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

*Minutes January 22, 2025*

*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.**

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**MEMBERS PRESENT:** Vicki Niswander, Kim Fisher, Neil Sharma (remote), Anne Robin

**MEMBERS EXCUSED:** Susan Fowler

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

**OTHERS PRESENT:** Annette Becherer, Jodie Harmon, Sarah Perry, Kelli Martin, Jami Olsen, Laura Bennett, Danielle Matthews, Patty Walters, DSC; Becca Obuchowski, 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, Kristina Forrest, Julie Duvall (CUAN); Adrienne Shockey, The Autism Program UIUC; Stacie Young, Parkland OTA Program

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**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:** Ms. Niswander 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.

**MOTION: Dr. Robin moved to accept the meeting schedule and timeline as presented. Dr. Fisher seconded the motion. A voice vote was taken and the motion passed.**

**ACRONYMS and GLOSSARY:**

A list of commonly used acronyms was posted.

**CITIZEN INPUT/PUBLIC PARTICIPATION:**

None.

**PRESIDENT'S COMMENTS:**

Ms. Niswander commented on the importance of the work of the agencies and the Board.

**EXECUTIVE DIRECTOR'S COMMENTS:**

Director Canfield reviewed the agenda.

**APPROVAL OF MINUTES:**

Minutes from the 11/20/24 meeting were included in the packet.

**MOTION: Dr. Fisher moved to approve the 11/20/24 board meeting minutes with an amendment to add her name to the list of Board members being listed as present. Ms. Niswander 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, Lynn Canfield, Stephanie Howard-Gallo, and Chris Wilson were included in the packet.

**NEW BUSINESS:**

**Mid-Year Progress Report:**

Jessica McCann and Angela Yost from Champaign County Regional Planning Commission presented on the Community Life Short Term Assistance program. Board members were given an opportunity to ask questions following the presentation.

**Notice of Funding Availability (NOFA):**

A copy of the Notice of Funding Availability (NOFA) was included in the Board packet for information only. The application system is open until February 10, 2025.

**Draft Revised CCDDDB By-Laws:**

A Decision Memorandum and a draft of revised CCDDDB By-Laws were included in the Board packet. Suggested changes were highlighted.

**MOTION: Dr. Robin moved to accept the draft revised CCDDDB By-Laws as presented. Ms. Niswander seconded the motion. A voice vote was taken and the motion passed unanimously.**

**Relocation of Staff Offices:**

A Decision Memorandum was included in the packet. A relocation of the CCDDDB/CCMHB business offices will be necessary. The County has different plans for the Brookens building.

**MOTION: Dr. Robin moved to approve the relocation of staff offices to the Scott M. Bennett Administrative Building 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. Dr. Fisher seconded the motion. A voice vote was taken and the motion passed unanimously.**

**Input from People with I/DD:**

None.

**OLD BUSINESS:**

**Response to Emerging Threats:**

Dr. Fisher requested a monthly discussion of vulnerable community members who may no longer receive federal benefits in the future.

**Engage Illinois:**

A summary of recent activities was included in the Board packet. Ms. Niswander provided additional information and reported they have a new energy.

*(Dr. Sharma left the meeting due to job obligations.)*

**Evaluation Capacity Building Project Update:**

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

**disAbility Resource Expo Update:**

A report from Expo coordinators was included in the packet for information only.

**Update on Late Agency Reports:**

A memorandum was included in the packet. At the November Board meeting the CCDDDB approved a request from Steve Beckett on behalf of CU Autism Network to extend a deadline for their late program and financial reports to January 8, 2025. Reports were submitted by the deadline. The findings of the reports were described at length in the Board packet. Staff still have questions regarding some of the reports.

Board members discussed the reports at length. Mr. Beckett was present for questions.

**MOTION: Dr. Robin moved to allow CU Autism to submit third and fourth quarter PY 2024 reports by May 15, 2025, to detail program activities and clarify the full year of financial transactions. Ms. Niswander seconded the motion. A roll call vote was taken. Niswander and Robin voted aye. Fisher voted nay. The motion passed.**

**Agency Request:**

A request from PACE was included in the packet for consideration. PACE requested a waiver in the withholding of payments due to a late audit. They anticipate having the audit completed in February or March.

**MOTION: Dr. Robin moved to waive suspension of payments due to the late PY2024 audit and authorize CCDDDB staff to release January, February, and March payments as scheduled. Ms. Niswander seconded the motion. A roll call vote was taken and all embers voted aye. The motion passed.**

**SUCSESSES AND AGENCY INFORMATION:**

Paula Vanier from PACE provided an update.

**COUNTY BOARD INPUT:**

None.

**CCMHB INPUT:**

The CCMHB will meet this evening.

**BOARD ANNOUNCEMENTS AND INPUT:**

Board members and staff will explore a different meeting time/day in order for Board members to fulfill their job obligations.

**ADJOURNMENT:**

The meeting adjourned at 11:16 a.m.

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

*\*Minutes approved by the CCDDB on February 19, 2025.*