



## CHAMPAIGN COUNTY MENTAL HEALTH BOARD

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### CHAMPAIGN COUNTY BOARD FOR CARE AND TREATMENT OF PERSONS WITH A DEVELOPMENTAL DISABILITY

#### Champaign County Developmental Disabilities Board (CCDDB) AGENDA

Wednesday, June 20, 2012

Brookens Administrative Building, Meeting Room 1  
1776 E. Washington St., Urbana, IL 61802

**8:00 AM**

1. Call to Order – Mr. Michael Smith, President
2. Roll Call – Stephanie Howard-Gallo
3. Additions to Agenda
4. Citizen Input
5. CCMHB Input
6. Approval of CCDDB Minutes
  - A. 5/23/12 Board Meeting\*  
*Minutes are included in the packet. Board action is requested.*
7. President's Comments – Mr. Michael Smith
8. Executive Director's Report – Peter Tracy
9. Staff Report – Lynn Canfield  
*Included in the Board packet.*
10. Agency Information
11. Financial Report
  - A. Approval of Claims\*  
*Included in the Board packet. Action is requested.*
12. New Business
  - A. CCDDB FY13 Budget\*  
*A Decision Memo on the CCDDB Fiscal Year 2013 Budget is included in the packet. Action is requested.*
  - B. Proposed FY13 Budgets managed by the CCMHB.  
*Copies are included in the packet for information only.*
  - C. Anti-Stigma Alliance\*  
*A Decision Memo on a 2013 event is included in the packet. Action is requested.*
13. Old Business
  - A. Recommendation for FY2013 Contracts\*  
*Included in the packet is a Decision Memo recommending redirection of funding. Action is requested.*
  - B. Revised Intergovernmental Agreement with the CCMHB\*  
*A Decision Memo on the revised IA is included in the packet. Action is requested.*

C. Disability Resource Expo

*A report from Barbara Bressner is included in the packet.*

14. Board Announcements

15. Adjournment

*\*Board action requested*

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

*Minutes – May 23, 2012*

*Brookens Administrative Center  
1776 E. Washington St.  
Urbana, IL  
Meeting Room 1 (Lyle Shields Room)*

*8:00 a.m.*

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**MEMBERS PRESENT:** Joyce Dill, Elaine Palencia, Mike Smith

**STAFF PRESENT:** Peter Tracy, Lynn Canfield, Nancy Crawford, Mark Driscoll,  
Stephanie Howard-Gallo

**OTHERS PRESENT:** Dale Morrissey, Vicki Tolf, Jennifer Carlson, Mandi Isaac,  
Annette Becherer, Felicia Gooler, Laura Bennett, Danielle  
Matthews, Ron Bribiesco, Developmental Services Center (DSC);  
Melissa McDaniel, Dennis Carpenter, Charleston Transitional  
Facility (CTF); Sally Mustered, C-U Autism Network; Jennifer  
Knapp, Jeanne Murray, Larissa Kramer, Dan Tortorelli, Linda  
Tortorelli, Vicki Niswander, Barb Buoy, Community Choices;  
Lynn Watson, Head Start; Tracy Parsons, Shandra Summerville,  
ACCESS Initiative of Champaign County; Sue Wittman,  
Community Elements (CE); Kim Woolridge, Down Syndrome  
Network (DSN); Sheila Krein, The Autism Project (TAP); Glenna  
Tharp, Persons Assuming Control of their Environment (PACE);  
Paula Vanier, Self-Advocate

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**CALL TO ORDER:**

Mr. Michael Smith called the meeting to order at 8:00 a.m.

**ROLL CALL:**

Roll call was taken and a quorum was present.

**ADDITIONS TO AGENDA:**

None.

**CITIZEN INPUT:**

Jennifer Knapp, Jeanne Murray, Larissa Kramer, Dan Tortorelli, Vicki Niswander and Paula Vanier encouraged Board members to consider funding the Community Choices Community Living Program.

**CHAMPAIGN COUNTY MENTAL HEALTH BOARD (CCMHB) INPUT:**

The CCMHB will meet later in the day.

**APPROVAL OF MINUTES:**

Minutes from the April 17, 2012 Board meeting were included in the packet.

**MOTION: Ms. Dill moved to approve the minutes from the April 17, 2012 Board meeting. Ms. Palencia seconded and the motion passed unanimously.**

**PRESIDENT'S COMMENTS:**

None.

**EXECUTIVE DIRECTOR'S REPORT:**

None.

**STAFF REPORT:**

Ms. Canfield's report was included in the Board packet.

**AGENCY INFORMATION:**

None.

**FINANCIAL INFORMATION:**

**Approval of Claims:**

A copy of the claims report was included in the Board packet.

**MOTION: Ms. Dill moved to accept the claims report as presented. Ms. Palencia seconded and the motion passed unanimously.**

**NEW BUSINESS:**

**Revised Memorandum of Understanding (MOU) with the CCMHB:**

A draft of the revised MOU was included in the Board packet for information only.

**PY13 Allocation Decisions:**

A Decision Memorandum was included in the Board packet. The purpose of the memorandum is to offer staff recommendations for FY13 (July 1, 2012 through June 30, 2013) funding allocations for the consideration of the Champaign County Developmental Disabilities Board (CCDDB). These recommendations are predicated on a thorough evaluation of applications using decision support criteria approved by the CCDDB in November 2011. Final funding decision authority rests with the CCDDB and their sole discretion and judgment concerning the most appropriate and efficacious use of available dollars based on assessment of community needs, best value, alignment with decision support criteria, pricing and affordability, and reasonable distribution of funds across disability areas.

The approved criteria delineated in the memorandum are to be used as guidance by the Board in assessing applications for CCDDB funding. However, they are not the sole considerations taken into account in finalizing funding decisions. Other considerations would include the judgment of the Board and its staff, opinion about the provider's ability to implement the program and services proposed, the soundness of the proposed methodologies, reasonableness of pricing and affordability of applications within the context of available dollars, and the administrative and fiscal capacity of the agency. Further, to be eligible to receive CCDDB funds, applications must reflect the goals and objectives stated in the Three Year Plan as well as the operating principles and public policy positions taken by the Board.

The final funding decisions rest with the CCDDB and their judgment concerning the most appropriate and efficacious use of available dollars based on assessment of community needs, equitable distribution across disability areas, and decision-support match up. The CCDDB allocation of funding is a complex task predicated on multiple variables. It is important to remember that our allocation process is not a request for proposals (RFP). Applicants for funding are not responding to a common set of specifications, but rather are applying for funding to address a wide variety of developmental disability service needs in our community. In many respects our job is significantly more difficult than simply conducting an RFP. Based on past experience, we can anticipate the nature and scope of applications will vary significantly. For this reason, a numerical rating/selection methodology is not applicable or relevant to our particular circumstances. Our focus is on what constitutes a best value to our community, based on a combination of cost and non-cost factors, and will reflect an integrated assessment of the relative merits of applications using criteria and priorities approved by the CCDDB.

**MOTION:** Ms. Dill moved to approve funding of \$12,000 as recommended for The Autism Society of Illinois – Champaign-Urbana Autism Network. Ms. Palencia seconded the motion. A roll call vote was taken and the motion passed unanimously.

**MOTION:** Ms. Dill moved to approve funding of \$15,000 as recommended for Champaign County Down Syndrome Network. Ms. Palencia seconded the motion. A roll call vote was taken and the motion passed unanimously.

**MOTION:** Ms. Dill moved to approve funding of \$41,675 as recommended for Champaign County Head Start/Early Head Start. Ms. Palencia seconded the motion. A roll call vote was taken and the motion passed unanimously.

**MOTION:** Ms. Dill moved to approve funding of \$13,500 as recommended for Charleston Transitional Facility (CTF) – Nursing. Ms. Palencia seconded the motion. A roll call vote was taken and the motion passed unanimously.

**MOTION:** Ms. Dill moved to approve funding of \$51,507 as recommended for Charleston Transitional Facility (CTF) – Residential. Ms. Palencia seconded the motion. A roll call vote was taken and the motion passed unanimously.

**MOTION:** Ms. Dill moved to approve funding of \$30,000 as recommended for Community Choices, Inc. – Customized Employment. Ms. Palencia seconded the motion. A roll call vote was taken and the motion passed unanimously.

**MOTION:** Ms. Dill moved to approve funding of \$20,000 for Community Choices, Inc. – Community Living. Ms. Palencia seconded the motion. A roll call vote was taken. Dill and Palencia voted aye. Smith voted nay. The motion passed.

**MOTION:** Ms. Dill moved to approve funding of \$35,000 for Community Elements, Inc. – Coordination of Services – DD/MI. Ms. Palencia seconded the motion. Dill and Palencia voted aye. Smith voted nay. The motion passed.

**MOTION:** Ms. Dill moved to approve funding of \$387,156 as recommended for Developmental Services Center – Family Development Center. Ms. Palencia seconded the motion. A roll call vote was taken and the motion passed unanimously.

**MOTION: Ms. Dill moved to approve funding of \$419,555 as recommended for Developmental Services Center – Apartment Services. Ms. Palencia seconded the motion. A roll call vote was taken and the motion passed unanimously.**

**MOTION: Ms. Dill moved to approve funding of \$154,000 as recommended for Developmental Services Center – CILA. Ms. Palencia seconded the motion. A roll call vote was taken and the motion passed unanimously.**

**MOTION: Ms. Dill moved to approve funding of \$404,136 as recommended for Developmental Services Center – Client/Family Support Services. Ms. Palencia seconded the motion. A roll call vote was taken and the motion passed unanimously.**

**MOTION: Ms. Dill moved to approve funding of \$181,525 as recommended for Developmental Services Center – Clinical Services. Ms. Palencia seconded the motion. A roll call vote was taken and the motion passed unanimously.**

**MOTION: Ms. Dill moved to approve funding of \$1,200,447 as recommended for Developmental Services Center – Developmental Training and Employment Services. Ms. Palencia seconded the motion. A roll call vote was taken and the motion passed unanimously.**

**MOTION: Ms. Dill moved to approve funding of \$345,090 as recommended for Developmental Services Center – Individual and Family Support. Ms. Palencia seconded the motion. A roll call vote was taken and the motion passed unanimously.**

**MOTION: Ms. Dill moved to approve funding of \$15,000 for Developmental Services Center – Individual and Family Support Expansion. Ms. Palencia seconded the motion. A roll call vote was taken and the motion passed unanimously.**

**MOTION: Ms. Dill moved to approve funding of \$59,546 as recommended for Persons Assuming Control of Their Environment (PACE) – Opportunities for Independence. Ms. Palencia seconded the motion. A roll call vote was taken and the motion passed unanimously.**

**MOTION: Ms. Dill moved to authorize the executive director to implement contract maximum reductions as described in the “Special Notification Concerning FY13 Awards” section of the memorandum**

**(see below). Ms. Palencia seconded the motion. A voice vote was taken and all members voted aye. The motion passed unanimously.**

*Special Notification Concerning FY13 Awards*

*The recommendations in this decision memorandum are based on revenue estimates which will not be finalized until the CCDDDB budget is approved by the Champaign County Board in November 2012. For this reason all FY13 CCDDDB contracts shall be subject to possible reductions in contract maximums necessary to compensate for any CCDDDB revenue shortfall. These reductions shall be documented by contract amendment at the discretion of the CCDDDB executive director with every effort made to maintain the viability and integrity of contracts approved for funding. The FY13 contract boilerplate shall also include the following provision:*

*Obligations of the Board will cease immediately without penalty or further payment being required if in any fiscal year the tax that is levied, collected and paid into the Developmental Disabilities Fund is judged by the CCDDDB executive director not to be sufficient for payment as delineated in the terms and conditions under this Contract.*

**OLD BUSINESS:**

**CCMHB/CCDDDB Cultural Competence Plan Feedback:**

Ms. Shandra Summerville's comments on submitted plans were included in the Board packet for information only.

**Overview of Ligas v. Hamos:**

A copy of the PowerPoint presentation made by Tony Records, Monitor of the Ligas Implementation Plan was included in the Board packet for information only.

**Disability Resource Expo:**

A report from Ms. Barb Bressner was included in the packet.

**BOARD ANNOUNCEMENTS:**

None.

**ADJOURNMENT:**

The meeting adjourned at 9:10 a.m.

Respectfully Submitted by: Stephanie Howard-Gallo

*\*Minutes are in draft form and are subject to CCDDDB approval.*



## **Lynn Canfield, Associate Director for Developmental Disabilities**

### **Staff Report –June 20, 2012**

**FY12 Quarterly Reports and Program Monitoring Visits:** The remaining FY12 third quarter agency reports, along with those for which revisions had been requested, were received and processed. FY12 fourth quarter reports and Annual Performance Measure reports are due on August 31, 2012. The quarterly report section of the online system has been opened in order for agencies to submit reports anytime up to that date.

In late May, Stephanie Howard-Gallo and I conducted site visits of the Developmental Services Center's Client/Family Support Services, Individual and Family Support, Clinical, and Developmental Training/Employment Services programs. In order to include files representative of the various services supported by the DT/ES contracts, we spent an afternoon and the following morning in review and discussion. Additional detail about consumer wages and wage calculation has been provided, and training on their use is offered for mid-July. During my conversation with staff in the C/FSS program, I learned about the agency's overhaul of all person-centered planning documents, including a new Risk Assessment, and how these changes look in the Individual Service Plans; our review of consumer files included several such updated plans. Forms and procedures unique to each of the IFS and Clinical programs were demonstrated during the respective site visits; all consultant contracts and licenses related to the latter contract were provided for our files. We will meet with the director of the Autism Society of Illinois and the coordinator of CU Autism Network on June 15 for annual review of the program and are scheduling the remaining FY12 visits for late June and early July.

**FY13 Agency Contracts:** Mark Driscoll, Stephanie Howard-Gallo, and I prepared and distributed FY13 agency contracts for signature, except where negotiation is not complete. Many special provisions from FY12 continue to FY13. Emails went out shortly after the allocation decisions were approved, detailing for each agency what is expected now. We completed contract negotiation with Community Choices regarding the Community Living Program and will meet with Community Elements regarding the Coordination of Services – DD/MI contract. The online system is open, and all relevant program and financial forms set in Pending status for agencies to make changes as described in their award letters/emails or contract negotiations. On June 12, I participated in a training related to ACCESS contracts and subsequently worked with Mark Driscoll and the online system developer to clone FY12 forms into FY13 without causing harm to other revisions in progress. The deadline for submission of revised forms and return of signed contracts is June 15. Agencies requiring more time due to contract amendments or incomplete or failed negotiation have been given extensions of June 22 and June 30.

**The Mental Health Agencies Council** met on May 22. Peter Tracy reviewed the allocation decision process. Tracy Parsons had been involved in Youth Violence meetings earlier in the day, talked about Children's Mental Health Awareness Week, and announced the (then) upcoming Wrap process training by Karl and Kathy Dennis. Juli Kartel recommended the book, "The Boy Who Was Raised as a Dog."

Darlene Kloeppel announced the opportunity for a SAMHSA grant for Peer Court, for which the deadline was two weeks away; this would feature the principles of trauma-informed SOC that we're learning from the ACCESS grant.

**Other Activity:** Peter Tracy and I continue to correspond and meet with Dr. George Ordal regarding nutrition and behavioral health. He has recommended a book called "The Perfect Health Diet" but shared caution regarding oxalates, which can be found in high concentration in some of our 'healthiest' dietary choices (spinach, e.g.) and appear to be related to kidney stones and other serious ailments. When I'm feeling brave, I run these ideas and articles past physicians, personal trainers, and other interested persons, with varying results. I attended the second Micro-Urban Transformational Leadership event hosted by the Chancellor and Mayors on May 24 and a meeting of the Community Response Group on May 25. In early June, Mark and I met with United Way staff in preparation for a quarterly Local Funders Group meeting, rescheduled to June 19; discussion included planning for FY13 and beyond. I have not found updated information regarding the Implementation of the Ligas Consent Decree and possible local impact, and this month's PUNS report (from DHS DDD website) appears to duplicate data reported in May.

**Unmet DD Service Needs in Champaign County:** From the DHS Division of Developmental Disabilities website, PUNS reports sorted for Champaign County, we have noted:

2/1/11:       **194** residents with emergency need; of **269** in crisis, **116** recent or coming HS graduates.  
4/5/11:       **198** with emergency need; of **274** in crisis, **120** recent or coming grads.  
5/12/11:      **195** with emergency need; of **272** in crisis, **121** are recent or coming grads.  
6/9/11:       **194** with emergency need; of **268** in crisis, **120** are recent or coming grads  
10/4/11:      **201** with emergency need; of **278** in crisis, **123** are recent or coming grads.  
12/5/11:      **196** with emergency need; of **274** in crisis, **122** are recent or coming grads.  
1/9/12:       **no change** from 12/5/11 report.  
5/7/12:       **222** with emergency need; of **289** in crisis, **127** are recent or coming grads.  
6/4/12:       **no change** from 5/7/11 report.

The majority of existing supports are in Education, with Speech and Occupational Therapy following. Desired supports include Personal Support, Transportation, Occupational Therapy, Support for in-center activities, Support to work in community, Behavioral Supports, Speech Therapy, 24 hour Residential, Other Transportation, Respite, Physical Therapy, Intermittent Residential, and Assistive Technology.



PUNS Data By County and Selection Detail

June 04, 2012

**County: Champaign**

**Reason for PUNS or PUNS Update**

New	152
Annual Update	91
Change of category (Emergency, Planning, or Critical)	15
Change of service needs (more or less) - unchanged category (Emergency, Planning, or Critical)	4
Person is fully served or is not requesting any supports within the next five (5) years	143
Moved to another state, close PUNS	5
Person withdraws, close PUNS	16
Deceased	2
Other, supports still needed	2
Other, close PUNS	28

**EMERGENCY NEED(Person needs in-home or day supports immediately)**

1. Individual needs immediate support to stay in their own home/family home (short term - 90 days or less); e.g., hospitalization of care giver or temporary illness of an individual living in their own home.	9
2. Individual needs immediate support to stay in their own home/family home or maintain their employment situation (long term); e.g., due to the person's serious health or behavioral issues.	20
3. Care giver needs immediate support to keep their family member at home (short term - 90 days or less); e.g., family member recuperating from illness and needs short term enhanced supports.	4
4. Care giver needs immediate support to keep their family member at home (long term); e.g., care giver is permanently disabled or is terminally ill and needs long term enhanced supports immediately to keep their family member at home.	10

**EMERGENCY NEED(Person needs out-of-home supports immediately)**

1. Care giver is unable or unwilling to continue providing care (e.g., person has been abandoned).	29
2. Death of the care giver with no other supports available.	4
3. Person has been committed by the court or is at risk of incarceration.	2
4. Person is living in a setting where there is suspicion of abuse or neglect.	4
5. Person is in an exceedingly expensive or inappropriate placement and immediately needs a new place to live (for example, an acute care hospital, a mental health placement, a homeless shelter, etc.).	7
6. Other crisis, Specify:	133

**CRITICAL NEED(Person needs supports within one year)**

1. Individual or care giver will need support within the next year in order for the individual to continue living in their current situation.	29
2. Person has a care giver (age 60+) and will need supports within the next year.	7
3. Person has an ill care giver who will be unable to continue providing care within the next year.	3
4. Person has behavior(s) that warrant additional supports to live in their own home or family home.	26
5. Individual personal care needs cannot be met by current care givers or the person's health has deteriorated.	7
6. There has been a death or other family crisis, requiring additional supports.	4
7. Person has a care giver who would be unable to work if services are not provided.	18
8. Person or care giver needs an alternative living arrangement.	12
9. Person has graduated or left school in the past 10 years, or will be graduating in the next 3 years.	127
10. Person is living in an inappropriate place, awaiting a proper place (can manage for the short term; e.g., persons aging out of children's residential services).	2
11. Person moved from another state where they were receiving residential, day and/or in-home supports.	7
12. The state has plans to assist the person in moving within the next year (from a state-operated or private Intermediate Care Facility for People with Developmental Disabilities, nursing home or state hospital).	1
13. Person is losing eligibility for Department of Children and Family Services supports in the next year.	5
14. Person is losing eligibility for Early Periodic Screening, Diagnosis and Treatment supports in the next year.	3
15. Person is losing eligibility for Intermediate Care Facility for People with Developmental Disabilities supports in the next year.	1
16. Person is losing eligibility for Medically Fragile/Technology Dependant Children's Waiver supports in the next year.	1
17. Person is residing in an out-of-home residential setting and is losing funding from the public school system.	1



PUNS Data By County and Selection Detail

June 04, 2012

20. Person wants to leave current setting within the next year.	5
21. Person needs services within the next year for some other reason, specify:	30

**PLANNING FOR NEED(Person's needs for service is more than a year away but less than 5 years away, or the care giver is older than 60 years)**

1. Person is not currently in need of services, but will need service if something happens to the care giver.	70
2. Person lives in a large setting, and person/family has expressed a desire to move (or the state plans to move the person).	1
3. Person is dissatisfied with current residential services and wishes to move to a different residential setting.	1
4. Person wishes to move to a different geographic location in Illinois.	2
5. Person currently lives in out-of-home residential setting and wishes to live in own home.	1
6. Person currently lives in out-of-home residential setting and wishes to return to parents' home and parents concur.	2
8. Person or care giver needs increased supports.	45
9. Person is losing eligibility for Department of Children and Family Services supports within 1-5 years.	2
14. Other, Explain:	16

**EXISTING SUPPORTS AND SERVICES**

Respite Supports (24 Hour)	20
Respite Supports (<24 hour)	20
Behavioral Supports (includes behavioral intervention, therapy and counseling)	94
Physical Therapy	64
Occupational Therapy	115
Speech Therapy	143
Education	182
Assistive Technology	32
Homemaker/Chore Services	3
Adaptions to Home or Vehicle	4
Personal Support under a Home-Based Program, Which Could Be Funded By Developmental Disabilities, Division of Rehabilitation Services or Department on Aging (can include habilitation, personal care, respite, retirement supports, budgeting, etc.)	6
Medical Equipment/Supplies	10
Nursing Services in the Home, Provided Intermittently	2
Other Individual Supports	19

**TRANSPORTATION**

Transportation (include trip/mileage reimbursement)	123
Other Transportation Service	51
Senior Adult Day Services	2
Developmental Training	72
"Regular Work"/Sheltered Employment	79
Supported Employment	41
Vocational and Educational Programs Funded By the Division of Rehabilitation Services	13
Other Day Supports (e.g. volunteering, community experience)	9

**RESIDENTIAL SUPPORTS**

Community Integrated Living Arrangement (CILA)/Family	4
Community Integrated Living Arrangement (CILA)/Intermittent	4
Community Integrated Living Arrangement (CILA)/Host Family	1
Community Integrated Living Arrangement (CILA)/24 Hour	31
Intermediate Care Facilities for People with Developmental Disabilities (ICF/DD) 16 or Fewer People	8
Intermediate Care Facilities for People with Developmental Disabilities (ICF/DD) 17 or More People	1
Skilled Nursing Facility/Pediatrics (SNF/PED)	3
Supported Living Arrangement	2
Shelter Care/Board Home	1
Children's Residential Services	6



**PUNS Data By County and Selection Detail**

**June 04, 2012**

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Child Care Institutions (Including Residential Schools)	5
Other Residential Support (including homeless shelters)	8
<b>SUPPORTS NEEDED</b>	
Personal Support (includes habilitation, personal care and intermittent respite services)	229
Respite Supports (24 hours or greater)	86
Behavioral Supports (includes behavioral intervention, therapy and counseling)	140
Physical Therapy	83
Occupational Therapy	164
Speech Therapy	138
Assistive Technology	68
Adaptations to Home or Vehicle	29
Nursing Services in the Home, Provided Intermittently	6
Other Individual Supports	42
<b>TRANSPORTATION NEEDED</b>	
Transportation (include trip/mileage reimbursement)	228
Other Transportation Service	93
<b>VOCATIONAL OR OTHER STRUCTURED ACTIVITIES</b>	
Support to work at home (e.g., self employment or earning at home)	6
Support to work in the community	157
Support to engage in work/activities in a disability setting	158
<b>RESIDENTIAL SUPPORTS NEEDED</b>	
Out-of-home residential services with less than 24-hour supports	75
Out-of-home residential services with 24-hour supports	113

CHAMPAIGN COUNTY

EXPENDITURE APPROVAL LIST

6/07/12

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VENDOR NO	VENDOR NAME	TRN B DTE	TR N CD	TRANS NO	PO NO	CHECK NUMBER	CHECK DATE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ITEM DESCRIPTION	EXPENDITURE AMOUNT
*** FUND NO. 108 DEVLPMNTL DISABILITY FUND											
*** DEPT NO. 050 DEVLMMNTL DISABILITY BOARD											
90	CHAMPAIGN COUNTY TREASURER	6/04/12	02 VR	108-	51	470515	6/07/12	108-050-533.07-00	MENT HLTH BD FND 090 PROFESSIONAL SERVICES	JUN ADMIN FEE VENDOR TOTAL	24,367.00 24,367.00 *
104	CHAMPAIGN COUNTY TREASURER	6/04/12	02 VR	108-	47	470517	6/07/12	108-050-533.92-00	HEAD START FUND 104 CONTRIBUTIONS & GRANTS	MAY/JUN EARLY HDSTR VENDOR TOTAL	6,945.00 6,945.00 *
5352	AUTISM SOCIETY OF ILLINOIS	6/04/12	02 VR	108-	45	470534	6/07/12	108-050-533.92-00	GRANTS CONTRIBUTIONS & GRANTS	MAY/JUN AUTISM SOCT VENDOR TOTAL	2,000.00 2,000.00 *
16011	CHARLESTON TRANSITIONAL FACILITY	5/16/12	03 VR	108-	44	469553	5/17/12	108-050-533.92-00	CONTRIBUTIONS & GRANTS	APR RESIDENTIAL VENDOR TOTAL	3,167.00 3,167.00 *
18203	COMMUNITY CHOICE, INC	6/04/12	02 VR	108-	48	470560	6/07/12	108-050-533.92-00	CONTRIBUTIONS & GRANTS	MAY/JUN CSTM EMPLYM VENDOR TOTAL	5,000.00 5,000.00 *
22300	DEVELOPMENTAL SERVICES CENTER OF	6/04/12	02 VR	108-	49	470565	6/07/12	108-050-533.92-00	CHAMPAIGN COUNTY INC CONTRIBUTIONS & GRANTS	MAY/JUN APRTMENT SV MAY/JUN CLNT FAM SU MAY/JUN CLNCL SUPSV MAY/JUN DEVELP TRAI MAY/JUN FAM DEV CTR MAY/JUN IND/FAM SUP MAY/JUN CILA-RESID VENDOR TOTAL	68,558.00 66,032.00 29,656.00 197,116.00 63,575.00 56,384.00 25,670.00 506,991.00 *

CHAMPAIGN COUNTY

EXPENDITURE APPROVAL LIST

6/07/12

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VENDOR NO	VENDOR NAME	TRN DTE	B N CD	TR NO	TRANS NO	PO NO	CHECK NUMBER	CHECK DATE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ITEM DESCRIPTION	EXPENDITURE AMOUNT
*** FUND NO. 108 DEVLPMNTL DISABILITY FUND												
22816	DOWN SYNDROME NETWORK	6/04/12	02 VR	108-	46		470567	6/07/12	108-050-533.92-00	C/O WENDY BARKER CONTRIBUTIONS & GRANTS	MAY/JUN DOWN SYNDRM VENDOR TOTAL	2,500.00 2,500.00 *
54930	PERSONS ASSUMING CONTROL OF THEIR	6/04/12	02 VR	108-	50		470613	6/07/12	108-050-533.92-00	ENVIROMENT, INC CONTRIBUTIONS & GRANTS	MAY/JUN OPPRT FR IN VENDOR TOTAL	9,926.00 9,926.00 *
										DEVLPMNTL DISABILITY BOARD	DEPARTMENT TOTAL	560,896.00 *
										DEVLPMNTL DISABILITY FUND	FUND TOTAL	560,896.00 *



## CHAMPAIGN COUNTY MENTAL HEALTH BOARD

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### CHAMPAIGN COUNTY BOARD FOR CARE AND TREATMENT OF PERSONS WITH A DEVELOPMENTAL DISABILITY

#### DECISION MEMORANDUM

**DATE:** June 20, 2012  
**TO:** Members, Champaign County Developmental Disabilities Board (CCDDB)  
**FROM:** Peter Tracy, Executive Director  
**SUBJECT:** FY13 Champaign County Budget Submission

**Recommended Action:** The purpose of this memorandum is to seek approval of the preliminary budget managed by the Champaign County Developmental Disabilities Board (CCDDB) for County Fiscal Year 2013 (December 1, 2012 through November 30, 2013).

**Issue:** All Champaign County Departments are required to submit their proposed operating budgets to the Champaign County Administrator in July and the Champaign County Board in August for review, comment, and disposition. In November, final budgets for county departments are formally approved by the Champaign County Board.

**Programs:** The attached document is the proposed FY13 budget for the Champaign County Developmental Disabilities Board. Proposed budgets for the Champaign County Mental Health Board are included for information only.

**Fiscal/Budget Impact:** Approval of this budget by the CCDDB and the Champaign County Board will allow us to conduct business and meet our contracted obligations as specified in the FY13 allocation decisions made by the CCDDB in May 2012.

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**Decision Section:** Motion to approve the attached budget document for County Fiscal Year 2013 for the Champaign County Developmental Disabilities Board.

\_\_\_\_\_ Approved  
\_\_\_\_\_ Denied  
\_\_\_\_\_ Modified  
\_\_\_\_\_ Additional Information Needed



CCDDB PROPOSED BUDGET - FY13			
		DDB FY12	DDB FY13
			Proposed
Line Item	Description	Budget	Budget
<b>Revenue</b>			99% 3,691,324
311.19	Property Taxes, Current	3,673,507	1.5%> 3,728,610
313.24	Back Property Taxes		500
314.10	Mobile Home Tax		1,000
315.10	Payment in Lieu of Taxes		1,000
361.10	Investment Interest	4,000	500
	<b>TOTAL</b>	<b>3,677,507</b>	<b>3,731,610</b>
			w/99% 3,694,324
Line Item	Description		
<b>Expenditures</b>			
533.07	Professional Fees	292,575	315,547
533.88	Capital Grants		
533.89	Public Relations		
533.92	Contributions/Grants	3,380,932	3,416,063
		3,673,507	3,731,610
	Revenue over Expenses	4,000	-
	Adjusted Revenue=99%	3,636,772	3,694,324
	Difference	(36,735)	(37,286)
6/13/12 - nkc			

**CCMHB Budget Worksheet - FY13**

**MHB**

**MHB**

**Proposed Budget**

**PROPOSED**

<b>Line Item</b>	<b>Description</b>	<b>FY12 BUDGET</b>		<b>FY13 BUDGET</b>
		<b>as of 5/31/12</b>		<b>6/11/2012</b>
<b>Revenue</b>				
311.24	Property Taxes, Current	3,751,272	>1.5%	3,807,541
313.24	Back Property Taxes	500		500
314.10	Mobile Home Tax	4,000		4,000
315.10	Payment in Lieu of Taxes	700		700
336.23	DD Revenue	292,402		315,547
361.10	Investment Interest	1,250		1,100
363.10	Gifts & Donations	10,000		10,000
	<b>TOTAL</b>	<b>4,060,124</b>		<b>4,139,388</b>
<b>Line Item</b>	<b>Description</b>			
<b>Expenditures</b>				368,922
511.02	Appointed Official	120,946		124,693
511.03	Reg FTE	167,360		173,277
511.24	Joint Staff	67,832		70,952
513.01	FICA	27,627		28,223
513.02	IMRF	36,366		37,999
513.04	W-Comp	1,589		1,845
513.05	Unemployment	2,680		3,560
513.06	H/L Insurance	37,500		39,350
		<b>461,900</b>		<b>479,898</b>
522.01	Printing	1,000		1,000
522.02	Office Supplies	3,000		3,250
522.03	Books/Periodicals	500		500
522.04	Copier Supplies	500		1,000
522.06	Postage/UPS/Fed X	5,000		4,250
522.44	Equip Under \$1,000	5,000		5,000
		<b>15,000</b>		<b>15,000</b>
533.07	Professional Fees	197,925		225,000
533.12	Travel	4,000		4,000
533.20	Insurance	<b>5,000</b>		5,000
533.29	Computer Services	<b>3,425</b>		4,385
533.33	Telephone	<b>1,925</b>		1,925
533.42	Equipment Maintenance	750		750
533.50	Office Rental	24,575		25,542
533.51	Equipment Rental	650		650
533.70	Legal Notices/Ads	150		150
533.72	Dept Operating Expense	200		200
533.84	Business Meals/Expense	1,500		1,500
533.85	Photocopy Services	<b>3,540</b>		3,540
533.89	Public Relations	50,000		55,000
533.92	Contributions/Grants	3,242,984		3,262,848
533.93	Dues/Licenses	26,500		26,500
533.95	Conferences/Training	15,000		22,500
		<b>3,578,124</b>		<b>3,639,490</b>
534.37	Finance Charges Bank Fees	100		
544.33	Furnishings/Equipment	5,000		5,000
	<b>TOTAL</b>	<b>4,060,124</b>		<b>4,139,388</b>
	Revenue over Expenses	-		(0)

<b>Delinquency Prevention Grant - County FY13 BUDGET</b>			
<b>Budget Projections</b>			<b>Proposed</b>
<b>Line Item</b>	<b>Description</b>	<b>FY12 Budget</b>	<b>FY13 Budget</b>
<b>REVENUE</b>			
369.90	Other Misc. Revenue	-	
371.06	Public Safety Tax Fund Revenue	203,116	209,209
	<b>Total Revenue</b>	<b>203,116</b>	<b>209,209</b>
533.07	Professional Services	-	
533.92	Contributions & Grants	203,116	209,209
	<b>Total Expenditures</b>	<b>203,116</b>	<b>209,209</b>
<i>JJPD Budget FY13 - nkc - 5/30/12</i>			

<b>Proposed BUDGET COUNTY FY13</b>			
<b>Drug Courts Program Grant 685-053</b>			
		<b>Budget County FY12</b>	<b>Proposed Budget County FY13</b>
<b>REVENUE</b>			
685-053-331.78	Federal Grants Justice Drug Courts Program	100,000	100,000
685-053-341.10	Court Fees & Charges	20,000	20,000
685-053-361.10	Investment Interest	35	25
685-053-363.10	Gifts and Donations	1,500	1,000
	<b>TOTAL</b>	<b>121,535</b>	<b>121,025</b>
<b>EXPENDITURES</b>			
685-053-522.06	Postage	66	-
685-053-533.92	Contributions & Grants (FFS)	121,469	121,025
		<b>121,535</b>	<b>121,025</b>
<i>Drug Court Budget/Financials 2013 5/30/12 nkc</i>			



## CHAMPAIGN COUNTY MENTAL HEALTH BOARD

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### CHAMPAIGN COUNTY BOARD FOR CARE AND TREATMENT OF PERSONS WITH A DEVELOPMENTAL DISABILITY

#### DECISION MEMORANDUM

**DATE:** June 20, 2012  
**TO:** Members, Champaign County Developmental Disabilities Board (CCDDB)  
**FROM:** Peter Tracy, Executive Director  
**SUBJECT:** Anti-Stigma Community Event – Roger Ebert’s Film Festival 2013

**Recommended Action:** The purpose of this memorandum is to seek approval for the Executive Director to commit to working with the Champaign County Anti-Stigma Alliance to sponsor an anti-stigma film at the 2013 Roger Ebert’s Film Festival along with a free screening of an anti-stigma film at the Virginia Theatre immediately following the conclusion of, or during, the festival.

**Issue:** The Roger Ebert’s Film Festival and free community screening are the centerpiece of our anti-stigma efforts in Champaign County. Our status as a primary sponsor has grown over the years, reaping increased exposure, special attention from Roger and Chaz Ebert, and collaboration with new local alliance members.

**Programs:** Mental Health, Developmental Disabilities, and Substance Abuse social marketing and anti-stigma community events.

**Fiscal/Budget Impact:** The total cost to the CCDDB for the event/sponsorship is approximately \$15,000. We continue to offset costs with contributions from members and ticket sales, totaling \$6750 in FY12.

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**Decision Section:** Motion to approve up to \$15,000 as the CCDDB share, contingent on approval of \$15,000 by the CCMHB to fund an equal share. FY12 excess revenue options should be utilized first if available.

\_\_\_\_\_ Approved  
\_\_\_\_\_ Denied  
\_\_\_\_\_ Modified  
\_\_\_\_\_ Additional Information Needed



## CHAMPAIGN COUNTY MENTAL HEALTH BOARD

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### CHAMPAIGN COUNTY BOARD FOR CARE AND TREATMENT OF PERSONS WITH A DEVELOPMENTAL DISABILITY

#### DECISION MEMORANDUM

**DATE:** June 20, 2012  
**TO:** Members, Champaign County Developmental Disabilities Board (CCDDB)  
**FROM:** Peter Tracy, Executive Director  
**SUBJECT:** Recommendation for FY13 Contracts - Developmental Services Center (DSC)  
Individual and Family Support Program

**Recommended Action:** The purpose of this memorandum is to recommend redirection of \$15,000 from the Individual Family Support Expansion to the regular Individual and Family Support program.

**Issue:** Pursuant to the board's May 23, 2012 allocation decisions, CCDDB staff and Developmental Services Center were unable to reach an agreement regarding revised program and financial plans for the Individual and Family Support – Expansion contract. DSC indicated that none of the proposed program components could be implemented for the amount allocated by the CCDDB, and therefore requested consideration of redirection of the \$15,000 award the regular IFS program.

**Programs:** Developmental Services Center's Individual and Family Support.

**Fiscal/Budget Impact:** Approval of this recommendation is budget neutral. This \$15,000 is already included as part of the FY13 CCDDB allocation plan.

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**Decision Section:** Motion to approve redirection of \$15,000 to the FY2013 Individual and Family Support contract. The new FY13 contract maximum for this program will be \$360,090.

\_\_\_\_\_ Approved  
\_\_\_\_\_ Denied  
\_\_\_\_\_ Modified  
\_\_\_\_\_ Additional Information Needed



## CHAMPAIGN COUNTY MENTAL HEALTH BOARD

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### CHAMPAIGN COUNTY BOARD FOR CARE AND TREATMENT OF PERSONS WITH A DEVELOPMENTAL DISABILITY

#### DECISION MEMORANDUM

**DATE:** June 20, 2012  
**TO:** Members, Champaign County Developmental Disabilities Board (CCDDB)  
**FROM:** Peter Tracy, Executive Director  
**SUBJECT:** Intergovernmental Agreement with the Champaign County Mental Health Board (CCMHB)

**Recommended Action:** The purpose of this memorandum is to recommend approval of the attached draft Intergovernmental Agreement between the Champaign County Developmental Disabilities Board (CCDDB) and the Champaign County Mental Health Board (CCMHB). This agreement will supersede all previous memoranda of understandings between the CCDDB and the CCMHB.

**Issue:** The current Memorandum of Understanding between the CCMHB and CCDDB was developed shortly following the successful referendum which created the CCDDB. Many of the original provisions of the agreement were focused on start-up and implementation. A new and updated agreement is needed to adequately define the relationship between the CCDDB and CCMHB.

**Programs:** Champaign County Developmental Disabilities Board and Champaign County Mental Health Board,

**Fiscal/Budget Impact:** The fiscal and budget implications are specified in the draft Intergovernmental Agreement.

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**Decision Section:** Motion to approve the attached Intergovernmental Agreement with the Champaign County Mental Health Board, contingent on the approval of the CCMHB.

\_\_\_\_\_ Approved  
\_\_\_\_\_ Denied  
\_\_\_\_\_ Modified  
\_\_\_\_\_ Additional Information Needed

DRAFT

## INTERGOVERNMENTAL AGREEMENT

THIS INTERGOVERNMENTAL AGREEMENT is entered into this \_\_\_\_ day of \_\_\_\_\_, 2012 by and between the **Champaign County Mental Health Board** (hereinafter the "Mental Health Board") and the **Champaign County Board for the Care and Treatment of Persons with a Developmental Disability** (hereinafter the "Developmental Disabilities Board"). The parties hereby enter into this INTERGOVERNMENTAL AGREEMENT to delineate respective roles, responsibilities, and financial obligations associated with the shared administrative structure that shall be responsible for the staffing and operation of the Mental Health Board and the Developmental Disabilities Board. Both parties understand and agree as follows:

### WITNESSETH

WHEREAS, the Mental Health Board has a statutory responsibility (Illinois Community Mental Health Act, 405 ILCS 20 / Section 0.1 et.seq.) to plan, fund, monitor, and evaluate mental health, substance abuse, and developmental disability services in Champaign County;

WHEREAS, the Developmental Disabilities Board has a statutory authority (County Care for Persons with Developmental Disabilities Act, 55 ILCS 105 / Section 0.01 et. seq.) to fund services and facilities for the care and treatment of persons with a developmental disability.

WHEREAS, the Mental Health Board and Developmental Disabilities Board have overlapping responsibilities pertaining to planning, funding, monitoring and evaluating developmental disability programs and services in Champaign County.

WHEREAS, the members of the Mental Health Board and the Developmental Disabilities Board are appointed by the Chair of the Champaign County Board and as such have committed to share the same administrative structure to maximize the funding available for direct mental health and developmental disabilities programs and services.

WHEREAS, the Parties agree sharing an administrative structure will reduce administrative costs, maximize available funding for direct services and assure an integrated planning process for developmental disabilities and behavioral health programs and services.

NOW, THEREFORE, it is the agreement of the parties that this INTERGOVERNMENTAL AGREEMENT is entered into in order to assure an efficient, ongoing, cooperative effort that will benefit people with disabilities in Champaign County.



**The Parties Agree to the Following Procedure for the Retention of an Executive Director:**

1. The chief administrative employee shall serve in a dual (i.e., shared) capacity as Executive Director of the Mental Health Board, as well as, Executive Director of the Developmental Disabilities Board.
2. The terms and conditions of the Executive Director's employment shall be delineated in an employment contract with both the Developmental Disabilities Board and the Mental Health Board as Parties to the agreement.
3. Each Board shall complete a separate annual performance evaluation of the Executive Director. If either Board rates the Executive Director as "less than satisfactory," a Joint Personnel Committee comprised two (2) officers of the Mental Health Board and two (2) members of the Developmental Disabilities Board shall be convened to assess the situation and formulate recommendations. A recommendation of termination by the Joint Personnel Committee shall require ratification by both Boards by majority vote.
4. Process for selection of a new shared executive director: At such time as it becomes necessary to fill the shared position of Executive Director for the Mental Health Board and the Developmental Disabilities Board, the search and decision process shall include the following steps and processes.
  - a. The Mental Health Board and the Developmental Disabilities Board shall develop and agree upon selection criteria for the shared Executive Director position.
  - b. The Joint Personnel Committee (JPC) shall be convened and assigned responsibility for managing the search and selection process for the shared Executive Director using the aforementioned job description and selection criteria.
  - c. The JPC may elect to assume responsibility for direct management of all aspects of the search process including advertising for the position, screening of applications, selections of candidates to be interviewed and recommended to the CCMHB and CCDDDB for final approval.
  - d. Ultimately, the first and second (alternate) choices for the shared Executive Director position will be determined by majority vote of the JPC.
  - e. If within 45-days the JPC is unable to identify the first choice candidate by majority vote, the Champaign County Administrator shall be consulted and briefed on the search and selection process to date. Following this, the JPC and the Champaign County Administrator shall vote to determine the chosen candidate.

**The Parties Agree to the Following Financial Commitments:**

5. There shall be ongoing communication between the Mental Health Board and the Developmental Disabilities Board. On at least a quarterly basis, the shared Executive Director shall meet with the Presidents of the Mental Health Board and the Developmental Disabilities Board to review the status of the provision of administrative services, to discuss coordination of funding for developmental disabilities services, to coordinate regarding anti-stigma projects and activities, and to address any other items pertinent to the operations of either Board.
6. The Mental Health Board shall provide funding for developmental disabilities services using the FY12 amount of \$529,852 as a base with annual increases or decreases predicated on the percentage of increase or decrease in the levy fund in subsequent years.
7. The organization of Champaign County Government makes it cumbersome for administrative costs to be paid by both the Mental Health Board and the Developmental Disabilities Board. To simplify matters, all administrative costs shall be paid through the Mental Health Board fund/account. The Developmental Disabilities Board will transfer their share of administrative costs to the Mental Health Board for this purpose.
8. The current split for administrative costs is 42.15% for the Developmental Disabilities Board share with the remainder paid by the Mental Health Board. This percentage is based on a time study of staff effort to determine the salary cost split between the Boards. Subsequent time studies and appropriate cost sharing adjustments shall be determined through the regular meetings between the Presidents of the Mental Health Board and the Developmental Disabilities Board.

**Miscellaneous Provisions:**

9. Nothing contained herein serves to limit, alter, or amend either party's duties, rights, or responsibilities as set out in applicable State statutes, law or regulations.
10. This agreement can be amended at anytime based on needs identified at the quarterly Presidents Meeting, but shall not be terminated without the written approval of the Champaign County Board Chair.

**Governing Law:**

11. This Agreement shall be interpreted, construed and governed by the laws of the State of Illinois.

**Entirety of Agreement:**

12. This Agreement embodies all representations, obligations, agreements and conditions in relation to the subject matters hereof, and no representations, obligations, understandings, or agreements, oral or otherwise, in relation thereto exist between the parties except as expressly set forth herein and incorporated herein by reference. This Agreement constitutes the entire agreement between the Mental Health Board and the Developmental Disabilities Board on the subject matters hereof and supersedes and replaces any and all other understandings, obligations, representations and agreements, whether written or oral, express or implied, between or by the Mental Health Board and the Developmental Disabilities Board. This Agreement may be amended or terminated only by an instrument in writing duly executed by the parties hereto.

IN WITNESS WHEREOF, the Parties have caused this INTERGOVERNMENTAL AGREEMENT to be executed by their authorized representatives on the \_\_\_ day of \_\_\_\_\_, 2012.

**For the Champaign County Board for the Care and Treatment of Persons with a Developmental Disability:**

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**For the Champaign County Mental Health Board**

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**Reaching Out For Answers: Disability Resource Expo**  
**Board Report**  
**June, 2012**

The 6<sup>th</sup> annual “Reaching Out For Answers: Disability Resource Expo” will be held on Saturday, October 13, 2012 at Lincoln Square Village in Urbana.

The Expo Steering Committee met on May 16 at Provena Covenant Hospital to continue planning for the 2012 Expo. Urbana Police Chief Patrick Connolly spoke about the various police departments’ interest in being a part of the Expo, and programs/services they wish to share with the public at this event. The next Steering Committee will be July 11 at Provena.

The Exhibitor Sub-committee met again on May 23. Each member reported back on contacts they had made with potential exhibitors, so that information could be updated to our exhibitor contact list. Nancy Crawford and Barb Bressner will be attending the “Abilities Conference” in Schaumburg on June 30 and July 1, where they hope to gain new contacts for our potential exhibitor list. The Exhibitor Committee looked at several options for engaging Expo attendees in activities of the Expo. Dawn Schaefer shared that a company she’s involved with have agreed to donate several adaptive games to use and give away as prizes at the Expo. A Save-The-Date flyer was e-mailed to all previous exhibitors. Several have already responded back with their intent to participate again this year.

The Marketing/Sponsorship Committee met on May 24 to begin their awesome task of identifying potential sponsors for the 2012 Expo. Bill Conlin has updated a database for previous donors and potential donors, using contacts for the latter from this years’ Business Expo.

Paula Vanier and Barb Bressner set up a booth at the Health Alliance sponsored Senior Health & Fitness Fair at Lincoln Square on May 30. A drawing was held for a Meijer gift card, and will serve as a means to send reminder postcards for the Expo to seniors who participated in this event. Barb had an opportunity at this event to do a live interview with Jim Turpin from WDWS, where she shared information about the Expo.

Respectfully submitted

Barb Bressner  
Consultant