTL DISABILITY FUND - DEVLMNTL DISABILITY BOARD

COMBINED REPORTING FOR YEAR: 2024 FROM PERIOD: 01 THROUGH PERIOD: 13



	<u>ACTUAL</u> 2023 JAN -	<u>ACTUAL</u> 2024 JAN -	<u>2024</u> ANNUAL BUDGET
7001 OTHER FINANCING USES TOTAL	-50,000.00	0.00	0.00
TOTAL OTHER FINANCING SOURCES (USES)	-44,936.10	0.00	7,000.00
NET CHANGE IN FUND BALANCE	-494,459.98	-317,814.69	0.00



FUND DEPT 2101-054 : I/DD SPECIAL INITIATIVES - CILA PROJECT

COMBINED REPORTING FOR YEAR: 2024 FROM PERIOD: 01 THROUGH PERIOD: 13

	ACTUAL 2023 JAN -	ACTUAL 2024 JAN -	2024 ANNUAL BUDGET
REVENUES			
4008 INVESTMENT EARNINGS			
01 INVESTMENT INTEREST	23,965.96	20,179.67	6,000.00
4008 INVESTMENT EARNINGS TOTAL	23,965.96	20,179.67	6,000.00
TOTAL REVENUES	23,965.96	20,179.67	6,000.00
EXPENDITURES			
5010 COMMODITIES			
17 EQUIPMENT LESS THAN \$5000	0.00	0.00	5,063.00
5010 COMMODITIES TOTAL	0.00	0.00	5,063.00
5020 SERVICES			
01 PROFESSIONAL SERVICES	0.00	0.00	1,000.00
19 ADVERTISING, LEGAL NOTICES	0.00	0.00	200.00
25 CONTRIBUTIONS & GRANTS	142,998.00	220,646.00	399,737.00
5020 SERVICES TOTAL	142,998.00	220,646.00	400,937.00
TOTAL EXPENDITURES	142,998.00	220,646.00	406,000.00
OTHER FINANCING SOURCES (USES)			
6001 OTHER FINANCING SOURCES			
01 TRANSFERS IN	50,000.00	0.00	0.00
6001 OTHER FINANCING SOURCES TOTAL	50,000.00	0.00	0.00
TOTAL OTHER FINANCING SOURCES (USES)	50,000.00	0.00	0.00
NET CHANGE IN FUND BALANCE	69,032.04	200,466.33	400,000.00

FUND DEPT 2090-053 : MENTAL HEALTH - MENTAL HEALTH BOARD

COMBINED REPORTING FOR YEAR: 2024 FROM PERIOD: 01 THROUGH PERIOD: 13



	ACTUAL 2023 JAN -	ACTUAL 2024 JAN -	2024 ANNUAL BUDGET
REVENUES			
4001 PROPERTY TAX			
01 PROPERTY TAXES - CURRENT	5,937,146.24	6,304,477.51	6,302,595.00
03 PROPERTY TAXES - BACK TAX	0.00	0.00	2,941.00
04 PAYMENT IN LIEU OF TAXES	2,915.74	326.98	1,500.00
06 MOBILE HOME TAX	3,920.38	3,543.48	4,200.00
4001 PROPERTY TAX TOTAL	5,943,982.36	6,308,347.97	6,311,236.00
4004 INTERGOVERNMENTAL REVENUE			
76 OTHER INTERGOVERNMENTAL	389,194.00	389,917.00	425,371.00
4004 INTERGOVERNMENTAL REVENUE TOTAL	389,194.00	389,917.00	425,371.00
4008 INVESTMENT EARNINGS			
01 INVESTMENT INTEREST	99,692.57	88,481.88	56,268.00
4008 INVESTMENT EARNINGS TOTAL	99,692.57	88,481.88	56,268.00
4009 MISCELLANEOUS REVENUES			
01 GIFTS AND DONATIONS	450.00	575.00	3,000.00
02 OTHER MISCELLANEOUS REVENUE	22,057.50	19,666.78	42,000.00
4009 MISCELLANEOUS REVENUES TOTAL	22,507.50	20,241.78	45,000.00
TOTAL REVENUES	6,455,376.43	6,806,988.63	6,837,875.00
EXPENDITURES			
5001 SALARIES AND WAGES			
02 APPOINTED OFFICIAL SALARY	107,000.00	110,745.00	110,745.00
03 REGULAR FULL-TIME EMPLOYEES	368,204.14	379,174.88	389,583.00
05 TEMPORARY STAFF	88.00	157.50	1,000.00
08 OVERTIME	0.00	0.00	500.00
5001 SALARIES AND WAGES TOTAL	475,292.14	490,077.38	501,828.00
5003 FRINGE BENEFITS			
01 SOCIAL SECURITY-EMPLOYER	34,796.37	33,052.09	38,275.00
02 IMRF - EMPLOYER COST	12,013.17	11,708.67	13,559.00
04 WORKERS' COMPENSATION INSURANC	2,121.28	1,927.36	2,001.00

FUND DEPT 2090-053 : MENTAL HEALTH - MENTAL HEALTH BOARD

COMBINED REPORTING FOR YEAR: 2024 FROM PERIOD: 01 THROUGH PERIOD: 13



	ACTUAL 2023 JAN -	ACTUAL 2024 JAN -	2024 ANNUAL BUDGET
05 UNEMPLOYMENT INSURANCE	1,655.53	1,899.88	1,899.88
06 EE HEALTH/LIFE	56,037.66	48,630.12	88,820.12
5003 FRINGE BENEFITS TOTAL	106,624.01	97,218.12	144,555.00
5010 COMMODITIES			
01 STATIONERY AND PRINTING	3,959.68	4,134.71	4,400.00
02 OFFICE SUPPLIES	3,511.63	2,071.83	3,300.00
03 BOOKS, PERIODICALS, AND MANUAL	71.85	0.00	300.00
04 POSTAGE, UPS, FEDEX	1,339.24	1,314.09	2,000.00
05 FOOD NON-TRAVEL	882.66	1,298.11	1,500.00
12 UNIFORMS/CLOTHING	703.50	543.00	550.00
13 DIETARY NON-FOOD SUPPLIES	233.89	122.66	200.00
17 EQUIPMENT LESS THAN \$5000	6,337.62	6,324.84	6,450.00
19 OPERATIONAL SUPPLIES	2,233.94	2,212.33	2,500.00
21 EMPLOYEE DEVELOP/RECOGNITION	134.78	0.00	285.00
5010 COMMODITIES TOTAL	19,408.79	18,021.57	21,485.00
5020 SERVICES			
01 PROFESSIONAL SERVICES	207,753.25	196,674.15	207,000.00
02 OUTSIDE SERVICES	8,062.42	8,851.64	17,700.00
03 TRAVEL COSTS	8,758.35	4,114.01	7,000.00
04 CONFERENCES AND TRAINING	2,368.18	550.00	4,000.00
05 TRAINING PROGRAMS	4,739.30	1,075.00	12,000.00
07 INSURANCE (non-payroll)	19,040.93	5,285.00	15,000.00
12 REPAIRS AND MAINTENANCE	0.00	0.00	300.00
13 RENT	30,751.09	37,420.67	40,000.00
14 FINANCE CHARGES AND BANK FEES	0.00	2.17	30.00
19 ADVERTISING, LEGAL NOTICES	7,780.30	4,591.20	9,500.00
21 DUES, LICENSE & MEMBERSHIP	18,139.99	16,069.99	20,000.00
22 OPERATIONAL SERVICES	2,448.19	1,987.02	7,000.00
24 PUBLIC RELATIONS	16,631.20	15,100.00	20,000.00
25 CONTRIBUTIONS & GRANTS	5,227,317.86	5,906,013.00	6,033,281.00
37 REPAIR & MAINT - BUILDING	0.00	0.00	300.00
45 ATTORNEY/LEGAL SERVICES	2,300.00	0.00	2,000.00
46 EQUIP LEASE/EQUIP RENT	2,388.72	2,189.66	3,000.00
47 SOFTWARE LICENSE & SAAS	9,243.67	10,640.80	14,000.00
48 PHONE/INTERNET	2,425.49	2,657.39	2,770.00
5020 SERVICES TOTAL	5,570,148.94	6,213,221.70	6,414,881.00



FUND DEPT 2090-053 : MENTAL HEALTH - MENTAL HEALTH BOARD

COMBINED REPORTING FOR YEAR: 2024 FROM PERIOD: 01 THROUGH PERIOD: 13

	<u>ACTUAL</u> 2023 JAN -	<u>ACTUAL</u> 2024 JAN -	<u>2024</u> ANNUAL BUDGET
TOTAL EXPENDITURES	6,171,473.88	6,818,538.77	7,082,749.00
OTHER FINANCING SOURCES (USES)			
7001 OTHER FINANCING USES			
01 TRANSFERS OUT	-132,598.90	0.00	-7,000.00
7001 OTHER FINANCING USES TOTAL	-132,598.90	0.00	-7,000.00
TOTAL OTHER FINANCING SOURCES (USES)	-132,598.90	0.00	-7,000.00
NET CHANGE IN FUND BALANCE	-151,303.65	11,550.14	251,874.00

MAJOR PROJECT TITLE

 disability Resource Expo

PROJECT TITLE

 DisExpo disability Resource Expo
 BEGINNING BALANCE

59,737.62

FUNDING SOURCES	TITLE	AMOUNT
DisExpo -MISC REV	-OtherMisc -	
	Sponsorships/Exhibitor Fees	-14,015.00
	FUNDING SOURCE TOTAL	-14,015.00

EXPENSE STRINGS	TITLE	AMOUNT
DisExpo -COMM	-OPER SUPP -	
DisExpo -COMM	-STA PRINT -	2,212.33
DisExpo -COMM	Uniform	4,134.71
DisExpo -SERVICES	-JOB REQ TRV-	543.00
DisExpo -SERVICES	-LEGAL ADV -	79.17
DisExpo -SERVICES	-PR	4,490.00
DisExpo -SERVICES	-PROF SVC -	100.00
DisExpo -SERVICES	-Rent	48,317.00
	EXPENSE TOTAL	11,276.00
		71,152.21

ENDING BALANCE 116,874.83

***** TOTALS
 BEGINNING BALANCE 59,737.62
 FUNDING SOURCE -14,015.00
 EXPENSE 71,152.21
 ENDING BALANCE 116,874.83

REPORT TOTAL: 116,874.83

** END OF REPORT - Generated by Chris M. Wilson **



RPC'S

COMMUNITY LIFE SHORT-TERM ASSISTANCE PROGRAM

(CLSTA Program)

Purpose of CLSTA program:

- To provide financial assistance, along with supportive services to address needs & desires of furthering community life, socialization opportunities with friends & family, opportunities for leisure/travel, educational advancement, entrepreneurial opportunities, increase independence, and/or improve overall well-being in direct relation to the person physical or mental health
- This program aligns with the board's priority for Short Term Supports, by providing financial assistance, along with supportive services to address needs & desires of furthering community life for adults with I/DD.
- Brief support services available supplement covered costs by assisting individuals with I/DD toward further understanding, confidence building, and long-term self-sufficiency in the areas available through financial assistance.



Program Qualifications:

- Be a resident of Champaign County
- Have a diagnosis of Intellectual or Developmental Disability and be enrolled on the PUNS list
- Be at least 18 years old & have exited school services
- Meet household income guidelines at or below 60% Annual Median Income (income for all those living in the home will be taken into account for this program)



OUTREACH FOR CLSTA PROGRAM

CLSTA Flyers sent out to all known individuals on PUNS (as of 7/1/2023)

CLSTA Flyer provided to Prairieland PUNS Coordinator for Champaign County to provide to individuals on PUNS meeting age requirements

CLSTA Flyer sent out to Champaign County provider agencies

Presentations on the program given


What has been funded so far...

- Client J: funded for a new bed after staff learned he had been sleeping on the floor for over two years. He also received a 7—piece bedding set in his choice of color
- “J” reports that he can now sleep comfortably.
- “J” was unsure at the time of survey if receiving the new bed and bedding set had helped to improve his overall mental or physical well-being.

Client “M”

- Received funding for various items to help make her apartment feel cozier and like her “own home”





A positive
mindset brings
positive things

Client “M” Reports:

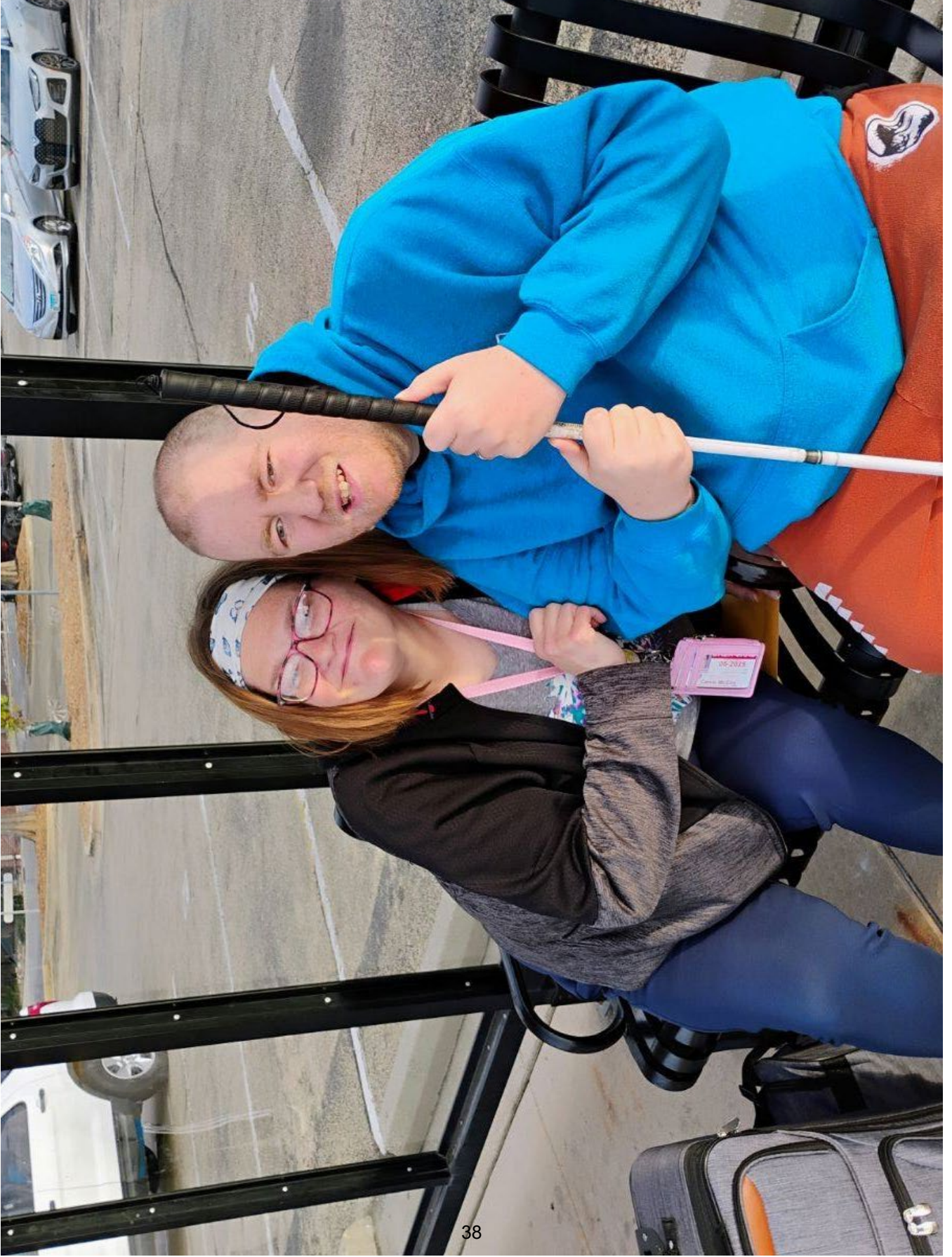
- Her positive affirmation signs help her with positive thinking each day
- Her clock radio allows her to listen to country music and this is calming for her.
- The water filtration system enables her to drink more water, and it helps her to be healthier physically
- Her iPad is helping her to become more independent. With the help of Community Choices Inclusive Community Supports Program, she is learning how to check her email and how to schedule her own volunteer shifts.

Honeymoon/ 2nd Anniversary Trip



Kalib & Carrie

- Waiting on the bus before their trip
- Emotions Expressed:
Nervous & excited



Carrie & Kalib took the bus for their trip.

- They reported that it was a long ride each way.
- The seats were not very comfortable.



TRIP DATES

10/23-10/27/24

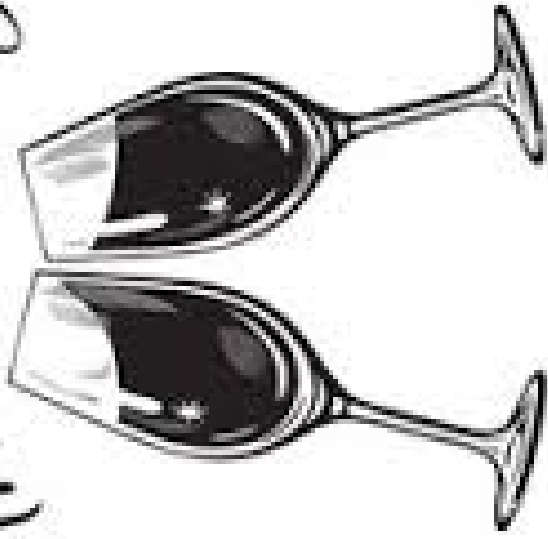
Stayed at the Drury Inn at Union Station in St.
Louis



Hotel Surprise

- Kalib & Carrie report that the hotel staff were very friendly and helpful to them.
- Their first night in STL, they took part in the 5:30 kick back where they enjoyed free food & drinks.
- The couple reports that hotel staff surprised them during their stay with a bottle of sparkling wine and a card for their anniversary!

HAPPY
Anniversary

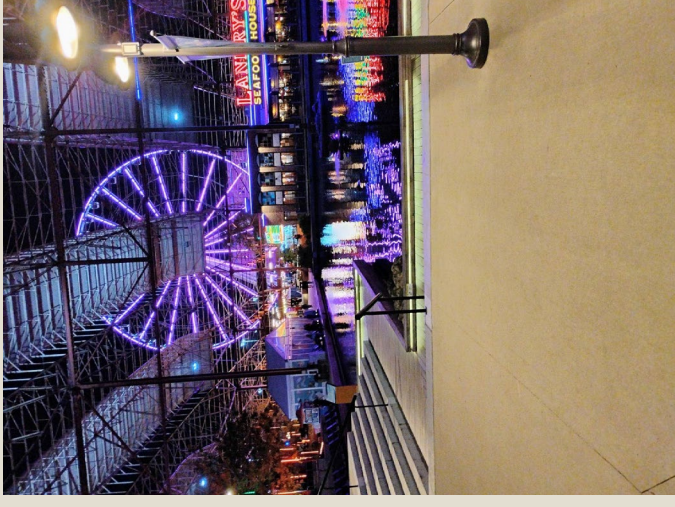


Carrie is a great photographer!

Night 1 of trip

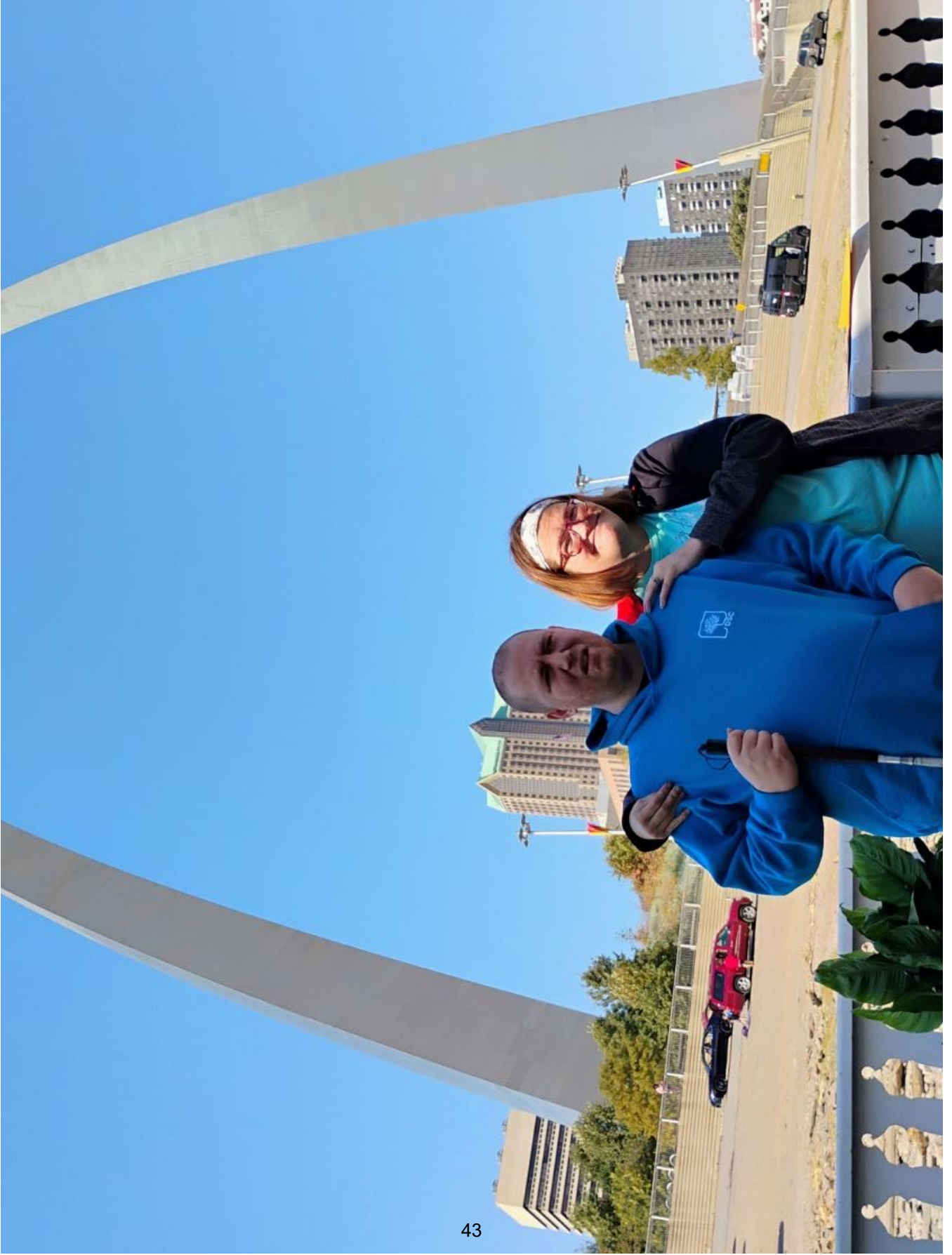


Union Station Wheel



Day 2 of STL Trip

- Kalib & Carrie's 2nd Anniversary
- Took a Riverboat Cruise
- Went up in the Arch
- Documentary Movie
- Dinner at Morton's Steakhouse



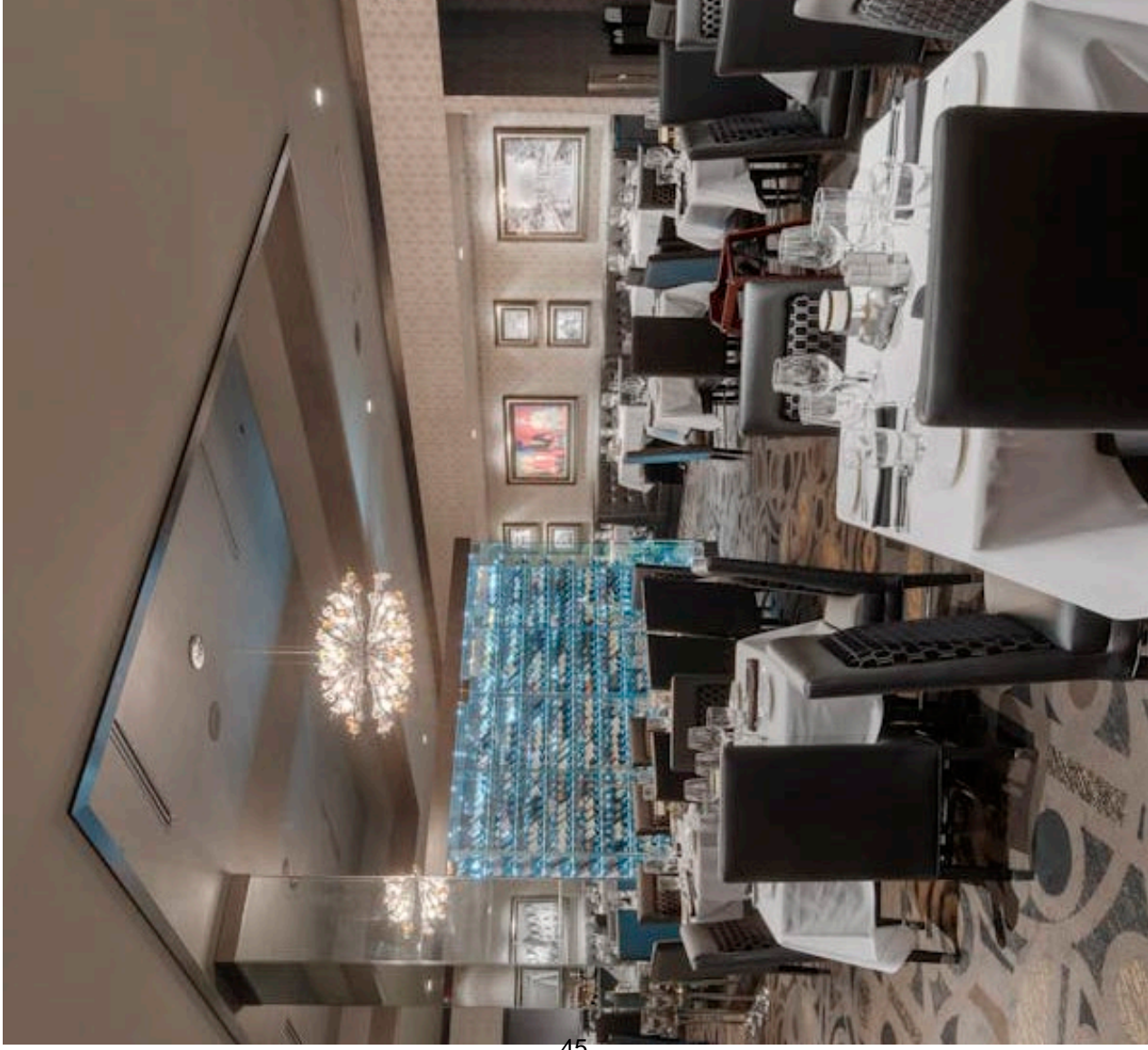
THEIR FAVORITE PART OF THE TRIP WAS...

The Riverboat Cruise!



Morton's Steakhouse

- \$150 gift card for anniversary dinner
- Kalib had lobster mac & cheese
- Carrie had mashed potatoes with sour cream.
- The restaurant gave them free bread pudding for dessert for their anniversary!
- They stated that the steakhouse was their favorite restaurant to eat at.



Day 3 of Trip

- Carrie & Kalib enjoyed a trip to the Aquarium at Union Station.
- Reported that the aquarium was really cool.
- They enjoyed the virtual train ride at the aquarium.
- Saw a show with a talking otter answering questions.
- The couple were provided with the Super 6 ticket package allowing them to also enjoy the mirror maze, selfie express, the wheel, carousel, and mini golf if they wished while at Union Station.
- The couple finished their day with dinner at Landry's Seafood House at Union Station.
- Staff gave them free cheesecake for their anniversary.

Last full day in STL

Went to Build-A Bear



They stuffed Rainbow Bear together!





OFF TO THE ZOO...

Adventure passes were purchased to allow Kalib & Carrie to enjoy the 4D theater, Sea Lion show, Stingrays, and Zooline Railroad if they desired.

Favorite Part of the Zoo...

- The Mary Ann Lee Butterfly Wing
- Dome filled with tropical plants, rock outcroppings, a waterfall, & pool. Home to butterflies, moths, water striders, whirligig beetles, and turtles.



TRAVEL IS *my therapy*

Trip Takeaways

- Carrie & Kalib report an increase in knowledge, skills, and ability to take part in trips & vacations.
- They report having more confidence in their ability to plan and take trips & vacations.
- When asked how the funding helped them, Carrie stated, "It was fun!" Kalib stated, "It was peaceful & relaxing."
- Kalib added, "I would do it again!"

SURVEY RESULTS ARE IN



CLSTA SURVEY RESULTS


- NTPC Clients- 2
- 100% felt respected during funding process
- 100% felt staff were helpful & friendly
- 100% of NTPC received furnishings for home
- 50% (1) felt the financial assistance received improved overall well-being.
 - 50% (1) was unsure

SURVEY RESULTS ARE IN



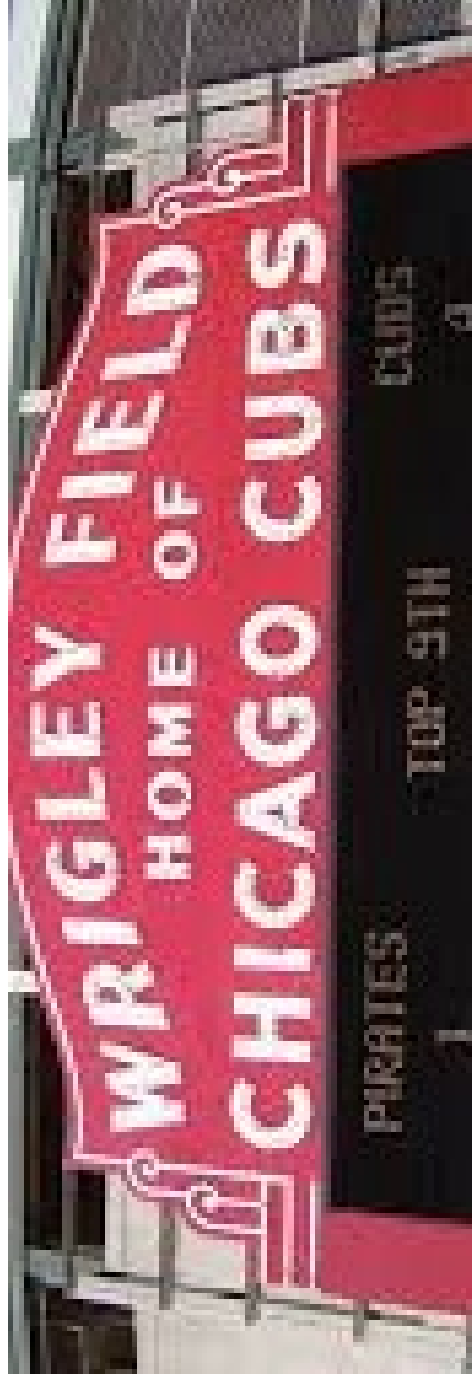
SURVEY RESULTS CONT.

- TPC- 1 Client (husband & wife)
- Indicated:
 - Felt respected throughout funding & coaching process.
 - Felt staff were friendly & helpful
 - Believe financial assistance received increased knowledge, skills, & ability to engage in travel.



CLSTA PROGRAM:

What's up Next?



WE ARE PLANNING A TRIP FOR 2

To Chicago!!!

Additional Requests

Gym
Memberships/Personal
Trainer

Night to Shine- Dress,
hair, & nails done



Night to Shine

- JH applied for funding to purchase a dress in her favorite color, and get her hair & nails done
- Tried on and selected a prom dress from M2, dress is similar to one pictured.
- JH chose where to get her hair and nails done and scheduled these appointments
- Gift cards for each place have been purchased and provided to JH
- JH plans to have her hair put into braids for the event and her nails gel dipped.
- Night to Shine prom will be held on 2/7/25

- Successes:
 - Developing the new program
 - Establishing a working relationship with CCAMR for referrals between one another
 - Beginning to fund requested items/trips
 - Challenges
 - Referrals that meet eligibility guidelines
 - Delays in funding process overall for various reasons
-

SUCCESSES & CHALLENGES FOR THE PROGRAM

- Open up CLSTA funding eligibility to individuals that receive Medicaid-Waiver funding
- Allows program to continue providing financial assistance to those most in need financially within the I/DD community while reaching a larger percentage of the population

POTENTIAL WAYS TO IMPROVE THE PROGRAM

Referrals can be made to:

- Angela Yost
- ayost@ccrpc.org
- 217-888-0252



Thoughts/Questions?



AFFP

Notification of Funding Availa

Affidavit of Publication

STATE OF ILLINOIS }
COUNTY OF CHAMPAIGN } SS

Paul Barrett, being duly sworn, says:

That he is Publisher of the News-Gazette, a daily newspaper of general circulation, printed and published in Champaign, Champaign County, Illinois; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates:

November 25, 2024, November 27, 2024

Notification of Funding Availability – Champaign County Mental Health Board (CCMHB)/ Champaign County Board for Care and Treatment of Persons with a Developmental Disability (CCDDB) - The CCMHB and CCDDB use an online system at www.ccmhddbrds.org for submission of funding requests for the contract year July 1, 2025 to June 30, 2026. Applicants register, complete standard forms for each funding request, and if awarded a contract, submit reports through the system. Per the posted timeline, this system will be open for registration and application from December 20, 2024 at 8:00 AM CST to February 10, 2025 at 4:30 PM CST, with no consideration of late applications. Allocation decisions will be made prior to July 1, 2025. For accessible documents or technical assistance, contact lynn@ccmhb.org and stephanie@ccmhb.org.
1118177 11/25,27



, Authorized Agent, Champaign County, Illinois

99226144 01118177 367-5741

CHAMPAIGN COUNTY MENTAL HEALTH BOARD
1776 E WASHINGTON STREET
URBANA, IL 61802



DECISION MEMORANDUM

DATE: January 22, 2025
TO: Members, Champaign County Developmental Disabilities Board
FROM: Lynn Canfield, Executive Director, and Stephanie Howard-Gallo, Operations and Compliance Coordinator/Open Meetings Act Officer
SUBJECT: Proposed Revisions to Board By-Laws

Purpose:

This memorandum accompanies a draft of the CCDDDB By-laws with proposed changes primarily related to changes in state and County rules. If approved, highlights and strikethroughs will be removed from the attached draft.

Background:

Our Open Meetings Act officer, Stephanie Howard-Gallo, and I have reviewed the by-laws and compared with the relevant state laws and the County's practices.

The first suggested revisions match updates made to the [Community Care for Persons with Developmental Disabilities Act](#).

Several changes are suggested in the Membership section.

- The first updates the appointment process regarding the [County Executive](#) and adds detail on Champaign County's process.
- The second eliminates membership requirements which are not in statute and may be overly prescriptive, especially to the current I/DD system needs.
- The final change acknowledges the County Executive's authority. Unlike appointing officers in counties not under executive form of government, there does not need to be cause, a hearing, or notice.

The Meetings section has three suggested revisions.

- Two are minor grammar corrections.
- A recent change in the [Open Meetings Act](#) allows board members to attend virtually for a fourth reason.

Suggested Action:

Motion to approve revisions to the Champaign County Board for Care and Treatment of Persons with a Developmental Disability By-Laws as presented.

- _____ Approved
- _____ Denied
- _____ Modified
- _____ Additional Information Needed

Champaign County
Board for Care and Treatment of Persons with a Developmental Disability

dba CHAMPAIGN COUNTY DEVELOPMENTAL DISABILITIES BOARD

BY-LAWS

*Adopted by the CCDDDB 1/4/05. Amended 12/5/06 and 7/23/14 and 6/23/2021 **und 1/22/2025.***

I. PURPOSE AND FUNCTIONS:

- A. The Champaign County Developmental Disabilities Board (CCDDDB) is established under the Illinois Community Care for Persons With Developmental Disabilities Act (IL Compiled Statutes, Chapter 50, Sections 835/0.01 to 835/14 inclusive) in order to “provide facilities or services for the benefit of its residents who are **persons with intellectual or developmental disabilities intellectually disabled or under a developmental disability** and who are not eligible to participate in any such program conducted under Article 14 of the School Code, or may contract therefor with any privately or publicly operated entity which provides facilities or services either in or out of such **governmental unit county.**”
- B. In order to accomplish these purposes, the CCDDDB performs the following functions:
1. Planning for the intellectual and developmental disabilities services system to assure accomplishment of the CCDDDB goals.
 2. Allocation of local funds to assure the provision of a comprehensive system of community based intellectual and developmental disabilities services.
 3. Coordination of affiliated providers of services for individuals with intellectual and/or developmental disabilities to assure an inter-related accessible system of care.
 4. Evaluation of the system of care to assure that services are provided as planned and that services are effective in meeting the needs and values of the community.
- C. The CCDDDB shall perform those duties and responsibilities as specified in Sections 835/0.01 to 835/14 inclusive of The Community Care for Persons with Developmental Disabilities Act.
- D. Nothing in these By-laws alters the authorities and obligations codified in state or federal law.

II. MEMBERSHIP:

- A. The membership of the CCDDDB shall include the maximum allowed by statute.
- B. The members of the CCDDDB shall be appointed by the Chairperson presiding officer of the Champaign County Board, with the advice and consent of the Champaign County Board and its Personnel Committee. The CCDDDB shall may recommend nominees for membership to the Chairperson of the Champaign County Board. Candidates apply through the County's publicly announced process. *(Note: this language is per statute. For Champaign County, the Chairperson, and therefore the appointing officer, is the Champaign County Executive.)*
- C. Members of the CCDDDB shall be residents of Champaign County and, as nearly as possible, be representative of interested groups of the community concerned with developmental disabilities, as well as the general public. To the extent possible, members of the CCDDDB shall represent the geographic areas of the County. Members may be representative of local health departments, medical societies, local comprehensive health planning agencies, hospital boards and lay associations. No member of the CCDDDB may be a full-time or part-time employee of the Illinois Department of Human Services - Division of Developmental Disabilities (DHS/DDD) or a Board member or employee of any facility or service operating under contract to the CCDDDB. The term of office for each member shall be three (3) years. All terms shall be measured from the first day of July within the calendar year of appointment. Vacancies shall be filled for an expired term in the same manner as original appointments.
- D. Any member of the CCDDDB may be removed by the appointing officer. for absenteeism, neglect of duty, misconduct, or malfeasance in office, after being given a written statement of the charges and an opportunity to be heard thereon.

III. MEETINGS:

- A. The CCDDDB shall meet at a minimum, annually in July. The CCDDDB may meet each month as necessary at such time and location as the CCDDDB shall designate. Per the Open Meetings Act (5 ILCS 120/1 et seq.), a change in the regular meeting dates is to be properly posted for the public a minimum of 10 days prior to the meeting.
- B. The CCDDDB may meet in Study Session during the intervals between monthly meetings to receive reports, discuss issues, and develop recommendations on matters brought to it by the Executive Director and the President.
- C. Special meetings may be called by the President or upon the written request by any member to conduct such business that cannot be delayed until a regular meeting date. The purpose of the meeting may be to address matters brought by the Executive Director or any member of the CCDDDB.

- D. The Executive Director shall prepare an agenda for all meetings of the CCDDDB and shall cause the notice of the meeting and the agenda to be sent to all members at least five (5) days in advance of the meeting - except in the case of special/emergency meetings wherein forty-eight (48) hours notice shall suffice.
- E. Public notices and the conduct of all meetings shall be in conformance with the Illinois Open Meetings Act. Notice/agenda for each meeting shall be posted on the Champaign County website and in the physical location of the meeting and shall be continuously available for public review during the 48-hour period preceding the meeting.
- F. The presence of a majority of members shall constitute a quorum for any meeting of the CCDDDB. For a member to attend a meeting by other means than physical presence (e.g. by video or audio conference), a majority of members must be physically present at the properly-noticed meeting, and a majority of physically present members must agree to allow the electronic attendance. Such attendance may only be due to: personal illness or disability; employment purposes or CCDDDB business; **unexpected childcare obligations**; or a family or other emergency. A member wishing to attend a meeting by other means must notify the Board before the meeting unless advance notice is impractical. Provisions for a quorum of members to attend the meeting by other means, due to a declared disaster, are set forth in the Illinois Open Meetings Act. These By-laws affirm the Developmental Disabilities Board's intent to exercise flexibilities as the law allows.

IV. OFFICERS:

- A. The officers of the CCDDDB shall be a President and a Secretary.
- B. Election of the officers shall take place at the July meeting of the CCDDDB.
- C. Officers shall be elected for one year, with term beginning upon election and ending no later than August 1 of the following year. No member shall hold the same office for more than three (3) consecutive years, except that officers may remain in their then current positions until their successors can be chosen.
- D. Duties of Officers:
 - 1. President:

Subject to the control and direction of the CCDDDB, the President shall maintain a current general overview of the affairs and business of the CCDDDB. The President shall have the privilege of voting in all actions by the CCDDDB.
 - 2. Secretary:

The Secretary shall act in place of the President in the latter's absence. The Secretary shall attest to the accuracy of the minutes of the CCDDDB meetings.

3. The President, Secretary, or a member as designated by the President shall have the authority to sign all legal documents approved by the CCDDDB.
4. The President may make, with the advice and consent of the CCDDDB, temporary appointments of interested citizens to assist the Board in fulfilling designated responsibilities or to perform certain functions or tasks.

V. STAFF:

The CCDDDB shall engage the services of an Executive Director who, subject to the control and direction of the Board, shall have general charge, oversight, and directions of the affairs and business of the CCDDDB and shall be its responsible managing head. The Executive Director shall have the responsibility for the employment and discharge of staff pursuant to the provisions of applicable personnel policies. The Executive Director shall have the authority to sign on behalf of the CCDDDB all necessary papers pursuant to CCDDDB action and shall have the authority with the endorsement of the President to make contracts and expenditures within the approved program and budget. The Executive Director or delegate shall attend all meetings of CCDDDB. The Executive Director shall also be liaison between the CCDDDB, staff, and affiliated agencies and implement policies regarding communications between them.

VI. FISCAL AND GRANT YEARS:

- A. The fiscal year of the CCDDDB shall be the same as that of the County of Champaign, i.e., January 1 through December 31.
- B. CCDDDB contracts for Intellectual and Developmental Disability programs and facilities shall be for the same fiscal year as the State of Illinois, i.e., July 1 through June 30.

VII. RULES OF ORDER:

“Roberts’ Rules of Order” shall be followed in deliberations of the Board unless otherwise precluded by these By-laws.

VIII. CHANGE OF BY-LAWS:

Any or all of these By-laws may be altered, amended or repealed by a majority vote of the Board at any regular or special meeting, provided that written notice of the proposed action is given in the call to the meeting and that a quorum is present.



DECISION MEMORANDUM

DATE: January 22, 2025
TO: Members, Champaign County Developmental Disabilities Board (CCDDB)
FROM: Lynn Canfield, Executive Director
SUBJECT: Relocating Staff Offices

Purpose:

This memorandum offers an update on options for CCDDB and Champaign County Mental Health Board (CCMHB) meetings and staff offices.

Background:

In March 2022, after Champaign County purchased a new building for its units, we and other tenants took the option of maintaining the current staff offices at the Brookens Administrative Building with no change in cost or services. The multi-year lease has an out-clause in the event the County sells or repurposes Brookens. If and when that occurred, we would explore renting other space from the County or seeking non-governmental property to purchase or rent, which require time and care for compliance with procurement policies. Due to the County's own plans for the Brookens building, it is now time to explore.

Update:

For three years, we have had no reason to reconsider staying put. The County has not put the Brookens building on the market as they have been preparing the County Plaza, renamed the Scott M. Bennett Administrative Center.

In their original plan, all available spaces at the new building were to be filled with County departments, which will relocate, one department at a time, this spring. The only disruption we have experienced is the likelihood that the large meeting room in Brookens will no longer be convenient for regular meetings and study sessions. We have brainstormed possible adjustments, with support from County Administrative and IT staff, so that we might continue to use the space. The County has welcomed us to use the Bennett Center's large meeting room, also named the Shields-Carter Room and to be furnished with familiar equipment, chairs, and tables. This will be an option after some departments have moved. My remaining questions about that option (e.g., parking, evening access, safety, IT support) should be settled by then. With more information later in the spring, the Boards may have a preference for the new meeting room or the current.

The County has now prepared a Request for Proposals seeking a real estate broker, signaling their intent to sell the Brookens building. We should be able to use our current offices

through 2025, after which we will need to leave. If we are to find a new space of our own, we should begin that process soon. Very recently, the County has offered us space in their new building, as one department has opted not to use it. County Administrative staff believe this suite of offices would suit our needs with little change and at a similar rental cost. We could move during late summer, and their moving company could handle our needs. As with other services provided to us by the County, we would reimburse them for our portion. This will require a small budget change as we had not planned to move during 2025. Other unplanned but small budget changes would cover new letterhead, which might be an opportunity for a long-awaited new logo.

Due to the timing of the County's offer, staff members and I have not seen the available space to understand whether it will meet operational needs. The Facilities Director will show it to us the day before this Board meeting. If the space does make sense, and if both the CCMHB and CCDDDB agree, I would like to be ready to plan in that direction. If the option is not good, I will develop other actions for future Board consideration.

Suggested Action:

Motion to approve relocation of staff offices to the Scott M. Bennett Administrative Center and to authorize the Executive Director to terminate the current lease and enter a new one with the County, pending staff assessment of the space and contingent on approval by the Champaign County Mental Health Board.

- _____ Approved
- _____ Denied
- _____ Modified
- _____ Additional Information Needed

From: [Sharon Costabile](#)
To: [Sharon Costabile](#)
Subject: Engage IL Update
Date: Thursday, January 2, 2025 6:41:24 PM

Hello Team Engage IL,

We are pleased to start the New Year with some wonderful news. Engage IL has received our initial grant from the Coleman Foundation to begin the work of building the infrastructure of our new coalition.

As mentioned at the Dec 4th quarterly meeting, the first focus of our coalition will be to address the critical inequity of the Home-Based Service (HBS) program. As you are all aware, the HBS program remains inflexible, inequitable, and misaligned with national best practices. Here are the first goals to be addressed: [Engage IL Proposed Actions](#). Please forward with urgency & frequency.

Until our official website is up, we will be posting updates here: [Engage IL UPDATES](#). Please check back often, get involved and share the website widely so we can grow our power. Forward information to individuals with disabilities and their family members, organizations you are part of, and legislators you may know. Now is the time for change. No more waiting.

We look forward to updating our members as we hit the milestones of the ***Engage IL Northstar Coalition***.

Carpe Diem,

Sharon Costabile
Manager
Engage IL Northstar Coalition
Uniting for progressive community support solutions

Programs we support
Creative Housing Network
Common Ground Club
Team 209



There is no place like HOME.

630-417-6648
sharonc@team209.com

www.justadollop.org

[Cbsnews Documentary No Place Like Home: People with Disabilities Fight To Stay out of Institutions](#)

2024 **DISABILITY** Resource Expo Year End Report



December 3rd, 2024

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Summary

Planning of the 2024 **DISABILITY** Resource Expo was approached in a considerably different manner compared to previous years. The Co-Coordinators decided to substantially reduce the number of Steering Committee and subcommittee meetings due to low attendance and minimal contributions from committee members. We believed that our time would be better spent focusing on other aspects of the Expo rather than scheduling, creating documentation for, and conducting meetings that few people attended. We shared with the Steering Committee in early 2024 that it was our intention to severely reduce these meetings and would instead work closely with subcommittee chairs directly. It was also our hope to develop three special ad hoc committees to bring about three special events to make our 15th anniversary special.

The first special event that we tried to bring to the 2024 **DISABILITY** Resource Expo was an adaptive clothing fashion show. It was supposed to be a joint effort, with Equability and Billy Footwear providing specially tailored clothes and shoes. We also had interest from Maurice's, Target, JC Penney, Old Navy, and Forever 21 to provide clothing from their own adaptive lines or just clothes to have Equability adapt for our models. In the end, even though store managers expressed interest in helping, their corporate headquarters denied their ability to donate clothing. Billy Footwear ended up not being able to commit due to budget constraints. Due to these and other issues, it was decided not to have the adaptive clothing fashion show.

Another special event that we tried to bring to the 15th annual Expo was an area where participants could get information on and experience different adaptive sports. This area was planned to be just outside, as well as inside, the entrance to Dick's House of Sports. Dick's was approached from the outset and was enthusiastically involved in this from very early on. We imagined participants being able to try paralympic sports like wheelchair basketball or sports from the Special Olympics. Despite long standing relationships with organizations like Tom Jones Challenger League, CUSR, Special Olympics, and the University of Illinois, we did not receive any interest to take part in this special event.

Over the last couple of years, a significant number of exhibitors have been asking for a place or time to network with other exhibitors. This year, as a response to these requests, an area in the mall's food court was set aside for the hour immediately prior to the Expo opening its doors. Food and beverages were provided, which was paid for by a grant from Thrivent's Community Action Team. This event was not well attended. Despite numerous emails and being told at exhibitor check in many exhibitors claimed not to know about the networking session. Those that did attend generally left high marks on their survey regarding the session. We think that, given time, more and more exhibitors will utilize the networking session.

As they have done since we have moved the Expo to this location, the team at Market Place Mall has gone above and beyond. They could not be more supportive of the Expo or the team behind it. The team at Market Place once again set up the additional accessible parking days before the Expo. Additionally, the mall's security staff assisted Steering Committee members in keeping a close eye on the AIR artists' tables. We are happy to report that there were again no stolen property complaints and several artists seemed to be quite happy with their sales.

The 2024 **DISABILITY** Resource Expo was a success, with 73 exhibitors registered and there were a few more organizations which came in too late in the process but we were able to find places to squeeze them in. A few more we simply just could not accommodate this year but encouraged them to apply next year. Twenty-two of our registered exhibitors were new to the Expo, providing strong evidence that the Expo is healthy and growing. Approximately 700-900 people attended, with the University of Illinois away football game at the University of Oregon likely suppressing this number by several hundred.

What you will see in this report is detailed feedback from both exhibitors and participants, which was mostly positive. You will also see info on sponsors, marketing and promotional efforts, and a profit and loss sheet. There have been some stellar aspects to this Expo, such as having 22 new exhibitors, or 18 new sponsors, or that we received around 40% more sponsorships and in-kind donations over last year's total. There are also some things that we need to work on, such as determining how to best utilize members of the Steering Committee, finding another way to set up and retrieve yard signs in the wake of Quality Med Transport's closure, or lessening the financial dependency the Expo has on the Mental Health and Developmental Disability Boards.

The Co-Coordinator are excited about leading the Expo into the future. Any suggestions for new members will be welcomed. Finally, on behalf of the Steering Committee, the Expo Co-Coordinator would like to thank members of the boards for continuing to fund the **DISABILITY** Resource Expo and allowing us to fulfill its mission to give people with disabilities in East Central Illinois and surrounding communities, as well as their loved ones and caregivers, easy access to the resources needed for a great quality of life. If you have any concerns or if we can answer any questions, please feel free to reach out to us by phone or email. Happy Holidays!

Sincerely,

Allison Boot

Dylan Boot

Registered Exhibitors

*** Advantage 2000 Consultants
AMBUCS, Greater Champaign County
Arc of Illinois, The
ASCEND Consultation in Health Care
Audiology & Speech Language Pathology Clinic - UIUC
*** Carle Accessibility Network
Carle Community Wellness and Faith Community Health Services
Champaign Community Advocacy and Mentoring Resources (CCAMR)
Champaign County Christian Health Center
*** Champaign County Gun Safety
Champaign County Health Care Consumers
Champaign County Regional Planning Commission - Developmental Disabilities Services
Champaign County Regional Planning Commission - Early Childhood Education Program
*** Champaign Unit 4 Special Education Department
Champaign-Urbana Autism Network (CUAN)
Champaign-Urbana Multiple Sclerosis Support Group
Champaign-Urbana Special Recreation (CUSR)
City of Champaign Equity and Engagement
*** Collaborations in Health, Aging, Research, and Technology (CHART)
*** Collaborations in the Advancement of Research on Disability (CARD)
Community Choices
Community Service Center of Northern Champaign County
Cunningham Children's Home
Developmental Services Center (DSC)
*** Dispute Resolution Institute
Division of Rehabilitation Services (DRS)
*** DREAAM Opportunity Center
*** Eagles View Supportive Living and Memory Care
Eden Supportive Living
Elliott Counseling Group
*** Envision Unlimited
Epilepsy Advocacy Network
Equip for Equality
Evergreen Coaching & Counseling
Family Service Center of Champaign County
*** FirstFollowers

*** Greater Community AIDS Project of East Central Illinois
GROW in Illinois
*** Harmonia Healing Studio
Health Alliance
Human Rights Authority (IGAC)
Illinois Assistive Technology Program
Illinois Epilepsy Supports and Resources
Illinois Extension
Illinois Radio Reader
Illinois Respite Coalition
Illinois Secretary of State
Illinois State Comptroller
*** Ivy Rehab for Kids
Land of Lincoln Goodwill Industries
*** LifeLinks Mental Health
*** Marion County Horizon Center of Central Illinois
Mass Transit District - Paratransit & C-CARTS
*** Matia Mobility
Moore's Rescue Ranch
NAMI of Champaign County
*** Oliver's Extraordinary Friend
PACE, Inc. Center for Independent Living
Pavilion Behavioral Health System, The
Positive Behavior Supports Corp.
*** Prairieland Adaptive
*** Prairieland Service Coordination, Inc.
Rosecrance
State Senator Paul Faraci
Swann Special Care Center
The Autism Program at UIUC
*** The Evan Bed
The Place for Children with Autism
Thrivent Financial
Tom Jones Challenger League
Uniting Pride of Champaign County
Urbana Free Library, The
*** Volunteer Income Tax Assistance (VITA) Gies Business, UIUC

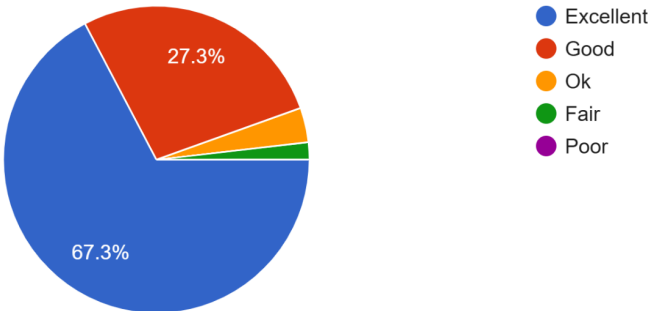
*** - NEW to the Expo (22 total)

Results from the Exhibitor Evaluations

Exhibitors were asked to fill out an evaluation to get their feedback on their experiences with this year’s Expo. Exhibitors were encouraged to complete their evaluations during the Expo. Those that did were entered into a raffle for one of two gift baskets, from Olive Garden and Perkins. Out of 74 exhibitors, 55 completed the evaluation. Results were overwhelmingly positive, with the exception of the rating of our new networking session. Over half of respondents either did not attend or were not aware of its existence. However, those that did attend rated it quite highly. We need to take a look at how we are advertising the networking session and see how we can improve.

Below is a summary of those results.

How would you rate pre-event communication?
55 responses



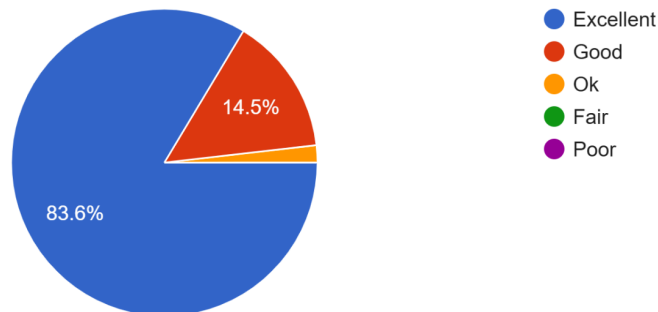
Comments on pre-event communication:

- I loved the email last week. It provided all the information needed. It would have been nice to have a confirmation email after registration.
- Solid
- Dylan was great!!
- Email communication was good.
- Multiple reminders being sent is very helpful. Very thankful that we received event participation confirmation.
- Very helpful!
- Great communication about what to expect and where to go.
- Dylan accommodated my late registration and sponsorship was on top of it and very supportive. All communication was very straightforward and timely.
- Helpful & timely.

- Very thorough & informative
- Not the best; Not a ton of consistent communication.
- Thank you so much Allison and Dylan Boot for being so kind and allowing us to acquire a table on such short notice.
- Dylan is on top of it!
- Appreciate the details of where to enter.
- Fantastic & maps were great!
- Really good: We would like to have those details perhaps sooner, for planning, but always have been very responsive!
- Very responsive to my emails and requests
- No complaints!
- Not timely; Not detailed enough w/ regard to responsibility

How would you rate the check-in process today?

55 responses



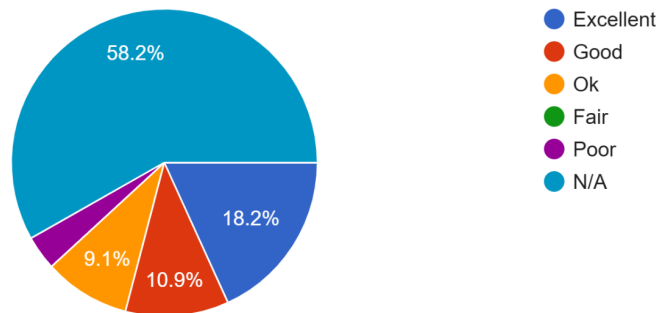
Comments on the check-in process:

- The doors were open & someone was there with a cart to help me in. Great!
- Fast, friendly & efficient
- Very easy & simple
- Greeters were very friendly. Host helped unload items from my vehicle.
- Quick & easy
- Fast & easy
- It would be nice to have a few check in places so it was not so far to walk to my booth.
- Check-in process was super fast & smooth. Great job!
- Nice booth set up
- Very easy to check in
- Simple & easy
- So easy & friendly

- Helpful workers & efficient process
- Girl at the door was helpful with my stuff was amazing; so helpful with the cart.
- The help at the door to carry items and direct to the proper place was so thoughtful.
- My co-worker did check in.
- Signage was better this year.
- Friendly people
- Great team, super helpful, seamless process
- Flow was very well
- Super friendly volunteers
- Very smooth!
- I had a lot of help getting things to my tables & finding our spots.
- Very smooth
- Helpful & simple

How would you rate the networking session held this morning?

55 responses



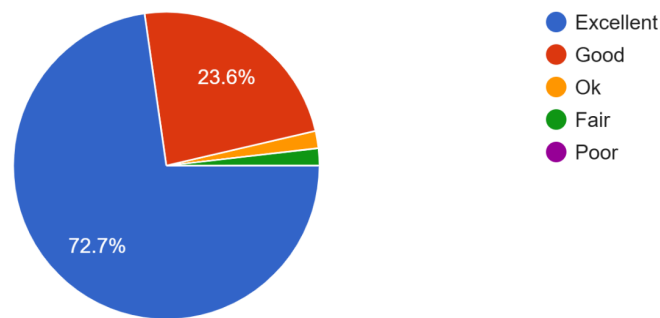
Comments on the networking session:

- I don't know if anyone was really interested in talking.
- 2nd time is a charm - I think most people really forgot about it setting up booth.
- It seemed small and less people that stayed around.
- I was able to get several brochures from different organizations. Also provided brochures to those companies. Everyone was approachable.
- Appreciate the opportunity and the water!
- Was not able to attend.
- Very diverse group of attendees! Loved looking at all the other booths!
- Would like for it to be in the mid-day for those switching employees/staff.
- I wasn't present.
- Not many people there.

- Unfortunately, due to scheduling changes, we were unable to attend but would love to attend in the future.
- Wasn't able to attend.
- The food was good but nobody was there (I could have been in the wrong spot).
- Didn't get to attend
- Did not know about it
- Remind us of this when we check in.
- Not a lot of participation. Hopefully it will grow over time.
- Wasn't able to attend
- We did not know about a network session
- Was unable to attend, but did make it in time for snacks.
- We really enjoyed being at this event. We enjoyed being with the community connecting with Expo goers and other social service agencies.
- Loved the food! Wish more vendors/volunteers attended to network with.
- I was unable to attend
- I wasn't able to make it
- Not really aware of this
- Did not attend
- Didn't attend

How would you rate the setting for the event?

55 responses



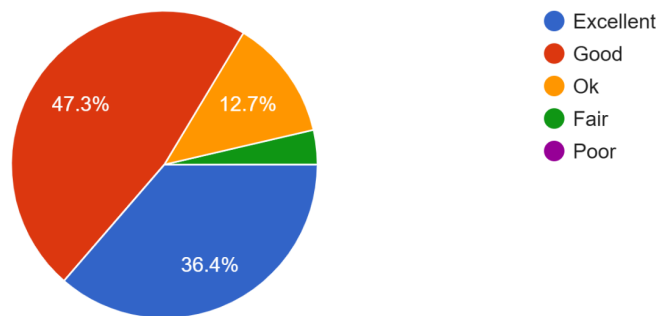
Comments on the event setting:

- It would be better at Lincoln Square; More room, wider aisles
- The absolute best place in C-U! Clean, bright, airy.
- It was all set up so wonderfully and easy to access.
- Very comfortable

- Excellent! I spoke with about 100 people about our program, plus lots of stop-bys for goodies. :)
- Great, accessible location
- Excellent as it is indoors with the public even if they do not know about the event.
- The mall is a great spot that all visitors can easily find and get to. Parking may be a little different.
- Nice arrangement & great interaction with visitors
- Lots of foot traffic
- Very accessible & plenty of space; ideal location.
- Wonderful
- Very good visibility
- Love the backdrop and booth style
- Perfect spacing, good temperature, kind atmosphere; Absolutely
- Very accessible
- Excellent!
- :)
- Great location
- Love it
- Loved the layout & set-up.
- This is a great setting, great lighting & space, great for meeting a lot of people at the Expo & beyond.
- Love the mall as a home for the Expo.
- Acoustics were poor - too many hard surfaces & significant echoing, making communication difficult w/o shouting. Space may be too big. Temp too cool.
- Great

How would you rate the traffic flow to your booth?

55 responses

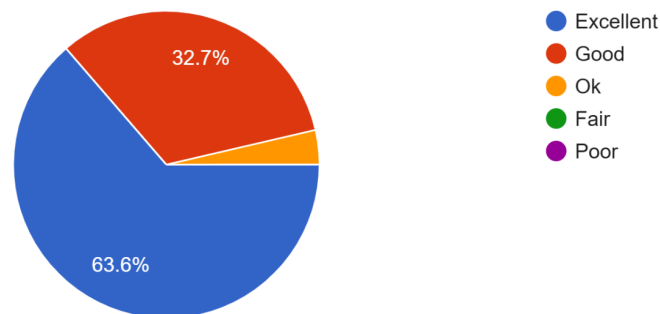


Comments on booth traffic flow:

- Being in front of Auntie Anne's was a better location last year.
- Lovely spot and had lots of people walk by.
- Very consistent flow
- Solid
- Both locations brought a lot of traffic flow.
- It was rather slow on our end of the mall as we were stationed on a "dead end" (Costco side). Switching it up every year for vendor location in mall would be a fair move.
- Lots of people dropped by. Steady traffic.
- Consistent flow of traffic
- Would benefit the people that benefited from our services made it to our booth.
- We were sort of off the beaten path
- Lots of engagement, but lots just for freebies
- I did not feel cramped or overwhelmed at all
- Steady
- It was okay
- First time with an end booth; do prefer middle, has higher traffic flow.
- Being at the end and surrounded by all closed stores seemed to cause the traffic to slow.
- Great traffic by Auntie Anne's
- Sporadic but constant overall. Good exposure to the general community.
- Steady traffic and good flow
- Seemed less well attended than in previous years

How would you rate the Expo overall?

55 responses



What did you like best about the Expo?

- The free offerings from other vendors and networking with other agencies that can provide help to our patrons.
- Location is great! A lot of people came to the mall & didn't know about this and came & chatted.
- Snacks, drinks were great; All good!
- Location
- The range of hours - 5! 11 - 4 good!
- I loved being able to have the space to talk to people who are interested in my services.
- I believe we got decent exposure.
- Great exposure; super well organized
- Opportunity for networking and resource distribution.
- Meeting new people from other agencies that we can work with.
- The variety of types of resources was awesome. Something for everyone of every age.
- Meeting people & talking about their needs/interests
- Booth space was great
- Nice booth set up with good spaces. We appreciate them being pre set up.
- We liked our booth location this year - we were centrally located near the middle of the mall.
- The booth set up was STUNNING! Love how prepared it was for us exhibitors! Just having our own trash can is top tier vendor vibes!
- Great opportunity to network with other disability service providers.
- Nice variety of vendors and good set-up throughout the mall.
- Lots of interested folks who wanted to learn more about Special Rec.
- It is always really well done & this year is no exception - great job! Really well organized & exhibitor friendly!
- One stop for all things/resources disability-related. GENIUS. Please keep this happening.
- Location and traffic flow were great!
- Love coming here. So many great exhibitors.
- Diversity of vendors, location.
- Amazing resources
- The atmosphere was fantastic!! Beautifully organized.
- Price effective & enjoyable
- Location, ease of access.
- Well organized
- Organization & Resource booklet
- Knowing more organizations
- I have always enjoyed this event. Thank everyone for putting this event on.
- Connecting with families & vendors.

- Great staff & volunteers!
- Being able to connect with other resources in the community.
- The set up & amount of information available.
- Seeing what our community has to offer as a whole. I/We also liked that there was a trash can in the booth.
- Number of options of vendors and businesses.
- Thank you for the snacks!
- Face to face with people we are proud to serve and learn from
- Space is really nice and patrons have more accessibility.
- Can't wait to return!
- Meeting so many vendors & community members
- Great networking and a high number of people who are a good fit for us.
- Meeting everyone who stopped by the table

What would you suggest to improve future events?

- More advertising to the public. I didn't see any this year.
- Maybe more marketing
- Maybe a demo section with time to explain/showcase your business
- Maybe a volunteer give us a break at our booth
- Bags available for attendees; Come around w/ more water.
- List bathrooms on maps.
- Enjsure all attendees get a packet
- Grouping support groups all together, etc.
- Already really good job!
- Can this be organized throughout central IL?
- Keep up snacks and help
- Perhaps end at 3pm.
- We didn't get bottled water this year. Someone came around often last year. Didn't see them this year.
- Better instructions. Could not get in to set up booth & volunteers did not know where the booth was when we asked.
- WiFi
- Maybe live entertainment & events throughout the day?
- The event was wonderful & always is!
- Shorter time frame (maybe 1-2 hours)

Are there other exhibitors we should invite in the future?

- Champaign Public Library
- Was DORS invited/present?
- DRES, Beckwith Residential Services
- Attorney General's Office; Treasurer's Office (iCash)
- Promise Healthcare, Habitat for Humanity, Salt & Light
- Home accessibility/home rehabilitation companies, Transport/car modifications/equipment; Could use the Abilities Expo as a reference point to see who else to bring.
- Holly Galvin - Attorney in Paxton, IL
- Sorenson
- Carle Diagnostic Pediatrician Dr. Morton
- MedServ
- Prebatia, Law Enforcement, Care Horizon
- Blue Tower Solutions

Results from the Participant Evaluations

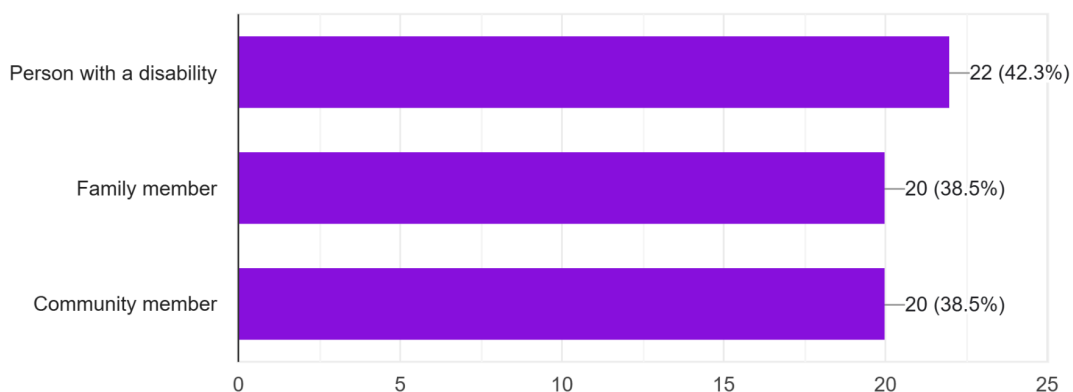
Despite the effort over the last two years to make the participant evaluations more accessible and having volunteers walk around and assist with accessing the online evaluation, only 19 responses were received last year. The very low response rate may be due to a few reasons. In past years, the participant evaluations were paired with that year's scavenger hunt, which was not a part of the Expo due to lack of community nominations. Additionally, in the past, participants would turn in their completed evaluations to the prize table. The Steering Committee chose not to have a prize table to limit the spread of germs. Finally, there were unforeseen difficulties filling out the evaluation while connecting to Market Place Mall's WiFi.

Due to everything stated above, a decision was made to return to solely paper evaluations. Additionally, it was decided to shorten the evaluation significantly by removing all of the short answer questions, bringing the length of the evaluation down to under one page. Participants could turn in completed evaluations to be entered into a prize raffle. The results of these changes to the participant evaluation were immediately apparent, as we received 52 responses. Ideally, we would like to see 2x to 3x this amount, so we have something to strive to, but this is a good start.

Please see the results below:

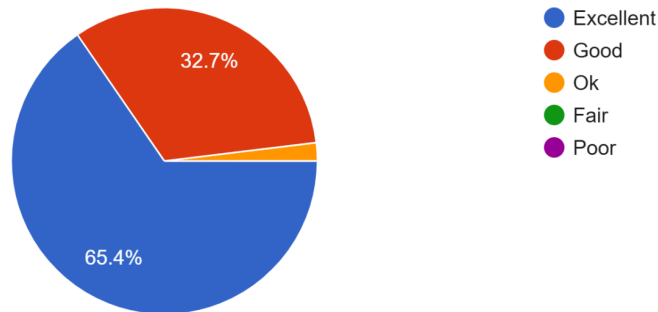
How would you describe yourself (check all that apply)?

52 responses



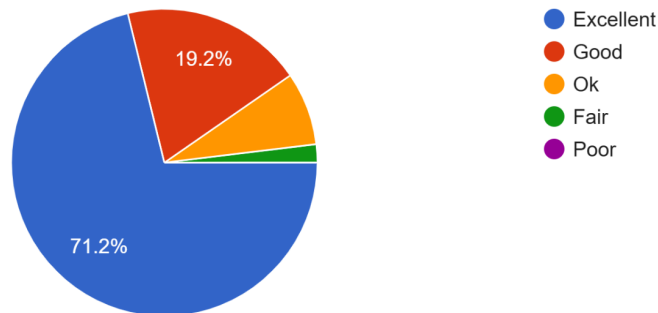
How would you rate the Exhibitors' information?

52 responses



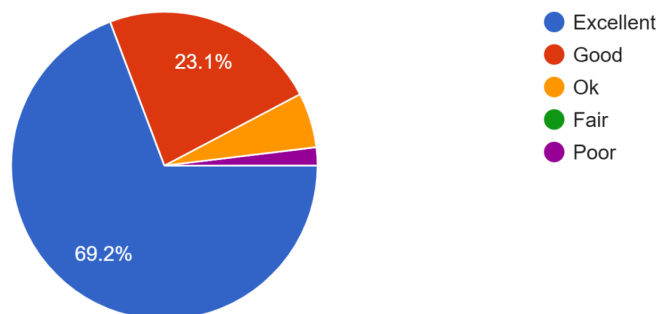
How would you rate accessibility for the event?

52 responses



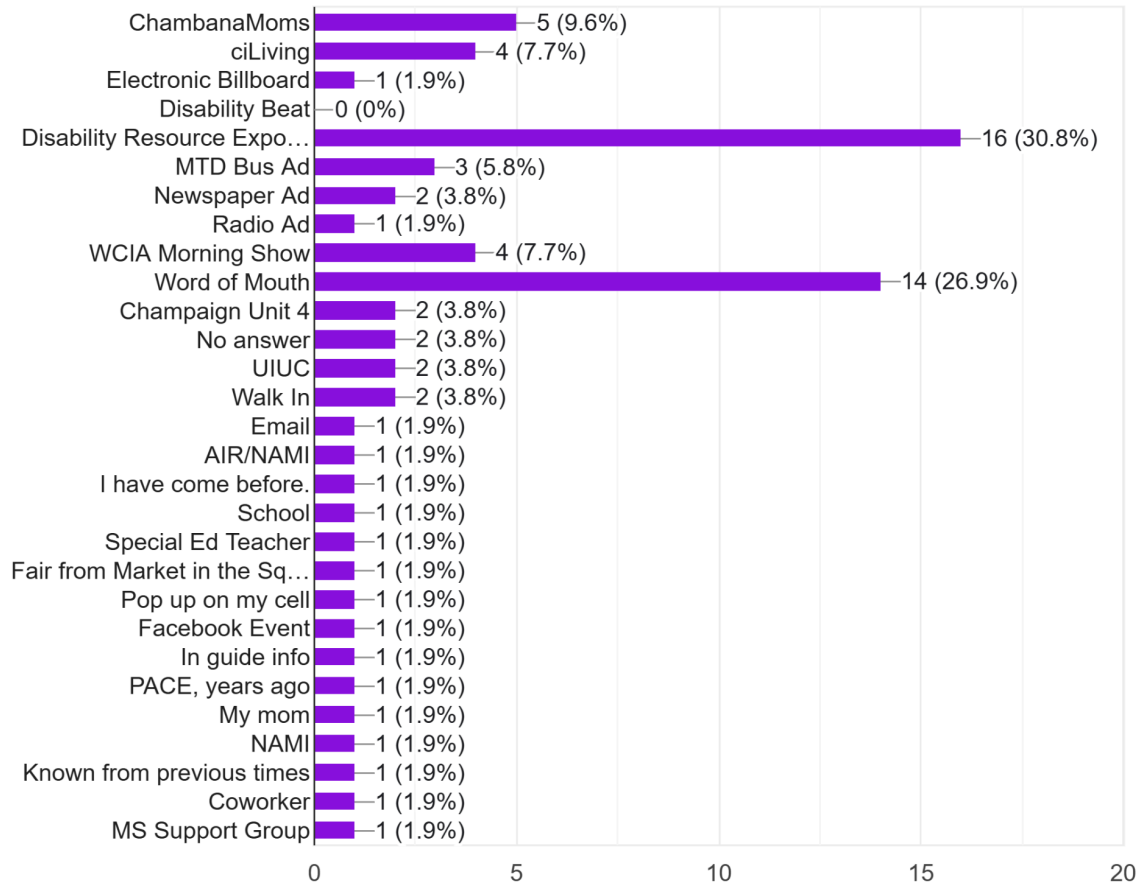
How would you rate the organization of the event?

52 responses



How did you learn about the Disability Resource Expo? (check all that apply)

52 responses



Sponsors

FEATURED LEVEL (\$2,500)

Thrivent Financial East-Central Illinois Group

DIAMOND LEVEL (\$1,000+)

Carle Health

*** Central Art Mart Corporation

Champaign County Developmental Disabilities Board

Champaign County Down Syndrome Network

Champaign County Mental Health Board

Health Alliance

Martin One Source

Mass Transit District

Smile Politely

Stevie Jay Broadcasting

The News Gazette

PLATINUM LEVEL (\$500+)

Adams Outdoor Advertising

AMBUCS, Greater Champaign County

Arc of Illinois, The

*** Champaign Unit 4 Special Education Department

*** Champaign-Urbana Autism Network

Champaign-Urbana Special Recreation

Developmental Services Center

Eden Supportive Living

*** Experience C-U

*** Uniting Pride

GOLD LEVEL (\$300-\$499)

*** Advantage 2000 Consultants, Inc

ASCEND Consultation In Health Care

*** Collaborations in the Advancement of Research on Disability

Elliott Counseling Group

*** Evan Bed, The

Evergreen Coaching & Counseling

*** Ivy Rehab for Kids

*** Jamie Stevens Counseling Group

*** Matia Mobilty

Pavilion Behavioral Health System, The

Place for Children with Autism, The

SILVER LEVEL (\$150-\$299)

Andrew White Dentistry
*** Behavioral Perspective, Inc.
*** Breaking Barriers Physical Therapy
Crane Feeding & Speech
*** PACE, Inc.
Meijer
Moore's Rescue Ranch
Thrivent Community Action Team

BRONZE LEVEL (\$100-\$149)

Cunningham Children's Home
CushPocket
*** Harmonia Healing Studios
STAR NET Regions I & III

FRIENDS LEVEL (UNDER \$100)

AMC Champaign 13
Barbara Bressner
Baxter's
Biaggi's
*** Columbia Street Roastery
*** Los Zarapes
Minuteman Press
Oberweis
Orange Theory
Outback Steakhouse
Perkin's
*** Philo Tavern
Phoenix Theatres
Project Te
Slim Chickens
Urbana Garden

*** - NEW Expo Sponsor

Thanks to these generous sponsors, approximately \$21,786 worth of monetary funds and in-kind donations were collected to help make the 2024 **DISABILITY** Resource Expo a reality. This amount is nearly 40% *higher* than last year! A good portion of this is explained by the Expo trading our sponsorships for sponsorships of other events, such as Pride Fest. This has been counted as in-kind donations.

Marketing

The following is a list of advertising and marketing strategies used to promote the 2024 DISABILITY Resource Expo.

- **Adams Outdoor Advertising - Digital Advertising** - The Expo was given digital advertising “filler space” on their digital billboards. **Total cost to the Expo was \$0.** Estimated value was \$500.
- **ChambanaMoms - Featured Website/Email Listing** - The Expo purchased a featured listing the week of the Expo on the Chambana Moms website, social media blast and email distribution list. **Total cost to the Expo was \$250.** No discount was given.
- **Champaign County Fair - Information Booth** - The Expo had an information booth at the Champaign County Fair’s Senior Day where we passed out information about the event. **Total cost to the Expo was \$0.**
- **Champaign-Urbana Autism Network Walk & Resource Fair - Information Booth** - The Expo had an information booth at the Committee on Aging Summer Senior Event where members of the Steering Committee passed out information about the event. **Total cost to the Expo was \$0.** Our sponsorship trade covered the cost of the booth.
- **Champaign-Urbana Special Recreation - Advertising** - CUSR’s sponsorship came in the form of the use of their billboard on the corner of Prospect Avenue and Church Street for the month of October. **Total cost to the Expo was \$0.** Total value was \$500.
- **Community Connections Corner** - Event put on by the UIUC Department of Social Work’s Community Learning Lab for its community partners. Committee members passed out info about the Expo. **Total cost to the Expo was \$0.**
- **Down Syndrome Buddy Walk** - The Expo had an information booth at the Buddy Walk where members of the Steering Committee passed out information about the Expo. **Total cost to the Expo was \$0.** Our sponsorship trade covered the cost of the booth.
- **EbertFest - Information Booth** - The Expo had an information booth at EbertFest where members of the Steering Committee passed out information about the Expo. **Total cost to the Expo was \$0.**
- **Martin One Source - Printing** - MOS was used to print/create English and Spanish bi-fold brochures, postcards, foam core posters, double sided flyers, and resource books. **Total cost to the Expo was \$3,480.34.** MOS gave us a significant discount but the exact percentage is unknown to us. It was likely around 40%.
- **Mass Transit District of Champaign-Urbana - Advertising** - The Expo purchased ad space on the rear and street-sides of buses as well as inside of buses. Additionally, the Expo purchased digital ad space at their bus stops that had digital kiosks. **Total cost to the**

Expo was \$2,090, which was almost \$1,700 less than the Expo purchased last year. The MTD gave us another \$1,000 as an in-kind sponsorship.

- **News-Gazette - Advertising** - Full page color ad in the printed newspaper plus different sized ads specifically for phones and tablets. Additionally, the Expo received 30,000 impressions on the News-Gazette website. **Total cost to the Expo was \$750.** The News-Gazette gave the Expo another \$1,000 as an in-kind sponsorship.
- **Pride Fest - Information Booth/Digital Ad** - The Expo had an information booth at Pride Fest where members of the Steering Committee passed out information about the Expo. **Total cost to the Expo was \$0.** No discount was given. Our sponsorship trade covered the cost of the booth.
- **Promise Healthcare National Health Center Health Fair** - The Expo had an information booth at the Resource Day where members of the Steering Committee passed out information about the Expo. **Total cost to the Expo was \$0.**
- **Social Media - Advertising** - Account management and posting 5 times daily on Expo Facebook, X, and Instagram accounts for three months prior to the Expo. **Total cost to the Expo was \$0.**
- **Scott Bennett Family Resource Day** - The Expo had an information booth at the Resource Day where members of the Steering Committee passed out information about the Expo. This event was very well attended. **Total cost to the Expo was \$0.**
- **Stevie Jay Broadcasting - Advertising** - Radio spots across the four networks (400 spots over the month prior to the Expo) and two radio interviews. **Total cost to the Expo was \$1,000.** Stevie Jay Broadcasting gave the Expo another \$1,000 as an in-kind sponsorship.
- **Smile Politely - Digital Advertising & Article** - Full color ad space on desktop and mobile devices plus a detailed article. **Total cost to the Expo was \$1,000.** Smile Politely gave the Expo another \$1,000 as an in-kind sponsorship.
- **Tolono Fun Days** -The Expo had an information booth at the Tolono Fun Days where members of the Steering Committee passed out information about the Expo. **Total cost to the Expo was \$0.**
- **Unit 4 Back to School Event** - The Expo had an information booth at the Back to School event where members of the Steering Committee passed out information about the Expo. This event was very well attended. **Total cost to the Expo was \$0.**
- **WCIA - TV Interviews** - The Expo Co-Coordinator were invited to be guests on both The Morning Show and ciLiving where we were asked questions about the Expo. **Total cost to the Expo was \$0.**
- **WEFT - Advertising and Interview** - Multiple radio spots and an in-depth radio interview on Disability Beat. **Total cost to the Expo was \$0.** Total value \$500.

Profit and Loss Statement

DATE	ITEM	FROM/FOR	NOTE	AMOUNT
5/29/2024	Sponsorship Brochures	Martin One Source	150 Sponsorship Brochures	-\$150.00
6/12/2024	Booth Fee and Sponsorship	Behavioral Perspective, Inc.	Silver Sponsorship	\$150.00
6/12/2024	Booth Fee and Sponsorship	Thrivent East-Central Illinois Group	Featured Sponsorship	\$2,500.00
6/27/2024	Booth Fee	Community Service Center of Northern Champaign County	Booth Fee	\$50.00
7/1/2024	Booth Fee and Sponsorship	The Arc of Illinois	Platinum Sponsorship	\$500.00
7/5/2024	Booth Fee	Epilepsy Advocacy Network	Booth Fee	\$50.00
7/9/2024	Booth Fee and Sponsorship	Health Alliance	Diamond Sponsorship	\$1,000.00
7/10/2024	Postcards	Martin One Source	500 Postcards	-\$129.49
7/12/2024	Booth Fee	NAMI of Champaign County	Booth Fee	\$50.00
7/15/2024	Booth Fee and Sponsorship	Carle Health	Diamond Sponsorship	\$1,000.00
7/15/2024	Booth Fee	Urbana Free Library	Booth Fee	\$50.00
7/22/2024	Booth Fee and Sponsorship	AMBUCS	Platinum Sponsorship	\$500.00
7/22/2024	Booth Fee	CCHCC	Booth Fee	\$50.00
7/22/2024	Booth Fee	CCRPC - Developmental Disabilities Program	Booth Fee	\$50.00
7/22/2024	Booth Fee	DREAM Opportunity Center	Booth Fee	\$50.00

7/22/2024	Booth Fee and Sponsorship	Harmonia Healing Studio	Bronze Sponsorship	\$150.00
7/30/2024	Booth Fee	Audiology and Speech Language Pathology Clinic	Booth Fee	\$50.00
7/30/2024	Booth Fee	IGAC	Booth Fee	\$50.00
8/5/2024	Booth Fee	Oliver's Extraordinary Friend	Booth Fee	\$50.00
8/7/2024	Booth Fee	GROW in Illinois	Booth Fee	\$50.00
8/12/2024	Booth Fee	Envision Unlimited	Booth Fee	\$50.00
8/12/2024	Booth Fee	Illinois Epilepsy Supports and Resources	Booth Fee	\$50.00
8/12/2024	Booth Fee and Sponsorship	Jamie Stevens Counseling Group	Gold Sponsorship	\$300.00
8/12/2024	Booth Fee and Sponsorship	The Pavilion	Gold Sponsorship	\$300.00
8/22/2024	Booth Fee and Sponsorship	Eden Supportive Living	Platinum Sponsorship	\$500.00
8/26/2024	Booth Fee	The Autism Program at UIUC	Booth Fee	\$50.00
8/29/2024	Table Runner	Martin One Source	Table Runner	-\$102.93
8/30/2024	Booth Fee	PACE	Booth Fee (x2)	\$90.00
9/4/2024	Booth Fee	Champaign County Mentoring and Advocacy Resources	Booth Fee	\$50.00
9/4/2024	Booth Fee	Champaign-Urbana Multiple Sclerosis Support Group	Booth Fee	\$50.00
9/4/2024	Booth Fee	Community Choices	Booth Fee	\$50.00
9/4/2024	Booth Fee and Sponsorship	Elliott Counseling Group	Gold Sponsorship	\$300.00
9/4/2024	Booth Fee and Sponsorship	Evergreen Coaching and Counseling	Gold Sponsorship	\$300.00
9/4/2024	Booth Fee	Swann Special Care Center	Booth Fee	\$50.00
9/5/2024	Booth Fee	Collaborations in Health, Aging, Research, and Technology (CHART)	Booth Fee	\$50.00

9/5/2024	Booth Fee and Sponsorship	Collaborations in the Advancement of Research on Disability (CARD)	Gold Sponsorship	\$300.00
9/5/2024	Booth Fee and Sponsorship	Moore's Rescue Ranch	Silver Sponsorship	\$150.00
9/9/2024	Advertising	SmilePolitely	Diamond Sponsorship	-\$500.00
9/10/2024	Booth Fee and Sponsorship	Cunningham Children's Home	Bronze Sponsorship	\$150.00
9/10/2024	Booth Fee	Land of Lincoln Goodwill Industries	Booth Fee	\$50.00
9/10/2024	Booth Fee and Sponsorship	The Evan Bed	Gold Sponsorship	\$300.00
9/11/2024	Booth Fee	Tom Jones Challenger League	Booth Fee	\$50.00
9/18/2024	Sponsorship	Urbana Acupuncture	Silver Sponsorship	\$150.00
9/19/2024	Sponsorship	Central Art Mart Corporation	Diamond Sponsorship	\$1,000.00
9/23/2024	Booth Fee	Marion County Horizon Center	Booth Fee	\$75.00
9/25/2024	Advertising	ChambanaMoms	Advertising	-\$250.00
9/30/2024	Booth Fee	CCRPC - Early Childhood Education Program	Booth Fee	\$75.00
10/2/2024	Sponsorship	Breaking Barriers Physical Therapy	Silver Sponsorship	\$150.00
10/2/2024	Booth Fee	PrairieLand Adaptive	Booth Fee	\$75.00
10/2/2024	Booth Fee	Rosecrance	Booth Fee	\$50.00
10/4/2024	Booth Fee and Sponsorship	Advantage 2000 Consultants, Inc.	Gold Sponsorship	\$400.00
10/4/2024	Sponsorship	Crane Feeding & Speech	Silver Sponsorship	\$200.00
10/4/2024	Advertising	MTD	Includes Diamond Sponsorship	-\$2,090.00
10/4/2024	Face Painter	The Joy of Face Painting	Includes \$50/hr Discount	-\$300.00
10/10/2024	Booth Fee	Volunteer Income Tax Assistance (VITA) Gies Business, UIUC	Booth Fee	\$75.00

10/20/2024	Booth Fee and Sponsorship	Ivy Rehab for Kids		Gold Sponsorship	\$300.00
10/21/2024	Expositional Setup	Best Expo		Expositional Setup	-\$6,488.00
10/21/2024	T-shirts	Project Te		T-shirts	-\$543.00
10/22/2024	Sponsorship	Andrew White Dentistry		Silver Sponsorship	\$150.00
10/22/2024	Booth Fee and Sponsorship	ASCEND Consultation in Health Care		Gold Sponsorship	\$300.00
10/22/2024	Booth Fee	Collaborations in Health, Aging, Research, and Technology		Booth Fee	\$50.00
10/22/2024	Booth Fee and Sponsorship	Collaborations in the Advancement of Research on Disability		Gold Sponsorship	\$300.00
10/24/2024	Foam Core Posters	Martin One Source		Foam Core Posters	-\$210.00
10/24/2024	Sponsorship	Meijer		Silver Sponsorship	\$200.00
10/25/2024	Various Printing	Minuteman Press		Various Printing	-\$26.05
10/26/2024	Mall Contract	Brookfield Properties		Mall Contract	-\$3,000.00
10/26/2024	Sponsorship	Stevie Jay Broadcasting		Includes Diamond Sponsorship	-\$1,000.00
10/31/2024	Sponsorship	The News Gazette		Includes Diamond Sponsorship	-\$750.00
11/28/2024	Resource Books	Martin One Source		1000 Resource Books	-\$2,887.92
12/1/2024	Co-Coordinator's Total	Dylan and Allison Boot		Contracts	-\$30,000.00
12/1/2024	Professional Assistant Total	Barbara Bressner		Contract	-\$7,500.00
12/1/2024	ASL interpreters	Vicki Thomas, Jeffrey Robinson			-\$495.00
12/1/2024	Spanish Interpreter	Clara Dunlop			-\$117.00
12/1/2024	Personal Assistant	Theophilus Jackson			-\$88.75
12/1/2024	Sponsorship	Thrivent Community Action Grant		Silver	\$250.00

Total money in, including sponsorships and in-kind donations (please note that this is not all shown on the P&L, particularly the sponsorship trades that were done with other agencies): \$21,786. This is a 17.7% increase over 2023.

Total money out: \$56,628.14. This is a 13.3% decrease over 2023.

For the second year in a row, our money taken in was greater and our deficits were smaller. We can always improve upon these percentages, but these are good trends indeed.

These numbers are as of 12/3/24. There are outstanding booth fees and payments to two ASL interpreters that have yet to be counted.



DECISION MEMORANDUM

DATE: January 22, 2025
TO: Members, Champaign County Developmental Disabilities Board
FROM: Lynn Canfield, Executive Director, Kim Bowdry, Associate Director
SUBJECT: CU Autism Network PY2024 Report Summary

Purpose:

This memorandum summarizes CU Autism Network (CUAN)'s reporting for the first six months of their CCDDDB PY2024 contracts, Community Outreach Program and CCDDDB CUAN Planning Seed Grant. Without reports during the contract year or after a one-month extension beyond the year-end report deadline, CCDDDB staff had notified CUAN that all payments should be returned. The agency's representative requested additional time to demonstrate that all funds paid on the two contracts were used appropriately and therefore need not be returned.

Background:

At their November 20, 2024 meeting, the CCDDDB considered a request from Steve Beckett on behalf of the CU Autism Network, regarding requirements of the PY2024 contracts. The board approved this request, setting a deadline for program and financial reports to be completed on or before January 8, 2025.

Only the CCDDDB Executive Director was to be available to answer CUAN's representatives' questions about the previously approved budget changes, program and financial reports, and process. I and others would later review the submitted reports and prepare this summary to support the Board's next steps. The CCDDDB may take action at this time or at a subsequent meeting. Because the key question has been whether CUAN expended funds properly, the independent CPA report may be needed for that determination. The financial review of CUAN's fiscal year 2023, which we believed to be January 1 to December 31, 2023, was not expected before January 8 but could clarify unspent revenue or other issues.

Update:

Per the Board's action and directly after their meeting, I created login credentials for Mr. Beckett's legal assistant Kristina Forrest, so that she could create and submit all reports. I shared sample forms of each of the required quarterly reports, relevant instructions documents, link to recorded training, and templates for second quarter Cultural and Linguistic Competence Progress Report and year-end Performance Outcome Report. I developed the two contract amendments as directed by the Board. These allowed for the submission of reports past the deadline, reduction of contract maximum amounts, and reduction to six-month terms for each contract.

To clarify the requirement for an independent CPA financial review, I emailed and spoke with Tyler Kutz, the partner from MH (formerly Martin Hood) who is leading this work. I sent the funding guidelines and requirements along with the contracts for each program. These clarify supplemental information which is needed.

I met with Ms. Forrest in early December to discuss forms and requirements. She and Mr. Beckett attended a training on the online application and reporting system. She kept me informed and completed most forms in mid-December, others on or before January 8, 2025. Kim Bowdry, Chris Wilson, Shandra Summerville, and I reviewed and discussed the submitted information. When this review was complete, Ms. Bowdry and I met with Kristina Forrest and Steve Beckett, who provided some clarifications which are included with our observations below.

Staff Review:

The six-month **Cultural and Linguistic Competence Plan progress report** identified which of the planned activities occurred:

- partnered with Total Spectrum of Champaign County for sensory-friendly holiday breakfast
- offered financial assistance to families unable to pay
- offered materials in Spanish
- offered communication assistance for non-verbal participants.

Other planned CLC activities did not take place:

- annual training
- CLC assessment
- details on serving underserved communities.

It is important to note that actions from the CLC Plan were planned for the full program year, but this report asked only about July 1 through December 31, 2023. For mid-year, this is fine progress.

If we had asked about the full PY2024 (July 1, 2023 to June 30, 2024), other actions might have been included. This consideration applies to the other reports and may impact next steps.

The first versions of submitted **Performance Outcome Reports** (PORs) had errors, and one listed activities unrelated to program plan narrative targets or scope of services, such as involvement with IEP meetings. In addition to being unrelated to the contracts, such activities are generally not paid by the CCDDDB for a few reasons. I became concerned that the scope of services (especially of the Planning Seed Grant) might not have been understood as originally intended, despite assurance from CUAN staff in January 2024 that both were still relevant.

The final version of PORs use details from program plan narratives and report on those and the partial year results. Comments emphasize good faith efforts and that the targets were set for 12 rather than 6 months. They note difficulties related to resignation of the author of the applications. Positive accomplishments are also reported, summarized below with the appropriate program.

Community Outreach Program, Services and Results:

- Utilization targets were for 16 Community Service Events and 300 Non-Treatment Plan Clients attending these events:
 - o 8 CSEs were held.
 - o 783 NTPCs attended.
- *Actual utilization was on track or exceeded at mid-year.*
- The CSE count is unduplicated, while NTPC is likely duplicated, typical of this type of program activity.
- If all 8 CSEs were attended by the same people each time, the lowest unduplicated NTPC total would be 98, reflecting good engagement.
- Reports do not list events in the comment sections, but we are aware of social media posts about them for both quarters.

- To understand whether rural residents and members of racial, ethnic, or gender minority groups have been included, programs report residency and demographic details which are difficult to collect through this type of activity.
- The submitted residency reports do not total people per zip code but note that most were from Champaign and some from Urbana, Mahomet, Rantoul, and Savoy, with 250 attendees in the first quarter and 553 in second.
- Demographic data show, although attendees were not required to disclose:
 - o 2 used ASL (2 reported each quarter)
 - o 7 were Middle Eastern/North African (7 reported each quarter.)
 - o 36 children and 38 adults participated in events in first quarter

- 275 children and 228 adults participated in second quarter.
- Use of social media for advertising and engagement is discussed in the final Performance Outcome Report (POR). ***Participation survey completion of 77% is a very good result.*** Input was sought in person, by email, and through social media post discussions. A helpful finding was that participants feel ***more support is needed through funding, training, education support, community understanding, and accessibility.***

Community Outreach Program, Financials:

- Besides CCDDDB contracts, the only other Agency revenue was from Contributions of \$10,570. The entire amount was applied to the Community Outreach program, adding to the \$39,564 paid by CCDDDB.
- This program reports total Agency expenses of \$63,298, total Program expenses \$38,273, and total DDB expenses also \$38,273. If accurate, \$11,861 of unspent funds could be owed back per the payer of last resort provision. As with most programs, information in the independent audit or review, or even subsequent to it, might lower or eliminate the amount due back.
- ***Determination is not possible without more information.***
- Although not charged to either DDB contract, a total agency expense of \$25,025 for fundraising activities is large compared to no fundraised revenue. CUAN representatives later explained this was paid out in July 2023 using revenue raised in the prior program year and therefore not reportable here.
- ***No additional information is needed.***
- The CLC Progress Report notes “financial assistance to families unable to pay” but nothing is charged to Specific Assistance, the correct classification.
- ***More information on financial assistance to families would be helpful.***
- General Operating expenses are reported at 150% greater than half of budgeted (6 of 12 months), but this large variance is not explained.
- ***More details might clarify why they exceed half the budgeted amount.***
- Professional Fees and Consumables, which were budgeted expenses for this program, were instead were paid out of the Planning Seed Grant.
- While total agency revenue of \$82,738 is reported for both programs, expenses diverge. Total agency financials should match.
- ***These two issues represent departure from the contract requirements for financial record keeping and reporting.***
- They are partially explained by observations of the CUAN representatives:
 - some reports are incomplete due to incomplete original records.
 - some items do not fit within the prescribed categories.

- the agency director understood the Planning Seed Grant to have been intended for business expenses, which was not our understanding.

CUAN Planning Seed Grant, Services and Results:

- The only utilization target was 2 “Other” which were defined as one building plan and one report to the DDB, each designed to take several months and therefore not met. Comments in residency and demographic reports are consistent with program reports, stating they are not applicable.
- Although there were no utilization targets for events or people, other sections of the application had detailed working with individuals. Individuals and the occasions through which their input is sought could have been tracked. Given the nature of the project, residency and demographic data could demonstrate diverse engagement and be more likely to meet the needs of diverse groups. The program plan narrative identified the following:
 - 100 people would be engaged in the estimated timeframes.
 - Outcomes would use surveys, interviews, and other engagement with individuals, whose input would be collected during and after events.
 - Target population was “all Champaign County residents living with ASD, who care or guard for ASD citizens, and/or the general public interested in ASD awareness, acceptance, education, and advocacy... community members who are rural-based and culturally diverse to offer the best possible support to those who need it. Target populations may come from local citizens, interested businesses, supporting organizations, schools, and collaborating agencies.”
 - Program activities were to engage broadly to assess community needs, especially as related to a regional center, identify model centers, then to interview, investigate, and explore plan development... and to engage with the community again to present findings, plans, and costs. The final product would be a plan of action to deliver the support center.
- First and second quarter program activity reports and the POR do not detail such activities. They include notes about good faith efforts and the fact that these were full year goals rather than partial year, which impacts reporting.
- In follow up with CUAN representatives, we learned that the director had operated under a different understanding of this contract.
- *Related activities occurred as part of the other program (Community Outreach) and are therefore appropriately not reported on twice.*

CUAN Planning Seed Grant, Financials:

- The only program revenue was from DDB payments, totaling \$32,604.
- As noted above, the total agency expenses reported here do not match those reported for Community Outreach. Here the total agency expenses are

- reported as \$20,647, total program expenses as \$17,770, and total CCDDDB expenses as \$17,770, which results in \$14,834 of unspent revenue for this program, which would be due back to the CCDDDB, if accurate.
- ***Determination is not possible without more information.***
 - Consumables exceeded the budgeted (half-year) amount by 1065% and General Operating by 495%, with no comments explaining the variance.
 - ***More details might clarify why they exceed half the budgeted amounts.***
 - Salaries and Wages and Payroll Taxes, which were budgeted program expenses for this program, were not paid out of this grant and instead were paid out of the Community Outreach Grant. Expenses attributed to this program only were Professional Fees and Consumables.
 - Total agency financials should match.
 - ***As noted above, these two issues represent departure from contract requirements for financial record keeping and reporting.***
 - They are partially explained by observations of the CUAN representatives.

Staff Opinions:

The Community Outreach Program services were likely implemented as described in the contract. The same does not appear to be the case for the Planning Seed Grant. Perhaps the CU Autism Network should return \$32,604, the amount paid on the Planning Seed Grant. Additional information could modify this opinion.

The independent CPA financial review will be reviewed when filed. As with any agency audit or review, staff will follow up on findings of concern or regarding funds owed back to the Board. If the financial review is also inconclusive, we will be in this position again in a few months. The cost of an audit is greater than that of a financial review, so CUAN may have to consider this option carefully.

That certain expenses were paid entirely by one program, regardless of which program actually incurred the expense, raises other concerns and possibilities:

- Service reports suggest Planning Seed Grant activities were not implemented. If all expenses could be properly charged to the Community Outreach Program and variances explained, along with reclassifying of any which were initially reported in error.
- ***This might change the appearance of unspent revenue.***
- Each CCDDDB-funded program and its accounting must be kept separate from any other CCDDDB-funded programs, and funds for multiple programs should not be combined. Doing this represents a departure from CCDDDB Funding

Requirements and Guidelines (page 5, section 6.e.iii): *“The organization shall have accounting structures that provide accurate and complete information about all financial transactions related to each separate CCDDDB contract.”*

- ***This and related issues identified above make it impossible to calculate unspent funds to be returned.***

- Without additional financial and program information, we cannot say with confidence that funds were used for their intended purposes.
- ***A full financial audit, rather than a financial review, would offer a more complete picture of the financial activities of the agency during PY24.***

- From the representatives working with CUAN’s Executive Director and Board to complete this work and account for the six months of program activities, we understand that the existing records were difficult to interpret and report, especially for people with no prior experience with our systems.
- ***If the DDB were to approve the agency submitting reports for the third and fourth quarters, despite no revenue paid on either contract during that period, the representatives might explain expenses incurred in those quarters consistent with the original contracts, especially Community Outreach. However, this will not likely solve the issue of lack of record-keeping.***

The CCDDDB might request additional information from CUAN or require a full audit rather than the financial review which is underway.

Suggested Actions:

Motion to require CU Autism Network to submit a full audit report performed by an independent CPA firm, including supplemental information as identified in contracts.

- Approved
- Denied
- Modified
- Additional Information Needed

Motion to allow CU Autism Network to submit third and fourth quarter PY2024 reports, to detail program activities and clarify the full year of financial transactions.

- Approved
- Denied
- Modified
- Additional Information Needed



January 10, 2025

CCDDB
1776 E. Washington St.
Urbana, IL 61802

CCDDB,

I am writing to request a waiver in the withholding of payments for non-compliance for FY24 due to the audit not being received prior to December 31, 2024. The audit had a delay in being completed on time for two reasons:

The first delay is due to the previous Executive Director retiring for medical reasons without notice. I have been appointed the Interim Executive Director but I am also still completing the tasks of my former position of Administrative and Financial Assistant. I have found that doing both positions is very demanding and the board of directors is looking into how PACE will move forward. Until their decision is made I will be handling both positions.

The second delay came when I was diagnosed with COVID and missed two and a half weeks of work. My recovery time has been longer due to being immunocompromised. I have returned to work and we are working to complete the audit.

Without the CCDDB payments we may not have enough cashflow to continue the program for PSW as PACE has no additional funds at this time.

We should be able to complete this audit in February and March of 2025 per my auditor.

We request payments continue to be made and an extension for the audit which we will have to you no later than March 31, 2025.

Thank you for partnering with PACE to service Champaign County!

Sincerely,

Michelle Ingram
Interim Executive Director &
Administrative & Financial Assistant