



## Shields-Carter Room

Brookens Administrative Building  
1776 East Washington Street  
Urbana, IL 61802

**January 18, 2023/9:00 AM**

*This meeting will be held IN PERSON at the above location and time. If possible, we will open the zoom link previously used for meetings, <https://us02web.zoom.us/j/81559124557> for listening only. Anyone participating should join in person. A recording of the meeting will be posted at <https://www.co.champaign.il.us/mhddb/MeetingInfo.php>*

## ***Champaign County Developmental Disabilities Board (CCDDB) Meeting Agenda***

- I. Call to order**
- II. Roll call**
- III. Approval of Agenda\***
- IV. 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.*
- V. Chairperson's Comments – Dr. Anne Robin**
- VI. Executive Director's Comments – Lynn Canfield**
- VII. Approval of CCDDB Board Meeting Minutes (pages 3-6)\***  
*Minutes from the CCDDB's 11/16/22 regular board meeting are included. Action is requested.*
- VIII. Vendor Invoice Lists (pages 7 and 8)\***  
*"Vendor Invoice Lists" are presented. Action is requested, to accept the lists and place them on file.*
- IX. New Business**
  - a) Successes and Other Agency Information**  
*Providers and self-advocates are invited to report on individuals' successes. The Chair may limit Other Agency Information to 5 minutes per agency and/or total time to 20 minutes.*
- X. Old Business**
  - a) RFP2022-010 Evaluation Committee Recommendations (pages 9-11)\***  
*A Decision Memorandum regarding the Family Resiliency Center's response to RFP is included in the packet. A portion of the proposal is included. Board action is requested.*



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**b) Revised CCDDB and CCMHB Budgets for 2023 (pages 12-26)\***

*A Decision Memorandum regarding the need for revisions to 2023 budgets is included in the packet, along with attachments detailing each budget, additional revenue to be collected, and the County's new expenditure categories. Action is requested.*

**XI. CCDDB and CCMHB Schedules and CCDDB Timelines (pages 27-30)**

*No action is needed.*

**XII. CCDDB Acronyms and Glossary (pages 31-38)**

*No action is needed.*

**XIII. Champaign County Mental Health Board Input**

**XIV. Staff Reports (pages 39-68)**

*For information are reports from Kim Bowdry, Leon Bryson, Lynn Canfield, Stephanie Howard-Gallo, and Shandra Summerville.*

**XV. Board Announcements**

**XVI. Adjournment**

*\* Board action is requested.*

VII.

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

*Minutes November 16, 2022*

*This meeting was held with representation at the Brookens Administrative Center  
and with remote access via Zoom.*

*9:00 a.m.*

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**MEMBERS PRESENT:** Kim Fisher, Anne Robin, Georgiana Schuster, Deb Ruesch, Vicki Niswander

**STAFF PRESENT:** Kim Bowdry, Leon Bryson, Lynn Canfield, Shandra Summerville

**OTHERS PRESENT:** Sarah Perry, Jami Olsen, Annette Becherer, Laura Bennett, Patty Walters, Nicole Smith, Heather Levingston, Danielle Matthews, DSC, Mel Liong, PACE; Becca Obuchowski, Community Choices; Brenda Eakins, GROW

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**CALL TO ORDER:**

Dr. Robin called the meeting to order at 9:01 a.m. Executive Director Canfield was present at the Brookens Administrative Center as per the Open Meetings Act.

**ROLL CALL:**

Roll call was taken and a quorum was present.

**ZOOM INSTRUCTIONS:**

Instructions were included in the packet.

**APPROVAL OF AGENDA:**

Ms. Schuster requested a discussion regarding the Choate Mental Health and Developmental facility in Anna, IL. The agenda was in the packet for review and approved by a unanimous vote.

**CITIZEN INPUT/PUBLIC PARTICIPATION:**

County Executive Darlene Kloeppe said farewell to the Board and staff as her term expires at the end of 2022.

**PRESIDENT'S COMMENTS:**

Dr. Robin reviewed the agenda.

**EXECUTIVE DIRECTOR'S COMMENTS:**

Director Canfield made some brief comments regarding the agenda items.

**APPROVAL OF MINUTES:**

Minutes from the 10/19/2022 board meeting and the 10/26/22 study session with the CCMHB were included in the packet.

**MOTION: Ms. Schuster moved to approve the minutes from the October 19, 2022 meeting and the October 26, 2022 study session. Dr. Fisher seconded the motion. A roll call vote was taken. The motion passed.**

**VENDOR INVOICE LIST:**

The Vendor Invoice List was included in the Board packet.

**MOTION: Ms. Ruesch moved to accept the Vendor Invoice List as presented in the packet. Dr. Fisher seconded the motion. A roll call vote was taken and the motion passed unanimously.**

**NEW BUSINESS:**

**Registration, Application, and Reporting System Changes:**

A Briefing Memorandum was included in the Board packet. It detailed changes to the online registration, application, and reporting system, forms, and instructions.

**Selection of Board Member to serve on RFP Review Team:**

Georgiana Schuster was chosen to serve on the RFP review team. The review team also consists of Kim Bowdry, Leon Bryson, Mark Aber, and a Mental Health Board member that will be chosen at their Board meeting later today.

**Successes and Other Agency Information:**

Updates were provided by Annette Becherer from DSC; Becca Obuchowski from Community Choices, and Mel Liong from PACE.

**OLD BUSINESS:**

**Three Year Plan with Final Draft Objectives for 2023:**

The packet contained a final draft version of the Plan with revised objectives for 2023, incorporating input. A decision memorandum detailed the new input and requested board approval.

**MOTION: Ms. Ruesch moved to accept the Three-Year Plan with Final Draft Objectives for 2023 as presented. Ms. Niswander seconded the motion. A roll call vote was taken and the motion passed unanimously.**

**Final Draft of PY24 Allocation Priorities:**

The packet contained a final draft version of Funding Allocation Priorities and Selection Criteria for Program Year 2024.

**MOTION: Dr. Fisher moved to accept the final draft of Funding Allocation Priorities and Selection Criteria for Program Year 2024 as presented. Ms. Schuster seconded the motion. A roll call vote was taken and the motion passed unanimously.**

**Expo Coordinators' Wrap-Up Report:**

Included in the packet for information only was a report from the Coordinators on the October 22, 2022 disAbility Resource Expo.

**Agency Service Reports:**

For information only, the packet included PY2023 1st Quarter Program Reports and PY2023 1st Quarter Service Data charts.

**Appropriations Charts for PY22 and PY23:**

For information only were charts showing the proportions of funding allocation by priority category, target population, and type of service for the most recent completed year and the year in progress.

**Quarterly Report on 211 Data for Champaign County:**

A Quarterly 211 Data Report was included in the Board packet for information only.

**CCDDB and CCMHB Schedules and CCDDB Timelines:**

Updated copies of CCDDB and CCMHB meeting schedules and CCDDB allocation timelines were included in the packet. There will not be a CCDDB meeting in December.

**Acronyms and Glossary:**

A list of commonly used acronyms was included for information.

**CCMHB Input:**

The CCMHB will meet this evening.

**Staff Reports:**

Staff Reports from Kim Bowdry, Leon Bryson, Stephanie Howard-Gallo, and Shandra Summerville were included in the Board packet.

**BOARD ANNOUNCEMENTS:**

**Choate Mental Health and Developmental Center:**

Board members discussed recent news articles regarding alleged abuse at the Choate Mental Health and Developmental Center.

**ADJOURNMENT:**

The meeting adjourned at 10:17 a.m.

Respectfully Submitted by: Stephanie Howard-Gallo

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

# Champaign County, IL



## VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN CHECK #	INVOICE NET DUE DATE	TYPE	STS	INVOICE DESCRIPTION
<b>1. CHAMPAIGN COUNTY TREASURER</b>							
Nov DD23-078	11/01/2022	11311	110422A	32,355.00	INV	PD	DD23-078 Decision Support
Nov DDB Admin Fee	11/01/2022	11317	110422A	32,952.00	INV	PD	Nov DDB Admin Fee
				<b>65,307.00</b>			
<b>10146 COMMUNITY CHOICES, INC</b>							
Nov DD23-075	11/01/2022	11327	110422A	14,250.00	INV	PD	DD23-075 Self-Determinati
Nov DD23-090	11/01/2022	11327	110422A	17,170.00	INV	PD	DD23-090 Inclusive Commun
Nov DD23-095	11/01/2022	11327	110422A	18,125.00	INV	PD	DD23-095 Customized Emplo
				<b>49,545.00</b>			
<b>10170 DEVELOPMENTAL SERVICES CENTER OF</b>							
Nov DD23-080	11/01/2022	11337	110422A	32,500.00	INV	PD	DD23-080 Individual and F
Nov DD23-081	11/01/2022	11337	110422A	44,666.00	INV	PD	DD23-081 Community Living
Nov DD23-082	11/01/2022	11337	110422A	70,638.00	INV	PD	DD23-082 Community First
Nov DD23-083	11/01/2022	11337	110422A	39,000.00	INV	PD	DD23-083 Service Coordina
Nov DD23-084	11/01/2022	11337	110422A	15,333.00	INV	PD	DD23-084 Clinical Service
Nov DD23-085	11/01/2022	11337	110422A	7,083.00	INV	PD	DD23-085 Employment First
Nov DD23-086	11/01/2022	11337	110422A	18,958.00	INV	PD	DD23-086 Workforce Develo
Nov DD23-091	11/01/2022	11337	110422A	36,250.00	INV	PD	DD23-091 Community Employ
Nov DD23-092	11/01/2022	11337	110422A	7,916.00	INV	PD	DD23-092 Connections
				<b>272,344.00</b>			
<b>10424 PERSONS ASSUMING CONTROL OF THEIR ENVIRONMENT INC.</b>							
Nov DD23-079	11/01/2022	11411	110422A	2,280.00	INV	PD	DD23-079 Consumer Control
				<b>2,280.00</b>			
				<b>389,476.00</b>			

15 INVOICES

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

VIII.

# Champaign County, IL

## VENDOR INVOICE LIST

INVOICE P.O. INV DATE CHECK RUN CHECK # INVOICE NET DUE DATE TYPE STS INVOICE DESCRIPTION

### 1 CHAMPAIGN COUNTY TREASURER

Dec	DD23-078	11/28/2022	120222A	12406	32,355.00	12/02/2022	INV	PD	DD23-078	Decision Support
	10146 COMMUNITY CHOICES, INC									
Dec	DD23-075	11/28/2022	120222A	12422	14,250.00	12/02/2022	INV	PD	DD23-075	Self-Determinati
Dec	DD23-090	11/28/2022	120222A	12422	17,170.00	12/02/2022	INV	PD	DD23-090	Inclusive Commun
Dec	DD23-095	11/28/2022	120222A	12422	18,125.00	12/02/2022	INV	PD	DD23-095	Customized Emplo
					49,545.00					

### 10170 DEVELOPMENTAL SERVICES CENTER OF

Dec	DD23-080	11/28/2022	120222A	12430	32,500.00	12/02/2022	INV	PD	DD23-080	Individual and F
Dec	DD23-081	11/28/2022	120222A	12430	44,666.00	12/02/2022	INV	PD	DD23-081	Community Living
Dec	DD23-082	11/28/2022	120222A	12430	70,638.00	12/02/2022	INV	PD	DD23-082	Community First
Dec	DD23-083	11/28/2022	120222A	12430	39,000.00	12/02/2022	INV	PD	DD23-083	Service Coordina
Dec	DD23-084	11/28/2022	120222A	12430	15,333.00	12/02/2022	INV	PD	DD23-084	Clinical Service
Dec	DD23-085	11/28/2022	120222A	12430	7,083.00	12/02/2022	INV	PD	DD23-085	Employment First
Dec	DD23-086	11/28/2022	120222A	12430	18,958.00	12/02/2022	INV	PD	DD23-086	Workforce Develo
Dec	DD23-091	11/28/2022	120222A	12430	36,250.00	12/02/2022	INV	PD	DD23-091	Community Emplo
Dec	DD23-092	11/28/2022	120222A	12430	7,916.00	12/02/2022	INV	PD	DD23-092	Connections
					272,344.00					

### 10424 PERSONS ASSUMING CONTROL OF THEIR ENVIRONMENT INC.

Dec	DD23-079	11/28/2022	120222A	12482	2,280.00	12/02/2022	INV	PD	DD23-079	Consumer Control
					2,280.00					

14 INVOICES

356,524.00

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



X.a.



## DECISION MEMORANDUM

DATE: January 18, 2023  
TO: Champaign County Developmental Disabilities Board (CCDDB)  
FROM: Kim Bowdry, Associate Director, on behalf of RFP2022-010  
Evaluation Committee, and Lynn Canfield, Executive Director  
SUBJECT: RFP2022-010 Evaluation Committee Recommendations

### **RFP Process and Background:**

When the seven-year UIUC Department of Psychology “Evaluation Capacity Building” project ended in summer of 2022, agency partners and members and staff of the CCDDB and Champaign County Mental Health Board (CCMHB) expressed strong interest in a related subsequent project. The purpose would be to support funded agencies to enhance their capacity for collecting and reporting data on valued outcomes.

The Boards reviewed and approved a Request for Proposals for Evaluation Capacity Building Project during a special joint meeting on September 28. On September 30, we posted the bid notice online and in two local newspapers, posted the full RFP at <https://www.co.champaign.il.us/bids> and [ccmhddbrds.org](http://ccmhddbrds.org), and emailed it to researchers who had expressed an interest in the project. Some of them emailed subsequent questions. We included these questions and responses along with the issues raised during a brief Pre-Proposal Conference (October 19) in an RFP Addendum, distributed this document to all who had indicated interest in submitting a proposal, and posted it with the RFP by November 21, 2022.

Proposals were due by Noon on December 21. One full response was submitted by that time and met format qualifications; this was opened during an online/in-person Proposal Opening at 5:30PM on December 21. A recording of the Opening is posted with other archived recordings at <https://www.co.champaign.il.us/mhbddb/MeetingInfo.php>.

## Update:

RFP2022-010 describes an Evaluation Committee of one CCDDDB member, one CCMHB member, the two Associate Directors, and one person with experience with the previous project. These five individuals received bound and/or electronic copies of the proposal the evening of December 21, reviewed the proposal individually (some using an optional rubric provided by the Executive Director), and met for discussion December 29. After the meeting, additional discussion occurred through email, resulting in follow-up questions to the applicant on January 3 and 4, 2023. The applicant answered all questions satisfactorily.

## Evaluation Committee Recommendations:

As a result of their meeting and subsequent discussions, the Evaluation Committee has unanimously recommended approval of Family Resiliency Center's RFP2022-10 proposal for a two-year contract. If the CCDDDB and CCMHB are comfortable considering action on this proposal separately, rather than during the scheduled joint meeting on February 15, the two recommended actions are offered below and require approval by each board.

For the first full year of the contract, the cost would be \$125,003 and, for the second year, \$128,765, for total cost of \$253,768. With a start date of May 1, 2023 and using the administrative cost split defined in the Intergovernmental Agreement between the CCDDDB and CCMHB, this results in the following costs per fiscal year per Board:

- **\$83,335.33** total for May through December 2023
- **2023** costs are split \$35,125.84 CCDDDB and \$48,209.49 CCMHB
  
- \$41,667.67 for January through April 2024 + \$85,843.33 for May through December of 2024 = **\$127,511** total for 2024
- **2024** costs are split \$53,745.89 CCDDDB and \$73,765.11 CCMHB
  
- **\$42,921.67** total for January through April 2025
- **2025** costs are split \$18,091.48 CCDDDB and \$24,830.19 CCMHB
- Per RFP2022-010, the parties have an option to renew the contract for another two-year period, which would increase the 2025 totals.

**Decision Section:**

Motion to approve the Family Resiliency Center RFP2022-010 response as proposed, with the caveat that the selection of targeted programs include assurance that agencies chosen for participation will not be overburdened and will benefit from the process, pending similar approval by the CCMHB.

- Approved
- Denied
- Modified
- Additional Information Needed

Motion to authorize the Executive Director to enter into a 24-month contract with the Family Resiliency Center for the support as proposed, with a start date of May 1, 2023, end date of April 30, 2025, and total cost \$253,768, pending similar approval by the CCMHB.

- Approved
- Denied
- Modified
- Additional Information Needed

X.b.



## DECISION MEMORANDUM

**DATE:** January 18, 2023  
**TO:** Members, Champaign County Developmental Disabilities Board (CCDDB)  
**FROM:** Lynn Canfield, Executive Director  
**SUBJECT:** FY2023 Champaign County CCDDB and CCMHB Budget Revisions

### Overview:

This memorandum presents revised budgets for the Champaign County Developmental Disabilities Board (CCDDB) and the Champaign County Mental Health Board (CCMHB) for County Fiscal Year 2023 (January 1 through December 31, 2023). The CCDDB is asked to review and approve the changes to its budget. The I/DD Special Initiatives Fund, under joint authority of the two boards, needs no revision. Attached are the three funds' budgets, with details and comparisons of proposed 2023, projected 2022, and actual revenues and expenditures for fiscal years 2014 through 2021. The latest revisions appear *in italics*.

The Boards approved initial draft budgets in July 2022 and revised versions in September 2022. The latter incorporated advice and information from the County Executive and Deputy Director of Finance, with updated revenue and cost estimates. These were submitted to the Champaign County Board during their appropriations process in November.

In December 2022, additional revenue was identified for collection and distribution during 2023. Increased revenue for both the CCDDB and the CCMHB is described in the *attached memorandum to the County Board*. The entire amount of each Board's increase is added to their Contributions & Grants lines, for allocation through agency contracts for services.

Also in December 2022, the Auditor's Office released new chart of accounts definitions for expenditure classifications and trained all county units in their use. These reclassifications resulted from several months of work by the Chief Deputy Auditor and the Deputy Director of Finance, to allow for more consistent reporting across all county operations and to better align the financials with Generally Accepted Accounting Principles (GAAP) under the Government Accounting Standards Board (GASB). *The Auditor's Office guidance is attached.*

Achieving these standards is also important to us, but reclassifications result in the need to divide out Expo, anti-stigma, employee/non-employee training expenses, internet service, and software licenses. Anti-stigma and community awareness are central to the Board's missions, but just as with support for funded programs, they do not fall as naturally into some of the new categories. For clarity, we will continue to include details in our own budget documents.

## Revisions to the Approved 2023 Budgets:

- Increased total revenue and expenses (DDB and MHB);
- Property Tax revenues are increased by TIF amounts, per County Board action; this line has no adjustment for extension or collection rate below 100% (DDB and MHB);
- Contributions and Grants increase by the amount of added revenue (DDB and MHB);
- Where Employee and Non-Employee Conferences and Training had been combined in Conferences and Training line, they are separated back out and distinguished (MHB);
- Software License and Phone/Internet categories are added to track costs previously paid from Professional Services, Utilities, Operational Services, and Outside Services (MHB);
- Repairs are once again represented in separate categories, per type (MHB);
- Public Relations had been eliminated but is restored for Anti-Stigma only (MHB);
- Operational Services is revised, taking out Public Relations/Anti-Stigma and Expo costs, and adding costs of Zoom, domain names, web hosting, survey tools (MHB);
- Expo costs are now distributed across Professional Services (coordinators, website updates, interpreters, and personal assistants), Rent (storage, venue, event booths), Advertising, Legal Notices (marketing and promotion) (MHB);
- Because some expenses are not shared by the CCDDDB (the portion of Public Relations for anti-stigma film sponsorship, accounting support for CCMHB funded agencies), staff will track them separately and reconcile at the end of the year.
- Background information has revised details for 2023, as above.

## Decision Section:

Motion to approve the changes to the attached 2023 CCDDDB Budget, with anticipated revenues and expenditures of \$4,889,870.

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

# Draft 2023 CCDDDB Budget

LINE ITEM	BUDGETED REVENUE	
400101	Property Taxes, Current	\$4,872,870
400103	Back Property Taxes	\$2,000
400301	Mobile Home Tax	\$0
400104	Payment in Lieu of Taxes	\$4,000
400801	Investment Interest	\$2,000
600101	Interfund Transfer (Expo and some Other Misc Rev) from MHB	\$4,000
400902	Other Miscellaneous Revenue	\$5,000
<b>TOTAL REVENUE</b>		<b>\$4,889,870</b>

LINE ITEM	BUDGETED EXPENDITURES	
5002001	Professional Services (42.15% of an adjusted set of CCMHB Admin Expenses)	\$407,118
502025	Contributions & Grants	\$4,432,752
700101	Interfund Transfer, I/DD Special Initiatives Fund	\$50,000
<b>TOTAL EXPENSES</b>		<b>\$4,889,870</b>

# Draft 2023 CCMHB Budget

LINE ITEM	BUDGETED REVENUE	
400101	Property Taxes, Current	\$5,932,620
400103	Back Property Taxes	\$1,000
400301	Mobile Home Tax	\$0
400104	Payment in Lieu of Taxes	\$2,000
400476	CCDDB Revenue	\$407,118
400801	Investment Interest	\$3,000
400901	Gifts & Donations	\$3,000
400902	Expo Revenue	\$9,000
400902	Other Miscellaneous Revenue	\$30,000
<b>TOTAL REVENUE</b>		<b>\$6,387,738</b>

LINE ITEM	BUDGETED EXPENDITURES	
500102	Appointed Official	\$107,000
500103	Regular FTE	\$368,198
500105	Temporary Salaries & Wages	\$2,500
500108	Overtime Wages	\$2,750
500301	Social Security/FICA	\$36,353
500302	IMRF Employer Cost	\$12,546
500304	Workers' Comp Insurance	\$2,376
500305	Unemployment Insurance	\$1,518
500306	Health/Life Insurance	\$73,440
<b>Personnel Total</b>		<b>\$606,681</b>
501001	Stationery & Printing (Printing & Copier Suppl)	\$1,000
501002	Office Supplies	\$4,200
501003	Books, Periodicals, and Manuals	\$300
501004	Postage, UPS, Fed Ex	\$2,000
501005	Food, Non-Travel	\$150
501017	Equipment Less Than \$5000	\$7,000
501021	Employee Development/Recognition	\$285
<b>Commodities Total</b>		<b>\$14,935</b>
502001	Professional Services (adds Expo consultants)	\$184,662
502002	Outside Services (Computer and Photocopier Services)	\$27,000
502003	Travel Costs	\$1,500
502004	Conferences and Training (Employee only)	\$8,000
502005	Training Programs (Non-Employee)	\$12,000
502007	Insurance (Non-Payroll)	\$18,000
502011	Utilities (Telephone)	\$0
502012	Repairs and Maintenance (short term)	\$300
502013	Rent (Office, Equipment, Expo Storage/Booths/Venue)	\$38,000
502014	Finance Charges/Bank Fees	\$30
502019	Advertising, Legal Notices (adds Expo Marketing & Promotion)	\$16,000
502021	Dues, License, & Membership	\$20,000
502022	Operational Services (Zoom, domain names, web hosting, surveys)	\$2,000
502024	Public Relations (Anti-Stigma)	\$20,000
502025	Contributions & Grants	\$5,396,860
502037	Repairs and Maintenance (Bldg, Alarm)	\$300
502047	Software License & SAAS (user license, software cloud & installed)	\$2,000
502048	Phone/Internet	\$2,470
<b>Services Total</b>		<b>\$5,749,122</b>
700101	Interfund Transfer, CCDDB (Share of Expo and some of Other Misc Rev)	\$4,000
700101	Interfund Transfer, I/DD Special Initiatives Fund	\$0
700101	Interfund Transfer, to CARF for ERP	\$13,000
<b>Interfund Transfers TOTAL</b>		<b>\$17,000</b>
<b>TOTAL EXPENSES*</b>		<b>\$6,387,738</b>

\$15

## Draft 2023 I/DD Special Initiatives (formerly CILA Facilities) Fund Budget

LINE ITEM	BUDGETED REVENUE	
600101	From CCDDDB Fund 108	\$50,000
600101	From CCMHB Fund 090	-
400801	Investment Interest	\$1,000
-	From Fund Balance	\$300,000
<b>TOTAL REVENUE</b>		<b>\$351,000</b>

LINE ITEM	BUDGETED EXPENDITURES	
501017	Equipment Less than \$5,000 (includes a designated gift for the benefit of one individual, accessed at family request, with balance \$5063 as of May 5, 2022)	\$5,063
502001	Professional Services (legal, accounting, if needed)	\$4,000
502025	Contributions and Grants	\$341,737
502019	Legal Notices, Advertising	\$200
<b>TOTAL EXPENSES</b>		<b>\$351,000</b>



# Background for 2023 CCMHB Budget, with 2022 Projections and Earlier Actuals

2023 BUDGETED REVENUE		2022	2021	2020	2019	2018	2017	2016	2015	2014
		PROJECTED	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
Property Taxes, Current	\$5,932,620	\$5,498,918	\$5,278,325	\$4,880,491	\$4,813,598	\$4,611,577	\$4,415,651	\$4,246,055	\$4,161,439	\$4,037,720
Back Property Taxes	\$1,000	\$1,000	\$0	\$3,382	\$6,489	\$494	\$2,731	\$2,486	\$2,861	\$1,612
Mobile Home Tax	\$0	\$3,700	\$0	\$3,736	\$4,062	\$3,909	\$3,766	\$3,903	\$3,995	\$3,861
Payment in Lieu of Taxes	\$2,000	\$2,500	\$3,679	\$1,088	\$2,604	\$3,406	\$3,201	\$2,970	\$2,869	\$2,859
CCDDB Revenue	\$407,118	\$392,834	\$366,344	\$346,706	\$409,175	\$310,783	\$287,687	\$377,695	\$330,637	\$337,536
Investment Interest	\$3,000	\$3,000	\$1,343	\$7,627	\$45,950	\$41,818	\$18,473	\$3,493	\$1,385	\$1,015
Gift & Donations	\$3,000	\$500	\$100	\$2,900	\$4,706					
Expo Revenue (now combined with Other Misc Rev)	\$9,000	\$15,000	\$100	\$13,805	\$14,275	\$21,613	\$5,225	\$18,822	\$26,221	\$28,192
Other Miscellaneous Revenue	\$30,000	\$30,000	\$2,205	\$80	\$129,028	\$29,955	\$117,195	\$21,340	\$67,599	\$85,719
*ARPA Fiscal Recovery Funding			\$770,436							
<b>TOTAL REVENUE</b>	<b>\$6,387,738</b>	<b>\$5,947,452</b>	<b>\$6,422,532</b>	<b>\$5,259,815</b>	<b>\$5,429,887</b>	<b>\$5,023,555</b>	<b>\$4,853,939</b>	<b>\$4,676,764</b>	<b>\$4,587,006</b>	<b>\$4,488,514</b>

\* Per the County Board, the full amount of ARP request is deposited during 2021, with half spent in 2021 and the other half in 2022. This results in the appearance of a surplus in 2021 and deficit in 2022, when in fact the fund balance will cover it.

2023 BUDGETED EXPENDITURES (SEE PAGE 5 FOR DETAILS)		2022	2021	2020	2019	2018	2017	2016	2015	2014
		PROJECTED	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
Personnel	\$606,681	\$583,761	\$564,542	\$544,001	\$517,053	\$522,073	\$449,220	\$577,548	\$502,890	\$532,909
Commodities	\$14,935	\$16,100	\$8,632	\$12,362	\$11,147	\$10,049	\$6,263	\$7,998	\$11,237	\$9,282
Services (not Contrib & Grants)	\$352,262	\$322,880	\$268,512	\$286,912	\$286,376	\$404,059	\$432,828	\$410,157	\$382,870	\$375,735
*Contributions & Grants	\$5,396,860	\$5,389,935	\$5,063,438	\$4,495,820	\$3,993,283	\$3,648,188	\$3,593,418	\$3,428,015	\$3,395,718	\$3,673,966
Interfund Expenditures	\$17,000	\$19,800	\$28,430	\$5,819	\$406,505	\$56,779	\$57,288	\$60,673	\$0	\$0
Interest on Tax Case	\$0	\$0	\$0	\$1,648						
<b>TOTAL EXPENSES</b>	<b>\$6,387,738</b>	<b>\$6,332,476</b>	<b>\$5,933,554</b>	<b>\$5,346,582</b>	<b>\$5,214,364</b>	<b>\$4,641,148</b>	<b>\$4,539,017</b>	<b>\$4,484,391</b>	<b>\$4,232,715</b>	<b>\$4,591,862</b>

# Additional Information about Expenses (Proposed 2023 versus Projected 2022)

Personnel 2023 v 2022		Services (not Contributions and Grants)			Interfund Expenditures			
PERSONNEL	2023	2022	SERVICES	2023	2022	INTERFUND TRANSFERS	2023	2022
Appointed Official	\$107,000	\$106,734	Audit & Accounting*	-	\$12,000	CCDDDB Share of Expo and some of MHB Misc Revenue	\$4,000	\$6,800
Regular FTE	\$368,198	\$340,803	Professional Services*	\$184,662	\$135,150	Payment to CILA Fund	\$0	\$0
Temporary Wage/Sal	\$2,500	\$2,500	Outside Services (Computer, adds photocopier)	\$27,000	\$18,000	Transfer to CARF for ERP	\$13,000	\$13,000
Overtime Wages	\$2,750	\$2,750	Outside Services (Photocopier)	-	\$3,000			
FICA	\$36,353	\$34,237	Travel Costs	\$1,500	\$1,000			
IMRF	\$12,546	\$23,541	Conferences and Training (employee only)**	\$8,000	\$8,000			
W-Comp	\$2,376	\$2,462	Training Programs (Non-Employee)	\$12,000	\$7,000			
Unemployment	\$1,518	\$1,495	Insurance (Non-Payroll)	\$18,000	\$17,000			
Health/Life Insurance	\$73,440	\$69,029	Utilities (Telephone)	\$0	\$600			
Employee Dev/Rec	\$0	\$210	Equipment Maintenance	\$300	\$500			
	<b>\$606,681</b>	<b>\$563,761</b>	Repairs (Brookens)	\$300	\$100			
			Rental (Office) (adds Equipment and Expo)***	\$38,000	\$24,000			
			Rental (Equipment)	-	\$800			
			Finance Charges/Bank Fees	\$30	\$30			
			Advertising, Legal Notices (adds Expo marketing)***	\$16,000	\$500			
			Public Relations***	\$20,000	\$17,000			
			Dues/Licenses	\$20,000	\$20,000			
			Operational Svs (Zoom, etc)	\$2,000	\$300			
			Software License	\$2,000	-			
			Phone/Internet	\$2,470	-			
			Expo***	-	\$58,000			
				<b>\$352,262</b>	<b>\$322,890</b>			
Commodities 2023 v 2022								
COMMODITIES	2023	2022						
Printing & Copier Supplies	\$1,000	\$1,500						
Office Supplies	\$4,200	\$3,700						
Books/Periodicals	\$300	\$200						
Postage/UPS/Fed Ex	\$2,000	\$1,700						
Food Non-Travel	\$150	\$150						
Equipment Under \$5000	\$7,000	\$9,000						
Employee Dev/Rec	\$285	\$0						
	<b>\$14,935</b>	<b>\$16,250</b>						

**\*Professional Services:**  
For 2023, Expo Consultants and Audit and Accounting Services will be included in this line. Other typical costs: legal counsel, website maintenance, HR, shredding, language access services, accessible documents, independent audit review and CPA consultation, application review, 211 through United Way, Health Plan Coordinator through United Way, Outcomes support, and, for MHB only, financial management support to agencies.

**\*\*Conferences and Trainings:**  
For 2023, non-employee conferences/trainings costs were to be combined with employee conferences/trainings. They are now split apart. Non-Employee: Mental Health First Aid; monthly trainings for providers, with expenses for presenters and supplies; and board members attending conferences and trainings.

**\*\*\*Public Relations and disAbility Resource Expo:**  
For 2023, these were to be combined with Departmental Operating costs, under Operational Services: Ebertfest (not shared with CCDDDB), other community education/awareness, consultant support; Expo costs and coordinators. They are now distributed across appropriate categories.

# Additional Information about Services

SERVICES		2023	2022	
Professional Services*	\$184,662	Expo Consultant costs added, along with Audit and Accounting Services. AAIM (3 year membership) \$3000 and human resources services (\$1000). Approx \$84,000 for outcomes support, including DDB, and accounting support, MHB only. \$22,500 to United Way for 211. \$1,000 Ed McManus. \$20,000 online application/reporting systems (EMK). \$2,000 Expo, AIR website. \$5,000 coordination of community health plan. Language access and accessible documents; accessibility testing; graphic design; shredding services; CPA reviews; legal counsel. \$12,000 for Auditor's Office services is included; separate line "Audit and Accounting Services" is no longer used.	\$135,150	Approximately \$84,000 UI Evaluation and new outcomes support TBD, including CCDDDB, and accounting support (CCMHB only). \$22,500 to United Way for 211. \$2000 human resources services (AAIM). \$1,000 Ed McManus. \$18,000 online application/reporting systems (EMK). \$2,000 maintenance of Expo and AIR. \$5,000 coordination of community health assessment and plan. Also includes: language access and other accessible document production; graphic design; shredding services; CPA reviews; legal counsel. A second line for \$12,000 for Auditor's Office services. (Expo/Special Projects consultant costs are split in Public Relations and disability Resource Expo, per project.)
Public Relations***	\$20,000	\$15,000 Ebertfest film sponsorship (if approved) or similar, offset by Alliance member dues and other contributions of \$3k-\$5k/year. \$3,000 estimated for other community events and anti-stigma art show(s) and promotion, including Market in the Square and possible Farmers Market. \$2,000 Market. \$2,000 sponsorships of other events.	\$17,000	PAID IN 2020 - \$15,000 Ebertfest film sponsorship, offset by Alliance member dues and other contributions of \$3k-\$5k/year. \$3,000 estimated for other community events and anti-stigma art show(s) and promotion, including Market in the Square and possible Farmers Market. \$2,000 sponsorships of other events. (Includes: charges from Expo Coordinator for non-Expo events.)
disability Resource Expo***	-	Now charged to Professional Services, Rental, and Advertising. Support for Expo events, including venue, supplies, food, interpreters, advertising, t-shirts, storage space, etc. Majority of Expo Coordinators' contracts are here. Expo of Expo Coordinators' contracts are here. Costs offset by exhibitor fees and sponsorships.	\$58,000	Support for the 2021 and 2022 Expo events, including venue, supplies, food, interpreters, advertising, t-shirts, storage space, etc. Majority of Expo Coordinators' contracts are here. Expo costs are offset by exhibitor fees and contributions from sponsors.
CCMHB Contributions & Grants	\$5,398,860	Estimated CCMHB payments to agencies from January 1 to June 30, 2023, as authorized in May 2022, plus 1/2 of estimated PY24 annual allocation amount, with agency contract maximums to be authorized by July 1, 2023. (Lower than previous year due to no additional revenues to support these.)	\$5,389,935	CCMHB payments to agencies from January 1 to June 30, 2022, as authorized in May 2021, plus payments authorized in May 2022 to be made from June through December 2022. Amount is greater than originally budgeted, by \$385,218, as a result of American Rescue Plan Act funds for additional programs in response to the public health emergency, one-time funding for PY22.
CCDDDB Contributions & Grants	\$4,432,752	Estimated CCDDDB payments to agencies from January 1 to June 30, 2023, as authorized in May 2022, plus 1/2 of estimated PY24 annual allocation amount, with agency contract maximums to be authorized by July 1, 2023.	\$4,093,994	Actual CCDDDB payments to agencies from January 1 to June 30, 2022, as authorized in May 2021, plus payments authorized in May 2022, to be made from June through December 2022.
Dues/Licenses	\$20,000	\$1,000 national trade association (NACBHDD), \$16,000 state trade association (ACMHA), and smaller amounts Human Services Council, Arc of Illinois, NCBH, NAADD, possible NADSP membership.	\$20,000	\$950 national trade association (NACBHDD), \$3,000 AAIM (paid every three years), \$16,000 state trade association (ACMHA), small amounts Human Services Council, Arc of Illinois, possible NADSP membership.
Conferences/Training	\$8,000	\$1000 registration for NACo and NACBHDD Legislative and Policy Conferences (likely offset by ACMHAI). \$350 for NACo Annual Meeting. Costs of travel (plus lodging and food) for staff for NACBHDD and NACo meetings. Costs of travel (plus lodging and food) for staff for ACMHAI meetings. Costs of one other conference/training for staff members, Federation of Families, Arc of IL, NAADD, or similar. Kaleidoscope, Inc. training and certification.	\$8,000	\$0 registration for NACo and NACBHDD Legislative and Policy Conferences (offset by ACMHAI). \$350 for NACo Annual Meeting. Costs of travel (plus lodging and food) for staff for NACBHDD and NACo meetings. Costs of travel (plus lodging and food) for staff for ACMHAI meetings. Costs of one other conference/training for staff members, Federation of Families, Arc of IL, NAADD or similar. MHFA trainer certification.
Non-Employee Conferences / Trainings**	\$12,000	Registration, costs of travel, lodging, and food for board members to attend National or State Association meetings and other conferences or trainings of interest. Also charged here are the costs associated with Mental Health First Aid trainings and trainings for non-employees (e.g., case managers, other service providers, stakeholders), which can include presenters, rental, refreshments, materials, promotion. Unknown whether in person or virtual, or impact on cost.	\$7,000	Registration, costs of travel, lodging, and food for board members to attend National or State Association meetings and other conferences or trainings of interest. Also charged here are the costs associated with Mental Health First Aid trainings and trainings for non-employees (e.g., case managers, other service providers, stakeholders), which can include presenters, rental, refreshments, materials, promotion. Some virtual trainings.
Unexpected		Changes in supports to agencies, additional non-employee trainings, or Public Relations/Expo costs. Continued uncertainty regarding large gatherings. Budget transfers if: offices move to a different location or are modified; legal expenses are greater; etc. Budget amendment if employee resignation. Fund balances are lowest in May, at which point there should be enough for 6 months operating + remaining tax liability + share (57.85%/42.15%) of accrued staff benefits. If first tax distribution does not occur by June, fund balance may be used.		Unknown fate of large gatherings (Expo, Ebertfest, conferences, trainings). Possible telework expenses or change in office. Budget transfers if: offices move to a different location or are modified; legal expenses are greater; etc. Budget amendment if employee retirement/resignation. Boards' fund balances are lowest in May, at which point there should be enough for 6 months operating + remaining tax liability (small) + share (57.85%/42.15%) of accrued staff benefits. If first tax distribution does not occur by June, fund balance may be used.

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## Calculation of the CCDDB Administrative Share ("Professional Services")

	2023	2022
<b>Adjustments:</b>		
CCMHB Contributions & Grants	\$5,396,860	\$5,389,935
Bookkeeping pilot	\$6000	\$4000
Eberfest anti-stigma film and events	15,000	-
Payment to CILA fund	-	-
CCDDB Share of Donations & Misc Rev	\$4,000	\$6,800
<b>Adjustments Total:</b>	<b>\$5,421,860</b>	<b>\$5,400,735</b>
CCMHB Total Expenditures:	\$6,387,738	\$6,332,726
Total Expenditures less Adjustments:	\$965,879	\$931,991

	2023	2022*
Total Expenditures less Adjustments	\$965,879	\$931,991
Adjusted Expenditures x 42.15%	\$407,118	\$392,834*
Monthly Total for CCDDB Admin	\$33,926	\$32,736

\*At the end of the Fiscal Year, actual expenses are updated, some revenues (e.g., Expo) are shared, and adjustments are made to the CCDDB current year share.

## Background for 2023 CCDDB Budget, with 2022 Projections and Earlier Actuals

	2023	2022 PROJECTED	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL	2016 ACTUAL	2015 ACTUAL	2014 ACTUAL
<b>2023 BUDGETED REVENUES</b>										
Property Taxes, Current	\$4,872,870	\$4,515,334	\$4,334,187	\$4,001,872	\$3,982,668	\$3,846,413	\$3,684,009	\$3,595,174	\$3,545,446	\$3,501,362
Back Property Taxes	\$2,000	\$1,000	\$0	\$2,773	\$5,369	\$412	\$2,278	\$2,105	\$2,437	\$1,398
Mobile Home Tax	\$0	\$0	\$0	\$3,066	\$3,361	\$3,261	\$3,142	\$3,305	\$3,404	\$3,348
Payment in Lieu of Taxes	\$4,000	\$2,000	\$3,021	\$0	\$2,154	\$2,841	\$2,671	\$2,515	\$2,445	\$2,479
Investment Interest	\$2,000	\$2,000	\$791	\$4,054	\$23,508	\$24,062	\$10,863	\$2,318	\$1,488	\$812
Gifts & Donations (transfer from MHB)	\$4,000	\$6,800	\$0	\$5,819	\$106,505	\$6,779	\$7,288	\$10,673	\$0	\$0
Other Miscellaneous Revenue	\$5,000	\$8,000	\$971	\$9,524	\$8,955	\$6,408	\$14,432	\$0	\$0	\$11,825
<b>TOTAL REVENUE</b>	<b>\$4,889,870</b>	<b>\$4,535,134</b>	<b>\$4,338,970</b>	<b>\$4,027,108</b>	<b>\$4,132,520</b>	<b>\$3,890,176</b>	<b>\$3,724,703</b>	<b>\$3,616,091</b>	<b>\$3,555,220</b>	<b>\$3,521,224</b>

	2023	2022 PROJECTED	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL	2016 ACTUAL	2015 ACTUAL	2014 ACTUAL
<b>2023 BUDGETED EXPENDITURES</b>										
Professional Services (42.15% of some CCMHB expenses, as above)	\$407,118	\$392,834	\$366,344	\$330,445	\$309,175	\$310,783	\$287,697	\$379,405	\$330,637	\$337,536
Contributions & Grants	\$4,432,752	\$4,093,394	\$3,514,153	\$3,659,691	\$3,435,748	\$3,250,768	\$3,262,938	\$3,206,389	\$3,069,122	\$3,224,172
Interfund Transfer, CILA Fund	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$0
Interfund Transfer to MH (loan repay)				\$100,000						
Interest on Tax Case		\$0	\$0	\$1,363						
<b>TOTAL EXPENSES</b>	<b>\$4,889,870</b>	<b>\$4,536,228</b>	<b>\$3,930,497</b>	<b>\$4,041,499</b>	<b>\$3,894,923</b>	<b>\$3,611,551</b>	<b>\$3,600,635</b>	<b>\$3,635,794</b>	<b>\$3,448,759</b>	<b>\$3,561,708</b>

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# OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Steve Summers, County Executive

## MEMORANDUM

To: Honorable Members of the Champaign County Board

From: Tami Ogden, Director of Finance

Date: December 14, 2022

Re: Revenue Year 2022, Fiscal Year 2023 Annual Tax Levy Ordinance Revision

In conjunction with approving the FY2023 Annual Budget, the County approved its Annual Tax Levy Ordinance (No. 2022-15) during the November 17, 2022 County Board meeting. Subsequently, the County received notice from the City of Urbana regarding the termination of the City's Tax Increment Financing Redevelopment Project Area No. 2 (TIF No. 2), to occur prior to December 31 of this year. The expected amount of Equalized Assessed Value (EAV) to be added back to the tax rolls is \$15.4 million.

The limiting rate formula under the Property Tax Extension Limitation Law (PTELL) allows a taxing district to receive additional taxes in proportion to the value of the TIF increment the year the TIF expires. Therefore, the only opportunity to capture new growth revenue related to this recovered TIF is via the RY2022/FY2023 levy. Revising the Tax Levy Ordinance to include the recovered tax increment value results in an estimated additional \$130,000. Because state statute requires a tax levy to be filed with the County Clerk on or before the last Tuesday in December, timely action is necessary if the County wishes to amend its levy. The increase in each line is reflected below with reallocation of additional funds from the IMRF, Liability, and Extension Education lines to the General Fund.

		AMENDED		
	Projected RY2022 Levy	Projected RY2022 Levy	Difference	
<b>General Corp</b>	\$ 16,609,524	\$ 16,678,592	\$ 69,068	
<b>IMRF</b>	\$ 2,038,245	\$ 2,038,245	\$ -	
<b>Social Security</b>	\$ 2,009,143	\$ 2,015,506	\$ 6,363	
<b>Highway</b>	\$ 3,169,214	\$ 3,179,251	\$ 10,037	
<b>County Bridge</b>	\$ 1,589,543	\$ 1,594,577	\$ 5,034	
<b>Liability Insurance</b>	\$ 2,719,558	\$ 2,719,558	\$ -	
<b>Highway Fed Match</b>	\$ 128,348	\$ 128,755	\$ 406	
<b>Extension Education</b>	\$ 442,000	\$ 442,000	\$ -	
<b>Health</b>	\$ 1,500,687	\$ 1,505,440	\$ 4,753	
<b>Mental Health</b>	\$ 5,913,892	\$ 5,932,620	\$ 18,729	
<b>377 Board Levy</b>	<u>\$ 4,857,487</u>	<u>\$ 4,872,870</u>	<u>\$ 15,383</u>	
<b>TOTAL</b>	\$ 40,977,642	\$ 41,107,414	\$ 129,772	

Administration worked closely with the State's Attorney's Office to ensure it remains in compliance with Truth in Taxation requirements. An analysis and recommendation from Matt Banach, Chief of the Civil Division, is summarized below.

The County has already complied initially with Truth in Taxation with respect to the FY2023 Annual Tax Levy, as the County gave public notice of and held a public hearing as to its intention to levy more than 105% of the preceding year, based on the estimated levy determined in good faith earlier this year. If the final tax levy will exceed the proposed levy previously noticed (as contemplated by this memo and proposed levy revision), a second public notice must be published within 15 days after adoption of the amended levy. The Truth in Taxation statute contemplates and provides a form for such a second notice. A second public hearing is not required. An updated Truth in Taxation certificate will also be required.

**Recommended Action:**

Approval of Ordinance No. 2022-20 amending Ordinance No. 2022-15, FY2023 ANNUAL TAX LEVY ORDINANCE CHAMPAIGN COUNTY, ILLINOIS. Completion of an additional Truth in Taxation certificate to be provided with the final tax levy, but with modification of the usual template. Publication of a new public notice per 35 ILCS 200/18-85 within 15 days after adoption of final tax levy.



**OFFICE OF THE AUDITOR**  
CHAMPAIGN COUNTY, ILLINOIS

**CHART OF ACCOUNTS AND DEFINITIONS**

The Chart of Accounts and Definitions document should be used as reference to identify classification of expenditures. If your department does not have one of the below object codes necessary for processing of payment, please submit a request for new account to:

Munis Help Desk [munis-help@co.champaign.il.us](mailto:munis-help@co.champaign.il.us)

<b>Object</b>	<b>Account Description</b>	<b>Definition</b>
500101-50099	Various Personnel Lines	Salary-payroll and auditor office use only
501001	STATIONERY AND PRINTING	Printed Envelopes, Stationary, Forms, Business Cards, etc. Not for purchase of blank items
501002	OFFICE SUPPLIES	Printer/copier paper, envelopes (blank), toner, pens, pencils, paper clips, note pads, notary stamps. Think more consumable items and low \$ items like scissors, staplers, etc. If computer equipment (i.e. keyboards, monitors) related, use Equipment Less than \$5,000.
501003	BOOKS, PERIODICALS, AND MANUAL	Books, newspaper subscriptions, manuals including employment posters, includes digital books, newspapers and manuals.
501004	POSTAGE, UPS, FEDEX	USPS-meter usage, stamps, UPS, FedEx (think outgoing postage/shipping)
501005	FOOD NON-TRAVEL	Resident meals, juror meals, HS meals, water, coffee, catering – all human consumable items
501006	MEDICAL SUPPLIES	Medication, bandages, gloves, drug testing supplies, all human related items
501008	MAINTENANCE SUPPLIES	Cleaning supplies (not services), custodial supplies
501009	VEHICLE SUPP/GAS & OIL	County owned vehicle fuel, oil, fork-lift propane cylinders refills
501010	TOOLS	Non-power hand tools (mostly used by Physical Plant, Highway, and RPC)
501011	GROUND SUPPLIES	Physical Plant use only - deicer, weed killer, flowers
501012	UNIFORMS/CLOTHING	Resident clothing, employee uniforms/allowance, client uniforms, all human wearables.
501013	DIETARY NON-FOOD SUPPLIES	Resident/student kitchen disposable and non-edible items
501015	ELECTION SUPPLIES	supplies related to elections
501017	EQUIPMENT LESS THAN \$5000	Keyboards, computers, mice, cables, printers, furniture, shelving, power tools; generally items that last longer than one year but cost less then \$5,000.
501018	VEHICLE EQUIP LESS THAN \$5000	County owned vehicle equipment not part of initial vehicle purchase

Object	Account Description	Definition
501019	OPERATIONAL SUPPLIES	Consumable items such as paper towels, filters, belts, fuses, lights, blades, autopsy bags, ammunition, taser cartridges, resident hygiene items, highway-misc vehicles parts and supplies, laundry supplies, rabies tags, animal food, medication, and supplies. Jail commissary items, Aramark Trustee Pay
501020	MISCELLANEOUS SUPPLIES	RPC USE ONLY
501021	EMPLOYEE DEVELOP/RECOGNITION	plaques, staff appreciation, retirement gifts
502001	PROFESSIONAL SERVICES	For services rendered. Audit, autopsy, K9 boarding/medical, transcripts, interpreters, medical services, cremation, resident transportation, contractual attorneys, expert witness, childcare, background/investigation checks.
502002	OUTSIDE SERVICES	For services rendered. Co-location services, polling locations, witness expenses, juror payments
502003	TRAVEL COSTS	Employee (only) mileage, airfare, tolls, lodging, meal per diem
502004	CONFERENCES AND TRAINING	Employee (only) registration fees for conference or training - do not put actual travel items here
502005	TRAINING PROGRAMS	County hosted training costs, instructor pay/travel/lodging, location rent.
502006	EDUCATION	Employee education (does not include conference registrations), School field trips - mostly used by RPC
502007	INSURANCE (NON-PAYROLL)	Lifeworks, liability insurance, notary bond (not fee).
502008	LABORATORY FEES	Services provided by a LAB! - toxicology, bat testing, necropsy, rabies.
502009	EMPLOYEE RECRUITMENT COST	Cost associated with employee recruitment
502010	PROPERTY LOSS/DAMAGE CLAIMS	Administration Services Division use only
502011	UTILITIES	Gas, power, water service, sewer, cable television. Not phone or internet - see 502048
502012	REPAIR AND MAINT	Mowing, snow plowing, short-term (less than one year) equipment rentals for repairs & maintenance
502013	RENT	Outside space rent only (buildings, office space, event booths/tables)
502014	FINANCE CHARGES AND BANK FEES	Bank fees, Posipay fees, ACH/EFT fees, late fees, interest charges
502015	FINES & PENALTIES	Payment of fines or penalties not related to banking
502016	ELECTION WORKERS	County Clerk temporary election worker time (not mileage)
502017	WASTE DISPOSAL AND RECYCLING	trash service, recycling, biohazard, landscape recycling fees, shredding
502018	PARKING (NON-TRAVEL)	Employee parking, juror parking
502019	ADVERTISING, LEGAL NOTICES	ads/notices in papers, radio, TV, facebook, etc.
502020	BAD DEBT EXPENSE	RPC USE ONLY
502021	DUES, LICENSE, & MEMBERSHP	Association Dues, notary application fees, membership fees, vehicle license, vehicle tags, and vehicle registration. Includes intergovernmental memberships.
502022	OPERATIONAL SERVICES	Fingerprinting, Zoom, Domain names, Website hosting, Survey Monkey, event equipment leases/rental (golf carts, election trucks)



Object	Account Description	Definition
502024	PUBLIC RELATIONS	Mental Health Board/Development Disability Board Use Only
502025	CONTRIBUTIONS & GRANTS	Original and subgrantees
502028	DISTRIBUTIONS	Restricted use only
502029	LIABILITY CLAIMS - AUTO	ASD Insurance Specialist Use Only
502030	LIABILITY CLAIMS - GENERAL	ASD Insurance Specialist Use Only
502031- 502034	DEPRECIATION EXP	Auditor Office Use Only
502035	REPAIR & MAINT - EQUIP/AUTO	County owned vehicle repairs - parts, tires, batteries. Equipment maintenance agreements, repairs and parts.
502036	REPAIR & MAINT - ROAD & BRIDGE	Highway use only - trucking, rock, concrete, coating materials, culverts, street signs
502037	REPAIR & MAINT - BUILDING	County owned/leased building repairs, fire alarm testing, building systems repairs. Building maintenance = janitorial services, alarm services, pest control
502038	DEMOLITION COSTS	Restricted use only (Planning & Zoning)
502039	CLIENT RENT/HLTHSAF/TUITION	RPC and VAC USE ONLY (client rent, weatherization grant health and safety, WIOA tuition, CSBG Community Service Block Grant, Scholarships)
502040	ARCHITECTURE / ENGINEERING SER	Specific to payments to architect and engineers
502041	HEALTH/DNTL/VISION NON-PAYRLL	Pre-employment testing, return to work tests, Covid, resident health care
502042	OUTSIDE BOARDING	Corrections housing with other facilities
502043	CONTINGENT EXPENSE	Restricted use only
502044	BENEFIT FEES/SETTLEMENT	Administrative Services Division and auditor office use only - BPC Fees, Gallagher Fees
502045	ATTORNEY/LEGAL SERVICES	Services provided TO the County, not contractual attorneys.
502046	EQUIPMENT LEASES/EQUIP RENT	Postage meter, copiers, Xerox, water coolers. Not for short term equipment rental (less than one year) see Repairs & Maintenance.
502047	SOFTWARE LICENSE & SAAS	Software licenses, user license, software as a service (both cloud based and installed)
502048	PHONE/INTERNET	phone service, cell phone service, hotspots, internet service, answering service
502049	CLIENT UTIL/MAT/SUPTSVC	RPC and VAC USE ONLY (client utility assistance, weatherization grant materials, WIOA supportive services)
502050	CLIENT SECDEP/LBR/OJT	RPC USE ONLY (client security deposits, weatherization grant labor, WIOA on the job training)
502051	CLIENT OTHER	RPC USE ONLY (client assistance, weatherization grant and WIOA that does not fit in other specific objects)
505001- 505004	VARIOUS ACCOUNTS	Restricted use only
700101	TRANSFERS OUT	Use only if you have knowledge of transfers

<b>Object</b>	<b>Account Description</b>	<b>Definition</b>
800101	LAND	Fixed Assets-also for right-of-way purchases
800201	INFRASTRUCTURE	Fixed Assets-roads, bridges, culverts, temporary easements
800301	LAND IMPROVEMENTS	Fixed Assets-only over \$5,000-contact auditor office before use
800401	EQUIPMENT	Fixed Assets-each individual item over \$5,000 if computers or equipment, furniture. Vehicles.
800501	BUILDINGS	Fixed Assets-purchasing, major repairs/renovations that extend the life of a building



XI.

## CCDDB 2023 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> (if it is an option)

**January 18, 2023** – Shields-Carter Room

**February 15, 2023 5:45PM** – Shields-Carter Room – *special joint meeting with CCMHB – CANCEL?*

**February 22, 2023** – Shields-Carter Room (*Ash Wednesday*)

**March 22, 2023** – Shields-Carter Room (*Ramadan begins*)

**April 19, 2023** – Shields-Carter Room

**May 17, 2023** – Shields-Carter Room

**June 21, 2023** – Shields-Carter Room

**July 19, 2023** – Shields-Carter Room

**August 16, 2023** – Shields-Carter Room - *tentative*

**September 20, 2023** – Shields-Carter Room

**October 18, 2023** – Shields-Carter Room

**October 25, 2023 5:45PM** – Shields-Carter Room – *joint study session with the CCMHB*

**November 15, 2023** – Shields-Carter Room (*off cycle*)

**December 20, 2023** – Shields-Carter Room (*off cycle*) - *tentative*

*This schedule is subject to change due to unforeseen circumstances.*

**Please email [stephanie@ccmhb.org](mailto: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, in person, in order 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](mailto:stephanie@ccmhb.org). If the time of the meeting is not convenient, you may still communicate with the Board by emailing [stephanie@ccmhb.org](mailto: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.



## CCMHB 2023 Meeting Schedule

5:45PM Wednesday after the third Monday of each month  
Brookens Administrative Building, 1776 East Washington Street, Urbana, IL  
<https://us02web.zoom.us/j/81393675682> (if it is an option)

- January 18, 2023 – Shields-Carter Room
- January 25, 2023 – *study session* - Shields-Carter Room
- February 15, 2023 – *Special Joint Mtg with CCDDDB* – CANCEL?
- February 22, 2023 – Shields-Carter Room (*Ash Wednesday*)
- March 22, 2023 – Shields-Carter Room (*Ramadan begins*)
- March 29, 2023 – *study session* - Shields-Carter Room
- April 19, 2023 – Shields-Carter Room
- April 26, 2023 – *study session* - Shields-Carter Room
- May 17, 2023 – *study session* - Shields-Carter Room
- May 24, 2023 – Shields-Carter Room
- June 21, 2023 – Shields-Carter Room
- July 19, 2023 – Shields-Carter Room
- August 16, 2023 – Shields-Carter Room - *tentative*
- September 20, 2023 – Shields-Carter Room
- September 27, 2023 – *study session* - Shields-Carter Room
- October 18, 2023 – Shields-Carter Room
- October 25, 2023 – *Joint Study Session with CCDDDB* - Shields-Carter
- November 15, 2023 – Shields-Carter Room
- December 20, 2023 – Shields-Carter Room (*off cycle*) - *tentative*

*This schedule is subject to change due to unforeseen circumstances.*

**Please email [stephanie@ccmhb.org](mailto:stephanie@ccmhb.org) to confirm meetings or to request alternative format documents, language access, or other accommodation needed to participate.**  
Meetings are archived at <http://www.co.champaign.il.us/mhbddb/MHBMeetingDocs.php>

**Public Input:** All meetings and study sessions include time for members of the public to address the Board. All are welcome to attend meetings, ~~using the Zoom options or~~ in person, in order to observe and to offer thoughts during "Public Participation". For support to participate, let us know how we might help by emailing [stephanie@ccmhb.org](mailto:stephanie@ccmhb.org). If the time of the meeting is not convenient, you may still communicate with the Board by emailing [stephanie@ccmhb.org](mailto: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.

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**IMPORTANT DATES - 2023 Meeting Schedule with Subjects, Agency and Staff Deadlines, and Allocation Timeline for PY24**

This schedule offers dates and subject matter of meetings of the Champaign County Developmental Disabilities Board. Subjects are not exclusive to any given meeting, as other matters requiring Board review or action may be addressed. Study sessions may be added on topics raised at meetings or by staff, or with the CCMHB. Regular meetings are held at 9AM; joint study sessions at 5:45PM. Included are tentative dates for steps in the funding process for PY24 and deadlines related to PY22 and PY23 agency contracts.

- |                |  |
|----------------|--|
| <i>1/2/23</i>  | <i>Online System opens for Applications for PY24 Funding</i>   |
| <b>1/18/23</b> | <b>Regular Board Meeting</b>   |
| <i>1/27/23</i> | <i>Agency PY23 2<sup>nd</sup> Quarter and CLC Progress Reports due</i>   |
| <i>2/10/23</i> | <i>Deadline for submission of applications for PY2024 funding<br/>(Online system will not accept any forms after 4:30PM CST)</i> |
| <b>2/15/23</b> | <b>Special Joint Meeting with CCMHB at 5:45PM</b><br>RFP Review Committee Recommendations  |
| <b>2/22/23</b> | <b>Regular Board Meeting – List of PY24 Requests</b>   |
| <i>3/1/23</i>  | <i>If approved, new Evaluation Capacity Project contract issued</i>  |
| <b>3/22/23</b> | <b>Regular Board Meeting</b>   |
| <i>4/12/23</i> | <i>Program summaries released to Board, posted online with the<br/>CCDDB April 19 meeting agenda and packet</i>                  |
| <b>4/19/23</b> | <b>Regular Board Meeting</b><br>Board Review, Staff Summaries of Funding Requests  |
| <i>4/28/23</i> | <i>Agency PY2023 3<sup>rd</sup> Quarter Reports due</i>  |
| <i>5/10/23</i> | <i>Allocation recommendations released to the Board and posted<br/>Online with CCDDB May 17 meeting agenda and packet</i>        |
| <b>5/17/23</b> | <b>Regular Board Meeting</b><br>Allocation Decisions; Authorize PY2024 Contracts   |

XII.

### **Agency and Program acronyms**

CC – Community Choices  
CCDDB – Champaign County Developmental Disabilities Board  
CCHS – Champaign County Head Start, a program of the Regional Planning Commission  
CCMHB – Champaign County Mental Health Board  
CCRPC – Champaign County Regional Planning Commission  
CUAN – Champaign-Urbana Autism Network  
DSC - Developmental Services Center  
DSN – Down Syndrome Network  
IAG – Individual Advocacy Group  
ISC – Independent Service Coordination Unit  
FDC – Family Development Center  
PACE – Persons Assuming Control of their Environment, Inc.  
PCMHC – Piatt County Mental Health Center  
RCI – Rosecrance Central Illinois  
RPC – Champaign County Regional Planning Commission

### **Glossary of Other Terms and Acronyms**

211 – Similar to 411 or 911. Provides telephone access to information and referral services.

AAC – Augmentative and Alternative Communication

ABA – Applied Behavioral Analysis. An intensive behavioral intervention targeted to autistic children and youth and others with associated behaviors.

ABLE Act – Achieving a Better Life Experience Act. A tax advantage investment program which allows people with blindness or disabilities the option to save for disability related expenses without putting their federal means-tested benefits at risk.

ACA – Affordable Care Act

ACMHAI – Association of Community Mental Health Authorities of Illinois

ADA – Americans with Disabilities Act

ADD – Attention Deficit Disorder

ADHD – Attention Deficit/Hyperactivity Disorder

ADL – Activities of Daily Living

ASD – Autism Spectrum Disorder

ASL – American Sign Language

ASQ – Ages and Stages Questionnaire. Screening tool used to evaluate a child's developmental and social emotional growth.

ASQ-SE – Ages and Stages Questionnaire – Social Emotional screen.

BD – Behavior Disorder

BSP – Behavior Support Plan

CANS – Child and Adolescent Needs and Strengths. The CANS is a multi-purpose tool developed to support decision making, including level of care, service planning, and monitoring of outcomes of services.

CARF- Council on Accreditation of Rehabilitation Facilities

CC – Champaign County

CDS – Community Day Services, formerly “Developmental Training”

CFC – Child and Family Connections Agency

CFCM – Conflict Free Case Management

C-GAF – Children’s Global Assessment of Functioning

CILA – Community Integrated Living Arrangement

CLC – Cultural and Linguistic Competence

CMS – Center for Medicare and Medicaid Services, the federal agency administering these programs.

CNA – Certified Nursing Assistant

COTA – Certified Occupational Therapy Assistant

CP – Cerebral Palsy

CQL – Council on Quality and Leadership

CSEs - Community Service Events. A category of service measurement on the Part II Utilization form. Activity to be performed should also be described in the Part I Program Plan form-Utilization section. It relates to the number of public events (including mass media and articles), consultations with community groups and/or caregivers, classroom presentations, and small group workshops to promote a program or educate the community. Activity (meetings) directly related to planning such events may also be counted here. Actual direct service to clientele is counted elsewhere.

CUSR – Champaign Urbana Special Recreation, offered by the park districts.

CY – Contract Year, runs from July to following June. For example, CY18 is July 1, 2017 to June 30, 2018. May also be referred to as Program Year – PY. Most contracted agency Fiscal Years are also from July 1 to June 30 and may be interpreted as such when referenced in a Program Summary e.g. FY18.

DCFS – (Illinois) Department of Children and Family Services.

DD – Developmental Disability

DDD – Division of Developmental Disabilities

DHFS – (Illinois) Department of Healthcare and Family Services. Previously known as IDPA (Illinois Department of Public Aid)

DHS – (Illinois) Department of Human Services

DOJ – (US) Department of Justice

DRS – (Illinois) Division of Rehabilitation Services

DSM – Diagnostic Statistical Manual.

DSP – Direct Support Professional

DT – Developmental Training, now “Community Day Services”

DT – Developmental Therapy, Developmental Therapist

Dx – Diagnosis

ED – Emotional Disorder

EI – Early Intervention

EPDS – Edinburgh Postnatal Depression Scale – Screening tool used to identify mothers with newborn children who may be at risk for prenatal depression.

EPSDT – Early Periodic Screening Diagnosis and Treatment. Intended to provide comprehensive and preventative health care services for children under age 21 who are enrolled in Medicaid.

ED – Emergency Department

ER – Emergency Room

FAPE – Free and Appropriate Public Education



FFS – Fee For Service. Type of contract that uses performance-based billings as the method of payment.

FOIA – Freedom of Information Act.

FQHC – Federally Qualified Health Center

FTE – Full Time Equivalent is the aggregated number of employees supported by the program. Can include employees providing direct services (Direct FTE) to clients and indirect employees such as supervisors or management (Indirect FTE).

FY – Fiscal Year, which for the County is January 1 through December 31.

GAF – Global Assessment of Functioning. A subjective rating scale used by clinicians to rate a client's level of social, occupational and psychological functioning. The scale included in the DSM-IV has been replaced in the DSM-V by another instrument.

HBS – Home Based Services, also referred to as HBSS or HBSP

HCBS – Home and Community Based Services

HI – Hearing Impairment or Health Impairment

Hx – History

ICAP – Inventory for Client and Agency Planning

ICDD – Illinois Council for Developmental Disabilities

ICFDD – Intermediate Care Facility for the Developmentally Disabled

ID – Intellectual Disability

IDEA – Individuals with Disabilities Education Act

IDHS – Illinois Department of Human Services

IDOC – Illinois Department of Corrections

IDPH – Illinois Department of Public Health

IDT – Interdisciplinary Team

IEP – Individualized Education Plan

IFSP – Individualized Family Service Plan

IPLAN - Illinois Project for Local Assessment of Needs. The Illinois Project for Local Assessment of Needs (IPLAN) is a community health assessment and planning process that is conducted every five years by local health jurisdictions in Illinois. Based on the *Assessment Protocol for Excellence in Public Health* (APEX-PH) model, IPLAN is grounded in the core functions of public health and addresses public health practice standards. The completion of IPLAN fulfills most of the requirements for Local Health Department certification under Illinois Administrative Code Section 600.400: Certified Local Health Department Code Public Health Practice Standards. The essential elements of IPLAN are:

1. an organizational capacity assessment;
2. a community health needs assessment; and
3. a community health plan, focusing on a minimum of three priority health problems.

I&R – Information and Referral

ISBE – Illinois State Board of Education

ISC – Independent Service Coordination

ISP – Individual Service Plan, Individual Success Plan

ISSA – Independent Service & Support Advocacy

LCPC – Licensed Clinical Professional Counselor

LCSW – Licensed Clinical Social Worker

LD – Learning Disability

LGTBQ – Lesbian, Gay, Bi-Sexual, Transgender, Queer

LPC – Licensed Professional Counselor

LPN – Licensed Practical Nurse

MCO – Managed Care Organization

MDC – Multidisciplinary Conference

MDT – Multidisciplinary Team

MH – Mental Health

MHP - Mental Health Professional, a bachelors level staff providing services under the supervision of a QMHP.

MI – Mental Illness

MIDD – A dual diagnosis of Mental Illness and Developmental Disability.

MSW – Master of Social Work

NACBHDD – National Association of County Behavioral Health and Developmental Disability Directors

NACO – National Association of Counties

NCI – National Core Indicators

NOS – Not Otherwise Specified

NTPC -- NON - Treatment Plan Clients. Persons engaged in a given quarter with case records but no treatment plan. May include: recipients of material assistance, non-responsive outreach cases, cases closed before a plan was written because the client did not want further service beyond first few contacts, or cases assessed for another agency. It is a category of service measurement, providing an actual number of those served in the prior program year and a projection for the coming program year on the Part II utilization form. The actual activity to be performed should also be described in the Part I Program Form, Utilization section. Similar to TPCs, they may be divided into two groups: New TPCS – first contact within any quarter of the plan year; Continuing NTPCs - those served before the first day of July and actively receiving services within the first quarter of the new program year. The first quarter of the program year is the only quarter in which Continuing NTPCs are reported.

OMA – Open Meetings Act.

OT – Occupational Therapy, Occupational Therapist

OTR – Registered Occupational Therapist

PAS – Pre-Admission Screening

PASS – Plan for Achieving Self Support (Social Security Administration)

PCI – Parent Child Interaction groups.

PCP – Person Centered Planning, Primary Care Physician

PDD – Pervasive Developmental Disorders

PLAY – Play and Language for Autistic Youngsters. PLAY is an early intervention approach that teaches parents ways to interact with their child who has autism that promotes developmental progress.

PRN – when necessary, as needed (i.e., medication)

PSH – Permanent Supportive Housing

PT – Physical Therapy, Physical Therapist

PTSD – Post-Traumatic Stress Disorder

PUNS – Prioritization of Urgency of Need for Services. PUNS is a database implemented by the Illinois Department of Human Services to assist with planning and prioritization of services for individuals with disabilities based on level of need. An individual's classification of need may be emergency, critical, or planning.

PY – Program Year, runs from July to following June. For example, PY18 is July 1, 2017 to June 30, 2018. May also be referred to as Contract Year (CY) and is often the Agency Fiscal Year (FY).

QIDP – Qualified Intellectual Disabilities Professional

QMHP – Qualified Mental Health Professional, a Master's level clinician with field experience who has been licensed.

RCCSEC – Rural Champaign County Special Education Cooperative

RD – Registered Dietician

RN – Registered Nurse

RT – Recreational Therapy, Recreational Therapist

SAMHSA – Substance Abuse and Mental Health Services Administration, a division of the federal Department of Health and Human Services

SASS – Screening Assessment and Support Services is a state program that provides crisis intervention for children and youth on Medicaid or uninsured.

SCs - Service Contacts/Screening Contacts. The number of phone and face-to-face contacts with eligible persons who may or may not have open cases in the program. Can include information and referral contacts or initial screenings/assessments or crisis services. May sometimes be referred to as a service encounter (SE). It is a category of service measurement providing a picture of the volume of activity in the prior program year and a projection for the coming program year on the Part II form, and the activity to be performed should be described in the Part I Program Plan form-Utilization section.

SEDS – Social Emotional Development Specialist

SEL – Social Emotional Learning

SF – Service Facilitation, now called “Self-Direction Assistance”

SH – Supportive Housing

SIB – Self-Injurious Behavior

SIB-R – Scales of Independent Behavior-Revised

SLI – Speech/Language Impairment

SLP – Speech Language Pathologist

SPD – Sensory Processing Disorder

SSA – Social Security Administration

SSDI – Social Security Disability Insurance

SSI – Supplemental Security Income

SST – Support Services Team

SUD – Substance Use Disorder

SW – Social Worker

TIC – Trauma Informed Care

TPC – Transition Planning Committee

TPCs - Treatment Plan Clients - service recipients with case records and treatment plans. It is a category of service measurement providing an actual number of those served in the prior program year and a projection for the coming program year on the Part II Utilization form, and the actual activity to be performed should also be described in the Part I Program Plan form -Utilization section. Treatment Plan Clients may be divided into two groups: Continuing TPCs are those with treatment plans written prior to the first day of July and actively receiving services within the first quarter of the new program year (the first quarter of the program year is the only quarter in which this data is reported); New NTPCs are those newly served, with treatment plans, in any quarter of the program year.

VI – Visual Impairment

VR – Vocational Rehabilitation

WHODAS – World Health Organization Disability Assessment Schedule. It is a generic assessment instrument for health and disability and can be used across all diseases, including mental and addictive disorders. The instrument covers 6 domains: Cognition, Mobility; Self-care; Getting along; Life activities; and Participation. Replaces the Global Assessment of Functioning in the DSM-V.

WIOA – Workforce Innovation and Opportunity Act

**Kim Bowdry, Associate Director for Intellectual & Developmental Disabilities**  
**Staff Report – January 2023**



**CCDDDB/CCMHB:** PY23 2<sup>nd</sup> Quarter programs were cloned in the Online System to create programs for agency claim reporting for the PY23 3<sup>rd</sup> 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 PY24 Funding Cycle was published in the News Gazette in December. I provided feedback to Director Canfield on the updated Application Instructions. The deadline for PY24 application submission is February 10, 2023, at 4:30 PM CST.

The CU Able Financial Compilation was received on January 5, 2023. CU Autism Network submitted the agency Financial Review on January 3, 2023. Champaign County Down Syndrome Network has not submitted the PY20 audit. At the time of this writing, Community Choices has not submitted their PY22 audit, Feller & Kuester CPAs LLP is completing this audit. Ms. Howard-Gallo sent a letter of noncompliance on January 3, 2023.

The Head Start/Early Head Start Early Childhood Mental Health Services program submitted PY23 1<sup>st</sup> Quarter claims for which they had requested an extension. I reopened the claims system for staff to submit the claims for the 1<sup>st</sup> Quarter.

In late November/early December, I began compiling PY2022 Utilization Samples per client and comparing overlap between programs. This involves downloading and sorting all claims uploaded into the Online Reporting System for PY22, as well as downloading and sorting client level information for each client receiving services during PY22. This information will be presented in a later board packet.

I reviewed the RFP proposal submitted by the UIUC Family Resiliency Center. I also participated in a meeting with other members of the RFP Evaluation Committee. Please see the 'RFP2022-010 Evaluation Committee Recommendations' in this Board packet for further information.

I provided support to one agency for questions they had regarding the Online Reporting System. I met with an agency to discuss services for participants in their programs.

I developed and sent consultant contracts for FY23.

**Learning Opportunities:** On December 15, 2022, Consuelo Puente presented "Supported Decision Making." Ms. Puente retired from the active practice of law and now has a part-time position with Family Matters as their Multicultural Trainer. Ms. Puente began her journey in special education when her two now adult sons were identified as having Autism when they were in preschool. She continues the journey with her sons and continues to be inspired by them. The PowerPoint presentation and Supported Decision Making Agreement are attached to this staff report.

Dr. Elise Belknap is scheduled to present 'Nonviolent Communication' on January 26, 2023. This is a follow-up to the 'Crisis Prevention and De-Escalation Begins with You: Curiosity, Presence, and Skills' presentation from Dr. Belknap in November and at the request of an attendee at that presentation. Please visit <https://us06web.zoom.us/meeting/register/tZcrceGsrTotG9QUrCUc4QCWbGvU1aWYcrEI> to register for the event.


**ACMHAI:** I participated in the January ACMHAI I/DD Committee Meeting. Amie Lulinski, PhD, FAAIDD, Executive Director at The Arc of Illinois presented Arc of Illinois 2023 Legislative Priorities and Programs.

**Disability Resource Expo:** I participated in the Expo Steering Committee Wrap-Up Meeting. Members reviewed and discussed participant and exhibitor evaluations, discuss what worked and what did not work during 2022, and began thinking about the 2023 Expo.

**UIUC School of Social Work Community Learning Lab:** The four University of Illinois BSW seniors completed the semester by presenting their final DISABILITY Resource Expo exhibitor videos at the end of the semester. They recorded videos for Larkin's Place and the Champaign County Clerk and Recorder of Deeds. The students also provided feedback on the overall project.

**Other activities:** I participated in the December and January Human Services Council Meetings. In December, Elizabeth Hagemann Senior Manager, Education and Community Volunteers of the Alzheimer's Association Illinois Chapter and Dave -Volunteer Community Educator presented. In January, Kristen Neaville, Champaign Coordinator of the Epilepsy Advocacy Network also presented their program. I participated in several webinars.

I took time off to spend Thanksgiving in Virginia with my husband's family. We also spent a few days in Washington DC. I also took some time off between Christmas and the New Year.



**Family Matters**  
Parent Training & Information Center

## Supported Decision Making: Alternative to Guardianship

Presented by Consuelo Puente  
Multicultural Trainer

Family Matters is not a legal services agency and cannot provide legal advice or legal representation. Information received from Family Matters is not intended as legal advice and should not be used as a substitute for legal advice.

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### Illinois Has a New Law

- Governor Pritzker signed the Supported Decision-Making Agreement Act (Public Act 102-0614) on August 27, 2021
- Effective Date: February 27, 2022

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### Purpose of the Act

- Recognize a less restrictive alternative for adults with intellectual or developmental disabilities (ID/DD) who need assistance with decisions regarding daily living.
- Guardianship law has not been altered

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What Does the Law Do?



- Authorizes the use of Supported Decision Making agreements
- Allows a "Supporter" to assist a "Principal" with an intellectual or developmental disability in making decisions

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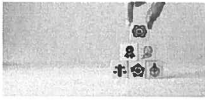
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Guiding Principles



- All adults should be able to live in a manner they choose
- All adults should be able to participate in decisions regarding their own lives
- Adults who need assistance should receive the most effective and least intrusive assistance
- When providing assistance to another, the person's values, beliefs, cultural traditions should be respected

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Presumption of Capacity

- The new law emphasizes that all adults are presumed to have the capacity to make their own decisions regarding daily living
- Capacity is not lost because a person
  - \* has a disability or
  - \* the manner in which a person communicates

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**Alternative to Going to Court**



- No need to go to court to get decision making power over the person with a disability
- The new law creates an avenue for supporting a self-determined life

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**To Be Clear**

**make it clear**

- Just because you have entered into an agreement does not mean you have to use it.
- An adult who has entered into a supported decision-making agreement can act independently of the agreement.



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**What Kinds of Decisions?**

- Obtaining food, clothing and shelter
- Taking care of physical and mental health
- Managing financial affairs
- Applying for public benefits
- Helping to find work
- Help with school decisions
- Advocating



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The Agreement 

- Does not need to be notarized
- Need two witnesses 
- Principal and Supporter need to sign

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The Agreement 

- A form that can be used is part of the law
- Developed by Illinois Guardianship and Advocacy Commission 
- Can use another form 

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Who Can Be a Supporter?

- A parent
- A grandparent
- A sibling
- A cousin
- An aunt
- An uncle
- A friend



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**Who Can't Be a Supporter?** 

- Employer of the Principle
- Paid support services worker
- Person who works for an agency that is financially responsible for the Principle
- A person ineligible under the Health Care Worker Registry
- A person against whom there is a court order prohibiting contact with the Principle
- A person who has been convicted of a sex offense, aggravated assault, fraud, theft, forgery or extortion

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**The Role of Supporter** 

- Cannot make decisions for the Principal
- Can not receive pay for acting as a Supporter
- Can be disqualified as a supporter, if in anyway abuses or causes Principal to be neglected

*Do not abuse, neglect, or exploit a person served.*

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**How can Agreement be terminated?**

- Either the Principal or the Supporter can terminate at any time
- Need to physically destroy the agreement, write a statement declaring the agreement over or can be done verbally in front of two witnesses




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**How long does the Agreement last?**

- A supported decision-making agreement extends until it is terminated by either party
- The office of Inspector General or Adult Protective Services may also terminate the agreement upon a finding of abuse or neglect



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**Who needs to accept the Agreement?**

- Therapist
- Dentist
- Doctor
- Hospital
- Bank
- Agencies
- Providers



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**Warning**

Anyone who is aware of possible abuse is to call:

Adult Protective Services Hotline

1-866-800-1409

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**Immigration Status**



- **Any** individual residing in Illinois with DD/ID can enter into a Supported Decision Making Agreement
- **Any** person residing in Illinois without regard to immigration status can act as a supporter

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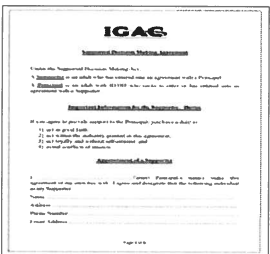
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**What the Agreement Looks Like**



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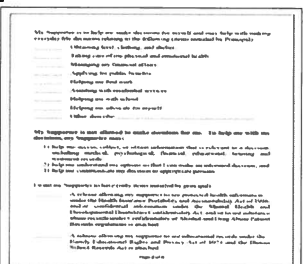
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**Page 2**



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The contents of this Power Point were developed under a grant from the US Department of Education, #H328M150037. However, those contents do not necessarily represent the policy of the US Department of Education, and you should not assume endorsement by the Federal Government. Project Officer David Emenheiser.



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## **Supported Decision-Making Agreement**

Under the Supported Decision-Making Act:

A **Supporter** is an adult who has entered into an agreement with a Principal.

A **Principal** is an adult with ID/DD who seeks to enter or has entered into an agreement with a Supporter.

### **Important Information for the Supporter: Duties**

If you agree to provide support to the Principal, you have a duty to:

- 1) act in good faith;
- 2) act within the authority granted in this agreement;
- 3) act loyally and without self-interest; and
- 4) avoid conflicts of interest.

### **Appointment of a Supporter**

I, \_\_\_\_\_ (insert Principal's name), make this agreement of my own free will. I agree and designate that the following individual as my Supporter:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

My Supporter is to help me make decisions for myself and may help with making everyday life decisions relating to the following (items initialed by Principal):

- \_\_\_\_\_ Obtaining food, clothing, and shelter.
- \_\_\_\_\_ Taking care of my physical and emotional health.
- \_\_\_\_\_ Managing my financial affairs.
- \_\_\_\_\_ Applying for public benefits.
- \_\_\_\_\_ Helping me find work.
- \_\_\_\_\_ Assisting with residential services.
- \_\_\_\_\_ Helping me with school.
- \_\_\_\_\_ Helping me advocate for myself.
- \_\_\_\_\_ Other, describe: \_\_\_\_\_

**My Supporter is not allowed to make decisions for me. To help me with my decisions, my Supporter may:**

- 1) help me access, collect, or obtain information that is relevant to a decision, including medical, psychological, financial, educational, housing and treatment records;
- 2) help me understand my options so that I can make an informed decision; and
- 3) help me communicate my decision to appropriate persons.

I want my Supporter to have (only items initialed by principal)

- \_\_\_\_\_ A release allowing my supporter to see protected health information under the Health Insurance Portability and Accountability Act of 1996, and/or confidential information under the Mental Health and Developmental Disabilities Confidentiality Act, and/or to see substance abuse records under Confidentiality of Alcohol and Drug Abuse Patient Records regulations is attached.
  
- \_\_\_\_\_ A release allowing my supporter to see educational records under the Family Educational Rights and Privacy Act of 1974 and the Illinois School Records Act is attached.

This supported decision-making agreement is effective immediately and will continue until \_\_\_\_\_(insert date) or until the agreement is terminated by my supporter or me or by operation of law.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Signature of Principal) (Printed Name of Principal)  
Consent of Supporter

I, \_\_\_\_\_(name of supporter), consent to act as a supporter under this agreement.

\_\_\_\_\_  
(Signature of Supporter) (Printed Name of Supporter)

\_\_\_\_\_  
(Witness 1 Signature) (Printed Name of Witness 1)

\_\_\_\_\_  
(Witness 2 Signature) (Printed Name of Witness 2)

**WARNING: PROTECTION FOR THE ADULT WITH A DISABILITY**  
**IF A PERSON WHO RECEIVES A COPY OF THIS AGREEMENT OR IS AWARE OF THE EXISTENCE OF THIS AGREEMENT HAS CAUSE TO BELIEVE THAT THE ADULT WITH A DISABILITY IS BEING ABUSED, NEGLECTED, OR EXPLOITED BY THE SUPPORTER, THE PERSON SHALL REPORT THE ALLEGED ABUSE, NEGLECT, OR EXPLOITATION TO THE ADULT PROTECTIVE SERVICES HOTLINE:**

**1-866-800-1409 OR 1-888-206-1327 (TTY)**

This form is not intended to exclude other forms or agreements that identify the principal, supporter, and types of support.

GAC/07-21

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

**Staff Report- January 2023**

**Summary of Activity**

The online system opened on January 2<sup>nd</sup> for PY24 applications and closes on February 10<sup>th</sup> at 4:30pm CST.

PY23 2<sup>nd</sup> Quarter and CLC progress reports are due on January 27<sup>th</sup> 11:59PM CST. Agencies are required to fill out a Request for Extension Report form when requesting an extension to complete their reports. The form can be downloaded from <https://ccmhddbrds.org>.

I spent time with several agencies coordinating their Mid-year presentations for the Board. The following agencies will be presenting from January through March: CU at Home – Shelter Case Management, CCHCC – Disability Application Services, Family Service – Creative Social Connectivity for Seniors, Rosecrance – Crisis Co-Response Team and Children & Family Services.

**Audit Delays/Suspension of Funding:** Compliance letters were mailed out by Ms. Stephanie Howard-Gallo to agencies that did not submit audits by the extended December 31<sup>st</sup>. Those agencies are Community Choices, Christian Health Center, CSCNCC, ECIRMAC/Refugee Center, First Followers, GROW, MAYC, Terrapin, UP Center, Urbana Neighborhood Connections, Well Experience, and WIN Recovery.

**Contract Amendments:** In November, the Board approved a contract amendment for CU at Home program which allowed the agency to adjust their PY23 program service SC target.

**Evaluation Capacity Committee Team:** I was part of the Evaluation Committee that consisted of two board members, two board staff, and one person with experience with the previous project. The proposals were due on December 21<sup>st</sup> by Noon. We received one proposal and met via zoom for an analysis with recommendations to be given to the Board.

**CCMHB and UIUC Participatory Research Project:** The Fall project with UIUC Department of Human Development & Family Studies (HDFS) came to a nice conclusion with an agency leaders' event on Friday, December 9<sup>th</sup> at the Champaign Public Library. Seventeen agency leaders participated in the Group Level Assessment (GLA) discussion that was facilitated by the HDFS PhD students. This was an opportunity for agency leaders to interact with each other and share their valuable experiences on leadership. The researchers are preparing a report on their findings of the event and overall project for CCMHB staff to disseminate to the board. Throughout the term I worked with the researchers in developing research goals and questions, discussing different methods that can be used to answer those questions, deciding up an implementation plan, and planning for dissemination.

Lynn and I attended the Dissemination Day for Participatory Research Methods Partners at the ACES Library on the U of I campus.

**IPlan Behavioral Health Workgroup:** Members discussed and edited the Behavioral Health Concept Map as it pertains to housing, mental health and substance use advocacy, community-based solutions, and a host of other issues.

**CCMHDDAC Meeting:** No December meeting. The next committee meeting is scheduled for January 24<sup>th</sup>.

**Reentry Executive Committee & Council Meetings:** The Reentry Council meetings for December 7<sup>th</sup> and January 4<sup>th</sup> were canceled due to major scheduling conflicts and to give the Executive Committee an opportunity to reconvene prior to meeting with the Reentry Council after the holidays.

**ACMHAI CoP Crisis Response Monthly Discussion Group:** Attended the 50<sup>th</sup> annual ACMHAI December Membership Meetings via zoom. Congratulations to the newly elected President of ACHMAI, Ms. Lynn Canfield. January 5<sup>th</sup> ACMHAI Medicaid Managed Care Committee meeting was cancelled. The next meeting is scheduled for March 2<sup>nd</sup>. The next CoP Crisis Response meeting is January 16<sup>th</sup>.

**Continuum of Service Providers to the Homeless (CSPH):** Attended the CSPH Full Board Meeting. Mr. Belcher briefly discussed planning efforts around the 2023 Point in time count. We heard a presentation Ms. Debra Terfruchte with the Veteran-Community Partnership.

**Rantoul Service Provider's Meeting:** Attended the meeting via zoom on December 19<sup>th</sup>. Members provided updates: Rosecrance is expanding Child Outpatient Services offered at its Champaign office which includes the addition of a child psychiatrist, Dr. Stewart. Dr. Stewart will be available to RCI on Wednesdays by tele-health appointments. The child/adolescent must be engaged in an additional Rosecrance service to be seen for psychiatry. Illinois Medicaid and most private insurances are accepted. Individuals will have to complete an assessment and treatment plan with outpatient counseling and then an internal referral will be completed to outpatient psychiatrist. Call 217-398-8080 to make a referral. Community Service Center of Northern Champaign County just finished up Holiday Bureau that went well and helped over 415 students. CSCNCC is currently participating in the campaign for Meijer Simply Give Program (Meijer Community - Simply Give). Refugee Center increased population of clients who did not have a previous connection to Champaign Area with a need of a lot of services. Increase in need of referrals to mental health services and main initial service needs: food and shelter. DMBGC hosted a Holiday Party on 12/14 and a Turkey and Ham Give away on 12/15.

**Other Activities:**

- December 14th, met with Ms. Beverly Baker of United Way and Katie Harmon the CSPH Continuum of Care Coordinator to discuss the CoC map and the direction of CSPH.
- I met with Executive Director, Jeniece Mitchell of UNCC for a discussion of the online system and their program.
- Lynn and I met with RPC Director Lisa Benson and discussed the shelter crisis in Champaign County.

- Lynn and I met with Cunningham Children's Home Pat Ege to discuss Juvenile Redeploy and system of care updates.
- On November 30<sup>th</sup>, Lynn and I briefly met with Family Service Program Director Jermaine Raymer to assist with the submission of a report in the online system.
- CCMHB staff is currently in the preliminary phase of partnering with the College of Business master's-level accountancy class for a bookkeeping/accounting project. The first meeting is tentatively scheduled for Wednesday, January 10<sup>th</sup>.

**Learning Opportunities (Trainings and Webinars) :**

- On November 30<sup>th</sup>, I participated in the GLA training with the UIUC Research team on campus.

# Executive Director's Report – Lynn Canfield, January 2023

## Background - Strategic Plan Goals:

### *Champaign County Mental Health Board Current Three-Year Plan Goals*

1. Support a **continuum of services** to improve the quality of life experienced by individuals with mental or emotional disorders, substance use disorders, or intellectual and/or developmental disabilities and their families residing in Champaign County.
2. Sustain commitment to addressing health disparities experienced by **historically underinvested populations**.
3. Improve **access** to supports, services, and resources currently available and beneficial.
4. Continue the collaborative working relationship with the Champaign County Board for Care and Treatment of Persons with a Developmental Disability (CCDDB).
5. Building on progress achieved through the six-year Cooperative Agreement between the Federal Substance Abuse and Mental Health Services Administration (SAMHSA), the Illinois Department of Human Services (IDHS), and the CCMHB, **sustain the SAMHSA/IDHS system of care model**.
6. **Divert persons with behavioral health needs or I/DD from the criminal justice system**, as appropriate.
7. In conjunction with the Champaign County Sheriff's Office, other law enforcement, and community stakeholders, pursue a continuum of services as an **alternative to incarceration and/or overutilization of local Emergency Departments** for persons with behavioral health needs or I/DD.
8. Support **interventions for youth** who have juvenile justice system involvement.
9. Address the need for **acceptance, inclusion, and respect** associated with a person's or family member's mental illness, substance use disorder, intellectual and/or developmental disability through broad based community education efforts to increase community acceptance and positive self-image.
10. Engage with other local, state, and national stakeholders on **emerging issues**.

### *Champaign County Developmental Disabilities Board Current Three-Year Plan Goals*

1. Support a **continuum of services** to meet the needs of people with intellectual and/or developmental disabilities (I/DD), along with their families, residing in Champaign County.
2. Sustain the commitment to improving outcomes for members of **underrepresented and underserved populations**.
3. Improve **access to and engagement in services** through increased coordination among providers, community stakeholders, people with I/DD, their families, and other key supporters.
4. Encourage high-quality **person-centered planning** and follow-through for people served by funding from the CCDDB and, through the Intergovernmental Agreement, from the CCMHB.
5. Continue the collaborative working relationship with the Champaign County Mental Health Board.
6. Identify children at-risk of developmental delay or disability and support **early intervention services and family supports**.
7. Support **access to services and programs** for youth and adults with I/DD, with a preference for evidence-based practices to increase positive outcomes.
8. Promote **inclusion and respect** of people with I/DD, through broad based community education efforts.
9. Stay abreast of **emerging issues** affecting service and support systems and be proactive through concerted **advocacy efforts**.

## Activities of Staff and Board Members:

To support CCMHB Three Year Plan goals 1-8 and CCDDB Three Year Plan goals 1-7, the allocation of funding for services through agency contracts and the subsequent development and monitoring of those contracts are a primary focus. All team members have participated in various site visits over the past several months, and these will continue. In November, we posted and shared final approved versions of funding priorities for PY2024 for each of the CCDDB, CCMHB, and I/DD Special Initiatives funds. Stephanie Howard-Gallo placed the NOFA in the News-Gazette in early

December, and County IT posted it on the county site, along with public documents. I posted it on the application site. I revised and tested the online system forms and application instructions, with all staff reviewing infinite drafts until time won out over perfection. Shandra Summerville and I revised the second quarter CLC report and worked with Leon Bryson and Kim Bowdry on a new version of the Report Deadline Extension Request. With their input, I updated the annual Performance Outcomes Report template and instructions, along with Required Report instructions. These and other documents are posted in relevant sections of the site. We added two-factor authentication to protect private information on the site and distributed and posted brief instructions for how to set that up. I cloned all submitted PY23 application forms (all agencies) and opened the system January 2. **It will close at 4:30PM CST on Friday, February 10, 2023, with no extensions available.**

Our staff continues to offer support to agency users regarding how to use the system, forms, and reports. A workshop with the system developer was recorded and posted in all areas of the site. When the online system opened on January 2, these conversations had to be limited to technical support only. The deadline for all second quarter reports is 11:59PM CST (midnight) on Friday, January 27. The new Report Deadline Extension Request form is posted in the reports section and is recommended for use PRIOR to the deadline by those who anticipate a delay in any report. The new CLC second quarter report form is a fillable pdf, hopefully easier to download and use.

Contracts with service providers appear as Contributions & Grants, the largest expenditure line in each Board's budget. A decision memo in this packet shows that additional revenue for 2023 will be used to increase each Board's Contributions & Grants line. A small share of total costs to each Board are non-agency activities which also support individuals, families, agencies, and community. These appear in Personnel, Professional Services, Public Relations, Advertising, Books, Printing, Rental, and Non-Employee Training costs and are accomplished through staff, independent contractors, associations, or partnerships. Many activities and collaborations are referenced in other staff reports.

Chris Wilson took the lead in mastering relevant modules of the county's new accounting system and addressing specific problems as they arise. Costs related to the ERP appear in the budget as an interfund transfer to the County's Capital Asset Replacement Fund and through Software Licensing & SAAS.

### ***Anti-Stigma and Community Awareness:***

*(MHB goals 1, 3, 4, and 9 and DDB goals 1, 3, 5, and 8)*

**Resource information:** 211 offers call-based and online resource information. United Way, the CCMHB, and the CCDDDB co-fund this service. PATH currently serves as a call center for this (previously as the National Suicide Prevention Lifeline) for counties other than Champaign, which relies on a local crisis line operated by Rosecrance (with some local funding but majority other). The United Way director has suggested that the State will begin paying for 211 services for our area, hopefully this year, but this is not official yet and remains in the budget. The Director of PATH, which provides 211 services, forwards quarterly reports on Champaign County activity, which are then included in Board packets, though not this month.

**Alliance for Inclusion and Respect (AIR)** social media and website continue anti-stigma messaging and promotion of member organizations and local artists/entrepreneurs. AIR will sponsor an 'anti-stigma' film, a post-screening Q&A or panel discussion, and an art show and sale, during the Roger Ebert's Film Festival, now scheduled for April 19-22, 2023. The art show will likely be the last day, Saturday April 22, and is coordinated by Stephanie Howard-Gallo with a group of artists and art supporters. The CCMHB pays for the film sponsorship, which is offset by AIR member contributions. At the encouragement of the festival coordinator, I asked CCMHB



and AIR members for ideas for anti-stigma films they'd like to see included. AIR activity costs are budgeted as Public Relations/Anti-Stigma.

**disABILITY Resource Expo** was held on October 15, 2022 in-person at Market Place Mall. Despite new and old barriers and the burden of low expectations, the event was well-attended and well-received. The consultants responsible for this have been contracted again for a fall 2023 event, though one has retired. Dylan Boot and Allison Boot will take on graphic design and production responsibilities, along with their leading coordination roles, with support from prior coordinator Barbara Bressner. They, and our staff, continue to work with UIUC students on informational exhibitor videos. ChrispMedia maintains AIR and Expo websites, hosts the short videos, and may provide technical support for any virtual Expo events. Expo expenses are now budgeted under Professional Services, Printing, Advertising, and Rental.

### ***CCMHB/CCDDB I/DD Special Initiatives Fund:***

*(MHB goals 1 and 4 and DDB goals 1 and 5)*

The Boards' effort to expand small group home options for Champaign County residents, through a CILA Facilities Fund, has been modified and may now support special projects of benefit to individuals with I/DD and complex support needs, as well as to their families and the direct support staff and agencies providing their care. The change was necessitated by difficulty staffing the homes which had been purchased as CILAs. Because the core issue is the direct support professional (DSP) workforce shortage, and to preserve existing CILA capacity, we monitor the state and federal funding situation and raise this advocacy issue at state and national association meetings. The plan/hope for 2023 is to fund grant contracts to eligible organizations presenting proposals which would mitigate the crisis and support people in spite of it. The online application system is open for such proposals during the same time as for CCDDB and CCMHB funding.

### ***Support for Agency Programs:***

*(MHB goals 1, 3, 5, 6, 7, and 8 and DDB goals 1, 2, 3, 4, 6, and 7)*

#### **Activities described in staff reports:**

- Cultural and Linguistic Competence training and technical assistance (Shandra Summerville).
- Collaborations: Champaign County Transition Planning Committee, Continuum of Service Providers to the Homeless, Champaign County Community Coalition, Champaign County Reentry Council, Drug Court Steering Committee, Coalition Race Relations Subcommittee, Human Services Council, CUPHD I-Plan Behavioral Health Committee, Youth Assessment Center Advisory Committee, and more (Leon Bryson, Kim Bowdry, and myself).
- Monthly Provider Learning Opportunities (Kim Bowdry), free of charge and offering CEUs to a primary audience of case managers, joined by family advocates and social workers.

**Independent Contractors:** Alex Campbell of EMK offers technical support for users of our online application and reporting system. Board members interested in learning to view forms may reach him at [afcampbell9@msn.com](mailto:afcampbell9@msn.com). Last year we archived documents and sections no longer in use and developed new capacities, including a "compliance dashboard" so that agencies and board staff may track required submissions are outside of quarterly reports (such as audit reports, board meeting minutes, certificates of liability, letters of engagement with CPAs, subcontracts, etc.) We also updated the appearance and organization of all sections of the site for ease of use, with an option for users to choose the dark version. John Brusveen, CPA, reviews all agency audits, compilations, and financial reviews, summarizing findings and recommendations. Tim Offenstien (of Falling Leaf) tests our public pages for accessibility and sends reports on what to improve. Barbara Mann has agreed to provide legal services upon Dan Walsh's retirement, though some matters are handled by the State's Attorney's Office Civil Division. Services

provided by the County Auditor's Office and County Administration are also budgeted in and billed to the MHB Professional Services line. (NOTE: the DDB pays a share of most administrative costs through the Professional Services line of their budget).

**Bookkeeping Support Pilot Project:** Mary Fortune (of MTF) continues to work with small agencies (Terrapin Station, UP Center, and Well Experience so far) to improve bookkeeping, financial reporting, and audit-readiness. She provides our team with periodic updates.

**UIUC Evaluation Capacity Project:** this seven year project wrapped up in the summer of 2022, and a Request for Proposals seeks the next stage of support to agencies, for their data collection and reporting of outcomes, and more. A decision memo in this packet relates to the new project.

**UIUC Student Projects:** In fall of 2022, Kim Bowdry worked with a student group through the School of Social Work (SSW) Community Learning Lab on short videos of Expo exhibitors, and Leon Bryson worked with PhD SSW students on participatory research, with the focus on service provider agency leaders. We do not request Spring projects due to our focus on agency applications, funding recommendations, and subsequent contracts, though we welcome support for translation of documents or short videos of Expo exhibitors. We will talk with students from the Gies College of Business Action Learning Program, about a project to support agencies with their internal financial management, but will only agree if our time on the project is very minimal.

## **Executive Director Activities:**

In addition to collaborations above and below, I read audits as they arrive and request explanations, additional information, or return of excess revenue as needed. Most audits/reviews were due December 31, but several were delayed, sometimes by the CPA firm. This results in suspension of payments and, if prolonged, can lead to termination of contracts. A decision memorandum in the MHB packet requests waiver of payment suspension when certain circumstances are present.

I worked with the County's ARPA Coordinator on final reports for the federal Treasury regarding the nine behavioral health programs funded in PY22 by the County's ARPA fiscal relief funds. The reports cannot be completed until all audits are submitted and accounts settled. If excess revenue is owed in relation to any contract, it is transferred to the County's ARPA fund for re-allocation.

I set up folder and drafts for the MHB 2022 Annual Report, to be completed by Stephanie Howard-Gallo, Chris Wilson, and Leon Bryson, as final 2022 account information becomes available. I worked with Mr. Wilson on very recent (County-related) changes to the 2023 budget. With that foundation and his final 2022, I will create working draft 2024 budgets for each fund. Early work on these will allow us to estimate how much money to allocate to PY2024 agency contracts, because they are split between our 2023 and 2024 fiscal years.

Finally, to prepare for the new year, I completed annual performance evaluations for our team, distributed applicable policy information to each, updated personnel benefits tracking, verified totals with each staff member, and submitted the year-end summary to the County's Payroll Administrator.

## ***Intergovernmental/Interagency Collaborations:***

*(MHB goals 1, 2, 4, 9, and 10 and DDB goals 1, 2, 3, 5, 8, and 9)*

**Champaign County Department Heads:** with the County Executive, Admin staff, and other Departments' representatives, this bimonthly meeting covers budgets, ERP, IT, phone, facilities issues, ARPA fund requests, and employee trainings, recognition, and benefits. Our last meeting with the outgoing Executive was in November; the new Executive has not called a meeting.

**Mental Health and Developmental Disabilities Agency Council:** monthly meeting of agency representatives, not all of which are funded by the Boards, for discussion of agency activities, federal and state updates, special topics, and announcements. Our staff typically announce upcoming deadlines and report on recent board meetings. I created an email group to simplify sharing announcements of other funding and of our business.

**Metropolitan Intergovernmental Council:** three times a year, representatives from local government meet on topics of shared interest as well as roundtable discussion. We will not meet until May, due to low availability of members for the scheduled January meeting.

**Regional Champaign-Vermilion Executive Committee:** bimonthly meeting of public and private entities responsible for community health needs assessment and strategic plans. The most recent health plan/I-Plan identified behavioral health and community violence as priorities. A new IPlan Coordinator was hired during 2022 and has met with all individual entities and workgroups, producing an initial summary of these conversations and goals. I participate in the Behavioral Health workgroup, alternating months with Mr. Bryson.

***Partnerships related to Underrepresented Populations and/or Justice System:***  
(MHB goals 1, 2, 5, 6, 7, 8, and 10 and DDB goals 1, 2, 3, and 7)

**CESSA Statewide Advisory Committee:** the Community Emergency Services and Supports Act was signed into law in 2021 to take effect January 1, 2023, requiring emergency operators to refer behavioral health calls to mental health professionals rather than police. Because this is a major change involving overburdened community-based and public systems, it has caused concern and confusion across the state. In addition, the national launch of 988 on July 16, 2022 fell to states which were not prepared or adequately funded to run the call services, let alone a full continuum of crisis response services. I have attended some of the Advisory Committee's public meetings online, in which members of the public may listen (and participate at appropriate times). Representatives of local agencies are involved with the 988 Key Stakeholder Coalition.

**Champaign County Community Coalition:** Goal Team meetings are now in person, with updates from law enforcement, reports on positive youth programming, trauma-informed system work, and efforts to reduce community violence. I have not attended recently but continue with the Executive Committee, which meets infrequently to set priorities and annual goals.

**Crisis Intervention Team (CIT) Steering Committee:** bimonthly meetings of representatives of law enforcement, EMS, hospital, behavioral health, providers of service to people with housing insecurity, support network leaders, and other interested parties, to promote CIT training, review data analyzed by City of Urbana, and share updates. Another standing meeting has conflicted with this one, but I look forward to rejoining this group in 2023.

**Drug Court Steering Committee:** I joined in October 2022 for the Graduation Ceremony and a rare in person committee meeting, to consider an updated Drug Court policy. I suggested edits to focus on roles rather than specific people or agencies serving Drug Court; I praised the plan to add peer supports and extend participation past probation, both of which are positive from a clinical perspective and supported by the service provider agencies and coordinator. Opioid settlement funding was also discussed, as the County may direct some money to staffing or additional services related to this project. I have been tracking and sharing information on the settlement (federal and Illinois), in case it is helpful to Drug Court or other County partners.

**Illinois Supreme Court Regional Task Force:** along with representatives of local government and social services agencies, I participated in the Regional Council and Resource Mapping Workshops, though some occurred at the same time as other meetings. In November, I met with Scott Block, Statewide Behavioral Health Administrative Office of the Illinois Courts, representatives of Rosecrance, and the Office of Statewide Pretrial Services consultant to discuss our community's resources. Interest from the judiciary (locally, statewide, and nationally) leaves me optimistic; this interest is reflected in reports from the National Center for State Courts and the National Judicial Task Force to Examine State Courts' Response to Mental Illness, e.g., [https://www.ncsc.org/\\_data/assets/pdf\\_file/0031/84469/MHTF\\_State\\_Courts\\_Leading\\_Change.pdf](https://www.ncsc.org/_data/assets/pdf_file/0031/84469/MHTF_State_Courts_Leading_Change.pdf)

**Illinois Supreme Court Regional Education Seminar on Pretrial Implementation Task Force:** On December 14, I attended a full day seminar on efforts of the Pretrial Commission and Pretrial Implementation Task Force. Two weeks after amendments were made to the Act and two weeks prior to implementation, this seminar covered the role of the Office of Statewide Pretrial Services, Loyola University's evaluation, and numerous details of the Pretrial Fairness Act, which is a provision of the Safe-T Act. State's Attorney Rietz reminded all that amending laws is necessary and expected and that the roll-out will inform additional legislative action. On New Year's Eve, the IL Supreme Court halted the Pretrial Fairness Act so that, until further notice, all counties must maintain a cash bail system. This action followed a Kankakee County judge's ruling that the portion of the Act which ends cash bail is unconstitutional.

### ***State and National Associations and Advocacy:***

*(MHB goal 10 and DDB goal 9)*

**Association of Community Mental Health Authorities of Illinois (ACMHAI):** I attend regular meetings of the Executive, Legislative, Medicaid, I/DD, and Community of Practice (Crisis Continuum) Committees. These feature updates on committee-specific issues, often covering contracting and monitoring processes, state funding and policies, levies, goal setting, community awareness, etc. Government Strategy Associates updates the membership on state legislative activity and relies on our input for advocacy. I will serve as President of the association this year, leading Executive Committee meetings and meetings of the membership.

On December 1, I attended an in-person membership meeting. Training sessions focused on Children's Mental Health, participatory research on youth suicide risk, and Pathways to Success, the state's Medicaid children's crisis program. We held a legislative award ceremony that evening. While all legislators were delayed by the veto session and unable to attend, many ACMHAI members, alumni, and new 708 board representatives were present and appeared to do more networking than usual. We may repeat this format in future in person meetings, to make the best use of everyone's time. At our business meeting December 2, we received committee, coordinator, and legislative updates and held elections. That afternoon and the next day, I met with representatives from two other community mental health boards to discuss focus for 2023.

One of the two Legislator of the Year Award recipients was Senator Scott Bennett, who worked with me to pass the Mental Health Validation Act which protects 708 and 377 boards established after PTELL was adopted and before the related statutes were amended. He had also supported bills of benefit to people with disabilities. Senator Bennett and I made plans to meet later to give him the award, but he passed away suddenly that day.

Also in December 2022, my personal life added a tone to these work activities. While traveling to the December 1 meeting, my father went into ICU and began treatments which had to be halted three days later, with transfer to comfort care and then hospice. During the December 1 meeting, I learned I was not the only participant receiving emails and text messages about loved ones. Most members have experienced a significant loss, illness, or injury in the last few years, and we might start incorporating simple wellness strategies into our events. Speaking of...

**International Transformational Resilience Coalition:** I participated in the ITRC's eight-week Community of Practice focused on "using a public health approach in communities to build population-level capacity for mental wellness and resilience for the climate crisis." The crisis includes unprecedented and unpredictable weather disasters, COVID and other global pandemics, and their secondary impacts, such as increased mental health support needs, economic insecurity, and political instability. Each session included 'presencing' exercises, breakout groups, and guest speakers, with many resources on self-regulation (physiological and intellectual), neighborhood level connections, coalition-building, and more. I could not keep up with readings but may attend a follow up or a repeat the program to absorb more. There was no charge for this series.

**National Association of County Behavioral Health and Developmental Disability Directors (NACBHDD):** As Secretary, I work with the Executive Committee and CEO to review policies, positions, and financial information, and to evaluate the CEO's performance. I participate in monthly I/DD committee calls for presentations by national experts and for discussion of state and federal rules, funding, and the workforce crisis. I chair monthly meetings of the Behavioral Health and Justice Committee, with presentations (e.g., overdose data and recovery systems, 988 and crisis response, 'familiar faces', housing, Medicaid) plus roundtable discussions. The virtual winter board meeting included committee reports and updates from the CEO and president, along with elections. I will attend the in-person Legislative & Policy conference February 13-15 and will moderate one session, on Criminal Justice, State Hospitals, and Community Care.

**National Association of Counties (NACO):** bi-monthly Health Steering Committee calls with legislative updates, local innovations, and policy priorities; bi-monthly leadership calls to plan these; quarterly Healthy Counties Advisory Board and Stepping Up Innovator County calls on county initiatives. With NACBHDD, I support HSC policy resolutions related to DSP classification, changes to Medicaid and IMD, crisis continuum, and other behavioral health system improvements. I will attend the mid-February Legislative & Policy conference sessions in person this year, as they directly precede NACBHDD sessions.

**Stephanie Howard-Gallo**

**Operations and Compliance Coordinator Staff Report –  
January 2023 Board Meeting**

**SUMMARY OF ACTIVITY:**

**Audits/Financial Reviews:**

Audits were due on December 31, 2022. John Brusveen has been a consultant for many years to the CCMHB/CCDDB and will review the audits and provide us with a formal report. There is a Decision Memorandum elsewhere in the Board packet with details regarding late audits, of which there are many.

**Second Quarter Reporting:**

Second Quarter reports will be due January 27, 2023. A Cultural and Linguistic Competence Plan (CLCP) progress report will also be due at that date and time. Zip Code and Demographics data must be reported for Fee For Service programs as well, with the same deadline. I sent out a reminder to all the agencies in early January. I will send out a second reminder later in the month.

**Other Compliance:**

I made contact with ten funded agencies regarding missing minutes from their Board meetings for our files, as required in their contracts.

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

The AIR art show and sale will once again be held during Ebertfest in April 2023. Details on the event will be reported in the coming months.

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

The Notice of Funding Availability (NOFA) ran in the News Gazette on December 4th and December 7th. It is also posted on our website. It read:

*Notification of Funding Availability – Champaign County Mental Health Board (CCMHB)/ Champaign County Board for Care and Treatment of Persons with a Developmental Disability (CCDDB)/I-DD Special Initiatives Fund - The CCMHB and CCDDB use an online system at [www.ccmhddbrds.org](http://www.ccmhddbrds.org) for submission of funding*

*requests to any of the three funds for the contract year July 1, 2023 to June 30, 2024. Applicants register prior to requesting funding, and if awarded a contract, later submit reports through the system. Per the posted timeline, this system will be available for registration and application from January 2, 2023 at 8:00 AM CST to February 10, 2023 at 4:30 PM CST, with no consideration of late applications. Allocation decisions will be made prior to July 1, 2023. For accessible documents or technical assistance with the registration/application system, contact [stephanie@ccmhb.org](mailto:stephanie@ccmhb.org).*

**Other:**

- Prepared meeting materials for CCMHB/CCDDB regular meetings, special meetings, and study sessions/presentations.
- Composed minutes from the CCDDB/CCMHB meetings.
- Participated in meetings and study sessions for the CCDDB/CCMHB.
- I will be on medical leave for most of February.

# January 2023 Staff Report- Shandra Summerville Cultural and Linguistic Competence Coordinator

## Agency Cultural and Linguistic Competence (CLC) Technical Assistance, Monitoring, Support and Training for CCMHB/DDB Funded Agencies

### Agency Support and Technical Assistance:

- **Reminder about CLC Required Training:**  
**Community Choices Human Rights and Advocacy Group-** A training has been developed by the members of the Human Rights Advocacy Group. This training focuses on how to work with people living with a disability. If your organization will utilize this as a training as a funding requirement, please include me in your correspondence with Hannah Sheets.

### HRA Training Guidelines

- 5 trainings in FY23 for DDB/CCMHB Funded Organizations.
- Preferred day of the week is on Thursdays at 10am or 3pm
- You must Schedule your training at least one week before the training dates.

Please contact Hannah Sheets at [hannah@communitychoicesinc.org](mailto:hannah@communitychoicesinc.org) to schedule your presentation.

**PY 23- update to 2<sup>nd</sup> Quarter Reports** – Reports are due January 27, 2022. There is a new form that was created to streamline the reporting process and gather information about the Board Demographics and training information.

### Cultural Competence Training/Support

**GROW in Illinois:** There will be a CLC Training scheduled for the New Staff Person scheduled in January.

### CLC Coordinator Direct Service Activities

#### Mental Health First Aid-

Mental Health First Aid now has a statewide coordinated person. For information, please refer to the website: <http://mhfaillinois.org/>

### Anti-Stigma Activities/Community Collaborations and Partnerships

#### **NNEDLearn 2023**

“The Substance Abuse and Mental Health Services Administration (SAMHSA) invites National Network to Eliminate Disparities in Behavioral Health (NNED) members to participate in its thirteenth annual training opportunity for community-based organizations, NNEDLearn 2023. The goal of NNEDLearn is to develop members’ skills in evidence-supported and culturally



## **January 2023 Staff Report- Shandra Summerville Cultural and Linguistic Competence Coordinator**

appropriate mental illness and substance use prevention and treatment practices and to support practice implementation. This training model includes two introductory webinars, a 3-day virtual intensive training, and four follow-up virtual coaching sessions. *The 3-day virtual intensive training for 2023 will be held April 25 – 27, 2023, 11:00 am – 4:30 pm ET via Zoom.*

*Source: National Network to Eliminate Disparities.*

<https://nned.net/opportunities/nnedlearn/apply-nnedlearn-2023/>

### **C-HEARTS African American Storytelling Project:**

The ASPIRE program is a youth-centered intervention that is co-created between trusted adult facilitators and middle school youth that facilitates psychological health. This team meets bi-weekly as a research team. The research team is working with DREAM to implement the program in the spring of 2023. The team met with the Vice Chancellor of Diversity and Inclusion on December 8, 2022, to discuss the Chancellor's Call to Action to address Racism. We discussed the importance of strengthening community engagement with agencies that serve marginalized communities.

### **ACMHAI**

I attended the Quarterly Meetings on December 1-2, 2022, in Chicago, Illinois. I attended the Best Practice Training on Children's Behavioral Health and the Board Meeting. I also connected the Children's Behavioral Health Committee Chairperson with the National Federation of Families for Children's Mental Health. The annual conference will be held in Chicago in November 2023.

Pathways to Success Building a System of Care for Children with Complex Behavioral Health Needs Illinois System of Care will begin implementation in 2023. There was an extensive presentation about the implementation for the State of Illinois. For additional information visit the website:

<https://www2.illinois.gov/hfs/MedicalProviders/behavioral/pathways/Pages/default.aspx>

### **United Way Emerging Community Leader Program (ECL):**

Emerging Community Leaders is a program in partnership with United Way of Champaign County. This program is to work with future leaders to introduce them to non-profit organizations and board service in Champaign County. The Emerging Community Leaders program will start accepting applications for the 2023 ECL Program

## **Short Reading List to continue the conversation about Racism and Trauma as a decision maker.**

**Call to Action to Address Racism & Social Injustice at the University of Illinois (Highly Recommended)**

<https://calltoaction.illinois.edu/>

The University of Illinois Call to Action to Address Racism & Social Injustice is a commitment by our university to put the need to address systemic racism and generationally embedded racial disparity into concrete action to find new solutions. Announced by Chancellor Robert J. Jones in July 2020, the Call to Action includes an \$2 million annual commitment designed to quickly and

## **January 2023 Staff Report- Shandra Summerville Cultural and Linguistic Competence Coordinator**

permanently transform the way our own university supports, prioritizes, and recognizes the research of scholars working on issues of systemic racism in the United States. Chancellor Jones has also charged a steering committee and four working groups to identify the work that we must commit to now, in order to create a campus that is free of structural and systemic racism and bias.

### **Long COVID-19 and Disability**

[https://nihcm.org/newsletter/long-covid-disability?utm\\_source=NIHCM+Foundation&utm\\_campaign=0d48bba8cd-nihcm-newsletter-December-2022&utm\\_medium=email&utm\\_term=0\\_6f88de9846-0d48bba8cd-167751988](https://nihcm.org/newsletter/long-covid-disability?utm_source=NIHCM+Foundation&utm_campaign=0d48bba8cd-nihcm-newsletter-December-2022&utm_medium=email&utm_term=0_6f88de9846-0d48bba8cd-167751988)

**The Difference Between Cultural Competence and Cultural Humility- There are trends that are changing the language about cultural competence. Here is a short article that talks about the difference between the terms and how both are necessary looking at care.**

<https://healthcity.bmc.org/policy-and-industry/cultural-humility-vs-cultural-competence-providers-need-both>



# 10 TIPS FOR FAMILY CAREGIVERS



Seek support from other caregivers. You are not alone!



Take care of your own health so that you can be strong enough to take care of your loved one.



Accept offers of help and suggest specific things people can do to help you.



Learn how to communicate effectively with doctors.



CaregiverAction.org