



CHAMPAIGN COUNTY MENTAL HEALTH BOARD

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

REMEMBER this meeting is being audio recorded. Please speak clearly into the microphone during the meeting.

Champaign County Mental Health Board (CCMHB)

WEDNESDAY, MAY 21, 2014

Brookens Administrative Center
Lyle Shields Room
1776 E. Washington St.
Urbana, IL

4:30 p.m.

1. Call to Order - Dr. Deloris Henry, President
2. Roll Call
3. Citizen Input/Public Participation
4. CCDDDB Information
5. Approval of CCMHB Minutes
 - A. 4/30/14 Board meeting*
Minutes are included in the packet. Action is requested.
6. President's Comments
7. Executive Director's Comments
8. Staff Reports
Staff reports are deferred.
9. Board to Board Reports
10. Agency Information

11. Financial Information*

A copy of the claims report is included in the packet.

12. New Business

A. Community Integrated Living Arrangement (CILA)
Request for Proposals (RFP)*

A Decision Memorandum is included in the packet. Action is requested

B. FY 2015 Allocation Decisions*

A Decision Memorandum is included in the packet. Agency responses to Program Summaries are included as Addenda. Action is requested.

13. Old Business

A. disAbility Resource Expo

A written report from Barb Bressner is included in the Board packet.

14. Board Announcements

15. Adjournment

****Board action***

5.A.

**CHAMPAIGN COUNTY MENTAL HEALTH BOARD
BOARD MEETING**

DRAFT

Minutes—April 30, 2014

*Brookens Administrative Center
Lyle Shields Room
1776 E. Washington St
Urbana, IL*

4:30 p.m.

MEMBERS PRESENT: Astrid Berkson, Aillinn Dannave, Susan Fowler, Bill Gleason, Deloris Henry, Mike McClellan, Julian Rappaport, Thom Moore

MEMBERS EXCUSED: Deborah Townsend

STAFF PRESENT: Peter Tracy, Executive Director; Lynn Canfield, Mark Driscoll, Stephanie Howard-Gallo, Tracy Parsons

STAFF EXCUSED: Nancy Crawford

OTHERS PRESENT: Juli Kartel, Sheila Ferguson, Community Elements (CE); Bruce Suardini, Jolie Carsten, Gail Rainey, Leon Bryson, Carl Harshberger, Prairie Center Health Systems (PCHS); Dale Morrissey, Patty Walters, Vicki Tolf, Danielle Mathews, Developmental Services Center (DSC); Adelaide Aime, Children's Advocacy Center (CAC); Katie Scissors, Center for Women in Transition (CWT); Megan and Peggy Pacely, UP Center; Nancy Greenwalt, Promise Healthcare; Deborah Hlavna, East Central Illinois Refugee Mutual Assistance Center (ECIRMAC); Kerri True-Funk, RACES; Marcius Moore, Mahomet Area Youth Club (MAYC); Rebecca Woodard, Regional Planning Commission (RPC); Sheryl Bautch, Family Service (FS); Stephanie Record, Crisis Nursery (CN); Nancy Carter, National Alliance for the Mentally Ill (NAMI); Jennifer Knapp, Community Choices; Andy Kulczycki, Community Service Center of Northern Champaign County (CSCNCC); Sue Suter, Champaign County Developmental Disabilities Board (CCDDB); Lynn Watson, Head Start

CALL TO ORDER:

Dr. Henry, President, called the meeting to order at 4:30 p.m.

ROLL CALL:

Roll call was taken and a quorum was present.

ADDITIONS TO AGENDA:

None.

CITIZEN INPUT:

The CCDDDB met earlier in the day.

CCDDDB INFORMATION:

None.

APPROVAL OF MINUTES:

Minutes from the March 19, 2014 Board meeting were included in the packet for review.

MOTION: Mr. Gleason moved to approve the minutes from the March 19, 2014 Board meeting. Ms. Berkson seconded the motion. A vote was taken and the motion passed unanimously.

PRESIDENT'S COMMENTS:

Dr. Henry commented on Alliance activities during 2014 Ebertfest.

EXECUTIVE DIRECTOR'S COMMENTS:

Mr. Tracy stated the CCDDDB and the CCMHB are exploring options to expand CILA.

STAFF REPORTS:

No Reports.

BOARD TO BOARD:

None.

DRAFT

AGENCY INFORMATION:

None.

DRAFT

FINANCIAL INFORMATION:

Approval of Claims:

The claims report was included in the Board packet for acceptance.

MOTION: Dr. Moore moved to accept the claims report as presented in the Board packet. Ms. Dannave seconded the motion. A voice vote was taken and the motion passed unanimously.

NEW BUSINESS:

FY14 Program Summaries:

Draft CCMHB program summaries were included in the Board packet. A Briefing Memorandum and a glossary of terms was included in the packet as well. Mr. Tracy briefly reviewed each application request. Agencies were given an opportunity to respond to their program summaries in writing or in person at the meeting. Board members were given an opportunity to ask agency representatives questions or clarification regarding their applications. Mr. Tracy announced that funding decisions will be made at the May 21st Board meeting.

Children's Advocacy Center (CAC)—the CAC sent a letter clarifying the reason for their budget deficit on their application.

Regional Planning Commission (RPC)—No comments. Ms. Kloeppel sent an email responding to personnel discrepancies noted in the program summaries.

Community Choices (CC)—The CILA Expansion application has been withdrawn by the agency. Issues regarding Cultural Competence and minority outreach were discussed.

Community Elements (CE)—Outreach efforts within the Criminal Justice Integrated Behavioral Health program were discussed. Dr. Rappaport expressed his concern over the Sherriff's Office lack of contributing to funding for services depicted in the program.

Crisis Nursery (CN)—Written comments were submitted by CN. Anti-stigma criteria was omitted in error.

Community Service Center (CSCNCC)—Written comments were submitted by CSC. Staff qualifications criteria is a "yes".

Center for Women in Transition (CWT)—No comments

Center for Youth and Family Solutions (CYFS)—No comments.

DRAFT

Developmental Services Center (DSC) –Ms. Walters provided a description of what the Respite program entails.

East Central Illinois Refugee Mutual Assistance Center (ECIRMAC)—No comments.

Family Service (FS)—No comments.

Mahomet Area Youth Club (MAYC)— Mr. Marcius Moore provided additional information regarding the BLAST program.

Prairie Center Health Systems (PCHS)—Mr. Suardini provided additional information regarding the Criminal Justice Substance Abuse Treatment (detox) program. He asked that the ER to SA Treatment Liaisons program be withdrawn due to Presence Hospital withdrawing from the process.

Promise Healthcare—Ms. Greenwalt provided an overview of services and a rationale for the requested increase in funding.

RACES—There is a wait list for this program, as noted in an email received from the agency.

Urbana Adult Education—No comments.

UP Center – No comments.

OLD BUSINESS:

Alliance for Acceptance, Inclusion & Respect

Ms. Canfield provided an update on recent activities.

Disability Resource Expo:

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

BOARD ANNOUNCEMENTS:

None.

ADJOURNMENT:

The meeting adjourned at 6:32 p.m.

Respectfully

Submitted by: Stephanie Howard-Gallo
CCMHB/CCDDB Staff

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

CHAMPAIGN COUNTY

EXPENDITURE APPROVAL LIST

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VENDOR NO	VENDOR NAME	TRN DTE	B N	TR CD	TRANS NO	PO NO	CHECK NUMBER	CHECK DATE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ITEM DESCRIPTION	EXPENDITURE AMOUNT
*** FUND NO. 090 MENTAL HEALTH												
*** DEPT NO. 053 MENTAL HEALTH BOARD												
41	CHAMPAIGN COUNTY TREASURER								HEALTH INSUR FND 620			
		4/29/14	04	VR	620-	78	505567	4/30/14	090-053-513.06-00	EMPLOYEE HEALTH/LIFE INS	APR HI, LI, & HRA	3,117.09
											VENDOR TOTAL	3,117.09 *
88	CHAMPAIGN COUNTY TREASURER								I.M.R.F. FUND 088			
		4/09/14	02	VR	88-	20	504597	4/10/14	090-053-513.02-00	IMRF - EMPLOYER COST	IMRF 3/7 P/R	1,405.78
		4/09/14	02	VR	88-	23	504598	4/10/14	090-053-513.02-00	IMRF - EMPLOYER COST	IMRF 3/21 P/R	1,405.87
		4/21/14	02	VR	88-	25	505209	4/25/14	090-053-513.02-00	IMRF - EMPLOYER COST	IMRF 4/4 P/R	1,405.78
		5/01/14	01	VR	88-	28	505833	5/08/14	090-053-513.02-00	IMRF - EMPLOYER COST	IMRF 4/17 P/R	1,405.78
											VENDOR TOTAL	5,623.21 *
176	CHAMPAIGN COUNTY TREASURER								SELF-FUND INS FND476			
		5/02/14	04	VR	119-	22	505839	5/08/14	090-053-513.04-00	WORKERS' COMPENSATION	INSWORK COMP 3/7,21 PR	161.68
											VENDOR TOTAL	161.68 *
188	CHAMPAIGN COUNTY TREASURER								SOCIAL SECUR FUND188			
		4/09/14	02	VR	188-	31	504603	4/10/14	090-053-513.01-00	SOCIAL SECURITY-EMPLOYER	FICA 3/7 P/R	1,084.09
		4/09/14	02	VR	188-	33	504604	4/10/14	090-053-513.01-00	SOCIAL SECURITY-EMPLOYER	FICA 3/21 P/R	1,084.16
		4/21/14	02	VR	188-	37	505218	4/25/14	090-053-513.01-00	SOCIAL SECURITY-EMPLOYER	FICA 4/4 P/R	1,084.10
		5/01/14	01	VR	188-	41	505841	5/08/14	090-053-513.01-00	SOCIAL SECURITY-EMPLOYER	FICA 4/17 P/R	1,084.10
											VENDOR TOTAL	4,336.45 *
572	ABSOPURE WATER											
		4/15/14	06	VR	53-	174	504853	4/17/14	090-053-522.02-00	OFFICE SUPPLIES	INV 83126717 3/12	33.50
		4/15/14	06	VR	53-	174	504853	4/17/14	090-053-533.51-00	EQUIPMENT RENTALS	INV 54526668 3/31	9.00
											VENDOR TOTAL	42.50 *
11585	C-U AUTISM NETWORK											
		4/09/14	01	VR	53-	169	504623	4/10/14	090-053-533.89-00	PUBLIC RELATIONS	REG AUTISM WALK 4/2	30.00
											VENDOR TOTAL	30.00 *

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*** FUND NO. 090 MENTAL HEALTH											
17412	CLIFTON LARSON ALLEN LLP	4/15/14	06 VR	53- 173		504896	4/17/14	090-053-533.07-00	PROFESSIONAL SERVICES	805231 3/28	1,810.00
										VENDOR TOTAL	1,810.00 *
18052	COMCAST CABLE - MENTAL HEALTH ACCT	4/23/14	05 VR	53- 177		505254	4/25/14	090-053-533.29-00	COMPUTER/INF TCH SERVICES	AC#8771403010088314 4/	84.90
										VENDOR TOTAL	84.90 *
18209	COMMUNITY ELEMENTS	4/23/14	05 VR	53- 178		505256	4/25/14	090-053-533.92-00	CONTRIBUTIONS & GRANTS	MAR TIMES CENTER	3,221.35
										VENDOR TOTAL	3,221.35 *
26000	FAMILY SERVICE OF CHAMPAIGN COUNTY	4/23/14	05 VR	53- 179		505275	4/25/14	090-053-533.92-00	CONTRIBUTIONS & GRANTS	MAR FAM COUNSEL	3,982.60
										VENDOR TOTAL	3,982.60 *
35960	ILLINOIS DEPT OF EMPLOYMENT SECURITY	4/09/14	05 VR	76- 2		504667	4/10/14	090-053-513.05-00	UNEMPLOYMENT INSURANCE	#0801969-1 UNEMPLOY TAX Q1 201	2,707.34
										VENDOR TOTAL	2,707.34 *
47428	MEYER CAPEL LAW OFFICE, P.C.	4/23/14	05 VR	53- 176		505314	4/25/14	090-053-533.07-00	PROFESSIONAL SERVICES	INV 172835 4/10	649.00
										VENDOR TOTAL	649.00 *
67867	SPOC LLC	4/25/14	02 VR	28- 73		505686	4/30/14	090-053-533.33-00	TELEPHONE SERVICE	D/B/A CHAMPAIGN TEL INV 1102865 4/16	31.79
										VENDOR TOTAL	31.79 *
76609	UNITED WAY OF CHAMPAIGN COUNTY	4/23/14	05 VR	53- 175		505352	4/25/14	090-053-533.07-00	PROFESSIONAL SERVICES	4 QTR PMNT PATH SRV	3,154.01
										VENDOR TOTAL	3,154.01 *

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*** FUND NO. 090 MENTAL HEALTH												
78550	VERIZON WIRELESS-MENTAL HEALTH BOARD	5/06/14	04 VR	53- 184			506040	5/08/14	090-053-533.33-00	TELEPHONE SERVICE	38635688700001 4/20	147.56
											VENDOR TOTAL	147.56 *
78888	VISA CARDMEMBER SERVICE - MENTAL HEALTH								AC#4798510049573930			
		4/28/14	01 VR	53- 181			505708	4/30/14	090-053-522.02-00	OFFICE SUPPLIES	3930 STAPLES 3/17	189.66
		4/28/14	01 VR	53- 181			505708	4/30/14	090-053-533.95-00	CONFERENCES & TRAINING	3930 SCHNUCKS 3/19	52.25
		4/28/14	01 VR	53- 181			505708	4/30/14	090-053-522.02-00	OFFICE SUPPLIES	3930 STAPLES 3/20	264.03
		4/28/14	01 VR	53- 181			505708	4/30/14	090-053-533.84-00	BUSINESS MEALS/EXPENSES	3930 OPH MTG 4/9	54.29
		4/28/14	01 VR	53- 181			505708	4/30/14	090-053-533.84-00	BUSINESS MEALS/EXPENSES	3930 OPH MTG 3/14	43.39
		4/28/14	01 VR	53- 181			505708	4/30/14	090-053-533.84-00	BUSINESS MEALS/EXPENSES	3930 OPH MTG 3/18	38.89
		4/28/14	01 VR	53- 181			505708	4/30/14	090-053-533.95-00	CONFERENCES & TRAINING	3930 EINSTEINS 3/19	13.55
		4/28/14	01 VR	53- 181			505708	4/30/14	090-053-533.84-00	BUSINESS MEALS/EXPENSES	3930 STONE CRK 3/19	70.31
		4/28/14	01 VR	53- 181			505708	4/30/14	090-053-533.95-00	CONFERENCES & TRAINING	3930 DOUBLETREE 4/4	221.76
		4/28/14	01 VR	53- 181			505708	4/30/14	090-053-533.95-00	CONFERENCES & TRAINING	3930 DOUBLETREE 4/4	110.88
		4/28/14	01 VR	53- 181			505708	4/30/14	090-053-533.95-00	CONFERENCES & TRAINING	3930 DOUBLETREE 4/4	221.76
		4/28/14	01 VR	53- 181			505708	4/30/14	090-053-533.84-00	BUSINESS MEALS/EXPENSES	3930 OPH MTG 4/7	30.51
											VENDOR TOTAL	1,311.28 *
81610	XEROX CORPORATION	4/28/14	01 VR	53- 180			505732	4/30/14	090-053-533.85-00	PHOTOCOPY SERVICES	INV 129843860 4/3	292.69
											VENDOR TOTAL	292.69 *
602880	BRESSNER, BARBARA J.	5/06/14	04 VR	53- 183			506072	5/08/14	090-053-533.07-00	PROFESSIONAL SERVICES	MAY PROFESSIONAL FE	2,625.00
											VENDOR TOTAL	2,625.00 *
611802	DRISCOLL, MARK	4/09/14	01 VR	53- 170			504758	4/10/14	090-053-533.12-00	JOB-REQUIRED TRAVEL EXP	134 MILE 2/6-3/25	75.04
											VENDOR TOTAL	75.04 *
618915	HENRY, DELORIS	4/15/14	06 VR	53- 172			505070	4/17/14	090-053-533.95-00	CONFERENCES & TRAINING	180 MILE 4/2-3	100.80

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*** FUND NO. 090 MENTAL HEALTH												
		4/15/14	06	VR	53- 172		505070	4/17/14	090-053-533.95-00	CONFERENCES & TRAINING	PARKING 4/3	7.00
											VENDOR TOTAL	107.80 *
619548	HOWARD-GALLO, STEPHANIE									MENTAL HEALTH BD		
		4/09/14	01	VR	53- 171		504774	4/10/14	090-053-533.12-00	JOB-REQUIRED TRAVEL EXP	94 MILE 2/6-3/26	52.64
		4/09/14	01	VR	53- 171		504774	4/10/14	090-053-533.12-00	JOB-REQUIRED TRAVEL EXP	PARKING 3/21	.75
											VENDOR TOTAL	53.39 *
										MENTAL HEALTH BOARD	DEPARTMENT TOTAL	33,564.68 *
										MENTAL HEALTH	FUND TOTAL	33,564.68 *

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*** FUND NO. 106 PUBL SAFETY SALES TAX FND												
*** DEPT NO. 237 DELINQ PREVENTION GRANTS												
161	CHAMPAIGN COUNTY TREASURER								REG PLAN COMM FND075			
	5/06/14	04	VR	106-	18		505837	5/08/14	106-237-533.92-00	CONTRIBUTIONS & GRANTS	YOUTH ACCSS CNTR MA	22,165.00
											VENDOR TOTAL	22,165.00 *
										DELINQ PREVENTION GRANTS	DEPARTMENT TOTAL	22,165.00 *
										PUBL SAFETY SALES TAX FND	FUND TOTAL	22,165.00 *

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*** FUND NO. 641 ACCESS INITIATIVE GRANT												
*** DEPT NO. 053 MENTAL HEALTH BOARD												
41	CHAMPAIGN COUNTY TREASURER								HEALTH INSUR FND 620			
		4/29/14	04	VR	620-	78	505567	4/30/14	641-053-513.06-00	EMPLOYEE HEALTH/LIFE INS	APR HI, LI, & HRA	605.60
											VENDOR TOTAL	605.60 *
88	CHAMPAIGN COUNTY TREASURER								I.M.R.F. FUND 088			
		4/09/14	02	VR	88-	20	504597	4/10/14	641-053-513.02-00	IMRF - EMPLOYER COST	IMRF 3/7 P/R	393.54
		4/09/14	02	VR	88-	23	504598	4/10/14	641-053-513.02-00	IMRF - EMPLOYER COST	IMRF 3/21 P/R	395.18
		4/21/14	02	VR	88-	25	505209	4/25/14	641-053-513.02-00	IMRF - EMPLOYER COST	IMRF 4/4 P/R	393.54
		5/01/14	01	VR	88-	28	505833	5/08/14	641-053-513.02-00	IMRF - EMPLOYER COST	IMRF 4/17 P/R	393.54
											VENDOR TOTAL	1,575.80 *
176	CHAMPAIGN COUNTY TREASURER								SELF-FUND INS FND476			
		5/02/14	04	VR	119-	22	505839	5/08/14	641-053-513.04-00	WORKERS' COMPENSATION	INSWORK COMP 3/7,21 PR	44.40
											VENDOR TOTAL	44.40 *
188	CHAMPAIGN COUNTY TREASURER								SOCIAL SECUR FUND188			
		4/09/14	02	VR	188-	31	504603	4/10/14	641-053-513.01-00	SOCIAL SECURITY-EMPLOYER	FICA 3/7 P/R	303.48
		4/09/14	02	VR	188-	33	504604	4/10/14	641-053-513.01-00	SOCIAL SECURITY-EMPLOYER	FICA 3/21 P/R	304.76
		4/21/14	02	VR	188-	37	505218	4/25/14	641-053-513.01-00	SOCIAL SECURITY-EMPLOYER	FICA 4/4 P/R	303.49
		5/01/14	01	VR	188-	41	505841	5/08/14	641-053-513.01-00	SOCIAL SECURITY-EMPLOYER	FICA 4/17 P/R	303.49
											VENDOR TOTAL	1,215.22 *
572	ABSOPURE WATER											
		4/09/14	70	VR	641-	51	504609	4/10/14	641-053-533.51-00	EQUIPMENT RENTALS	INV 54175092 7/31	9.00
		4/09/14	70	VR	641-	51	504609	4/10/14	641-053-533.51-00	EQUIPMENT RENTALS	INV 54355421 11/30	9.00
											VENDOR TOTAL	18.00 *
18053	COMCAST CABLE - ACCESS INITIATIVE ACCT								AC#8771403010217756			
		4/15/14	06	VR	641-	52	504898	4/17/14	641-053-533.29-00	COMPUTER/INF TCH SERVICES	8771403010217756 AP	94.85
											VENDOR TOTAL	94.85 *

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*** FUND NO. 641 ACCESS INITIATIVE GRANT											
18209	COMMUNITY ELEMENTS										
		5/06/14	04 VR	641- 58		505883	5/08/14	641-053-533.92-00	CONTRIBUTIONS & GRANTS	AI SCHOOL BASED MAY	5,583.00
										VENDOR TOTAL	5,583.00 *
22730	DON MOYER BOYS & GIRLS CLUB										
		5/06/14	04 VR	641- 57		505896	5/08/14	641-053-533.92-00	CONTRIBUTIONS & GRANTS	SVCS/ADMIN TEAM MAY	31,467.00
		5/06/14	04 VR	641- 57		505896	5/08/14	641-053-533.92-00	CONTRIBUTIONS & GRANTS	SVCS/SUP STAFF MAY	41,193.00
		5/06/14	04 VR	641- 61		505896	5/08/14	641-053-533.92-00	CONTRIBUTIONS & GRANTS	C/O COM ENG MAY	4,286.00
		5/06/14	04 VR	641- 61		505896	5/08/14	641-053-533.92-00	CONTRIBUTIONS & GRANTS	C/O MGMT SUP MAY	7,143.00
		5/06/14	04 VR	641- 61		505896	5/08/14	641-053-533.92-00	CONTRIBUTIONS & GRANTS	C/O SYS SVC MAY	10,714.00
										VENDOR TOTAL	94,803.00 *
35960	ILLINOIS DEPT OF EMPLOYMENT SECURITY							#0801969-1			
		4/09/14	05 VR	76- 2		504667	4/10/14	641-053-513.05-00	UNEMPLOYMENT INSURANCE	UNEMPLOY TAX Q1 201	808.87
										VENDOR TOTAL	808.87 *
56750	PRAIRIE CENTER HEALTH SYSTEMS							GRANTS			
		5/06/14	04 VR	641- 59		505980	5/08/14	641-053-533.92-00	CONTRIBUTIONS & GRANTS	CUL/LING MAY	6,425.00
		5/06/14	04 VR	641- 62		505980	5/08/14	641-053-533.92-00	CONTRIBUTIONS & GRANTS	C/O CULTURAL SUP MA	714.00
										VENDOR TOTAL	7,139.00 *
67290	SOAR PROGRAMS										
		5/06/14	04 VR	641- 60		506003	5/08/14	641-053-533.92-00	CONTRIBUTIONS & GRANTS	YOUTH MOVE MAY	4,444.00
		5/06/14	04 VR	641- 63		506003	5/08/14	641-053-533.92-00	CONTRIBUTIONS & GRANTS	C/O YTH/FAM SUP MAY	8,571.00
										VENDOR TOTAL	13,015.00 *
67867	SPOC LLC							D/B/A CHAMPAIGN TEL			
		4/25/14	02 VR	28- 73		505686	4/30/14	641-053-533.33-00	TELEPHONE SERVICE	INV 1102865 4/16	26.35
										VENDOR TOTAL	26.35 *
78552	VERIZON WIRELESS-MNTL HLTH BD/ACCESS							INT AC 286369166-00001			
		4/23/14	05 VR	641- 54		505360	4/25/14	641-053-533.33-00	TELEPHONE SERVICE	28636916600001 4/2	168.13
										VENDOR TOTAL	168.13 *

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*** FUND NO. 641 ACCESS INITIATIVE GRANT											
78892	VISA CARDMEMBER SERVICES-ACCESS INITITIV AC#4798510049574342										
		4/28/14	01 VR 641-	56		505710	4/30/14	641-053-533.84-00	BUSINESS MEALS/EXPENSES	4342 KOFUSION 3/11	31.17
		4/28/14	01 VR 641-	56		505710	4/30/14	641-053-533.29-00	COMPUTER/INF TCH SERVICES	4342 CONCENTRC 3/13	11.95
		4/28/14	01 VR 641-	56		505710	4/30/14	641-053-533.29-00	COMPUTER/INF TCH SERVICES	4342 MITEL NET 3/14	386.81
		4/28/14	01 VR 641-	56		505710	4/30/14	641-053-533.84-00	BUSINESS MEALS/EXPENSES	4342 SEVEN SNTS 3/1	25.90
		4/28/14	01 VR 641-	56		505710	4/30/14	641-053-533.12-00	JOB-REQUIRED TRAVEL EXP	4342 CITY CHMPN 3/3	69.50
										VENDOR TOTAL	525.33 *
78975	WBCP-AM								SUITE D		
		4/28/14	01 VR 641-	55		505713	4/30/14	641-053-533.89-00	PUBLIC RELATIONS	INV 93400016 4/5	400.00
										VENDOR TOTAL	400.00 *
81610	XEROX CORPORATION										
		4/15/14	06 VR 641-	53		505045	4/17/14	641-053-533.85-00	PHOTOCOPY SERVICES	INV 073267297 4/1	543.89
										VENDOR TOTAL	543.89 *
									MENTAL HEALTH BOARD	DEPARTMENT TOTAL	126,566.44 *
									ACCESS INITIATIVE GRANT	FUND TOTAL	126,566.44 *
										REPORT TOTAL *****	208,260.12 *



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

DECISION MEMORANDUM

DATE: May 21, 2014
TO: Members, Champaign County Mental Health Board
FROM: Peter Tracy
SUBJECT: Community Integrated Living Arrangement (CILA) Request for Proposals (RFP)

Background

The purpose of the Request for Proposals (RFP) is to increase the availability in Champaign County of CILA homes with a capacity of four people, three people, two people, or one person with intellectual and developmental disabilities (ID/DD). For all practical purposes, a CILA is essentially a house in almost any neighborhood which meets state CILA licensing requirements. For a variety of reasons, local CILA service providers have not been able or willing to assume the capital risk associated with the development of additional CILA capacity in Champaign County.

Currently, there are twelve (12) people with CILA funding who are stymied by the absence of appropriate placements in their home community (aka, the Champaign Eleven). Because there are no appropriate options in Champaign County, many of these people will be forced to accept a CILA placement in a location far from their families in Champaign County. To further complicate matters, a recent Prioritization for Urgency of Need for Services (PUNS) draw has the potential to result in CILA awards for an additional 18 people for whom no CILA vacancies exist in Champaign County. This situation does not provide people with CILA awards adequate choice concerning where, how, and with whom they live.

In addition to the current identified need, a variety of factors including the Prioritization for Urgency of Need for Services (PUNS) and the Ligas Consent Decree make it crystal clear that the need for additional CILA homes (with a capacity of four people, three people, two people, or one person) will continue to increase, and more CILA services in Champaign County will be needed. Without this RFP, it is highly unlikely that adequate CILA capacity located in Champaign County will be developed to meet the service needs of Champaign County residents.

For these reasons it is important to develop more CILA homes in our community as soon as possible. Another component of this RFP is to look at the short and long term CILA needs for Champaign County and propose solutions to address the CILA need as well as a plan for implementation.

The CCMHB and CCDDDB will be seeking proposals from licensed CILA service providers willing to provide CILA services consistent with the specifications detailed in this RFP in community integrated houses owned by the CCMHB/CCDDDB and leased to the most appropriate CILA service provider in accordance with the terms and conditions specified by contract.

Statutory Authority

The Champaign County Mental Health Board (CCMHB) is a nine-member body appointed by the Champaign County Board and has statutory responsibility (Illinois Community Mental Health Act, 405 ILCS 20 / Section 0.1 et.seq.) to plan, fund, monitor, and evaluate mental health, substance abuse, and developmental disability services in Champaign County.

The Champaign County Developmental Disabilities Board (CCDDB) is a five-member body also appointed by the Champaign County Board and has statutory authority (County Care for Persons with Developmental Disabilities Act, 55 ILCS 105 / Section 0.01 et. seq.) to fund services and facilities for the care and treatment of persons with a developmental disability.

Both the CCMHB and CCDDB have the authority to own property for use consistent with the statute.

RFP Parameters

In consultation with the selected Respondent, the CCDDB/CCMHB will purchase four (4) houses located in Champaign County which are adequate and appropriate for use as a CILA for four (4) or fewer persons. Prior to closing on the properties, the selected Respondent will warrant that each home is suitable for use as a CILA and will meet all requirements for CILA as promulgated by IDHS, as well as all other applicable statutes, rules, and regulations.

The CILA homes owned by the CCDDB/CCMHB shall be leased to the selected Respondent for \$1 per year subject to the terms and conditions outlined in this RFP and ultimately in the contract between the CCDDB/CCMHB and the selected Respondent. The lease of the CILA homes to the selected Respondent is the total contribution of the CCDDB/CCMHB under the terms and conditions of the contract.

If it is in the best interest of CILA award recipients who call Champaign County home to have added to the cohort any individual(s) transitioning from a State Operated Developmental Center, consideration will be given to proposals identifying such a blend and to any provider who is already part of the Active Community Care Transitions (ACCT) process and currently providing services in Champaign County, or has supported at least one individual in the ACCT process prior to submitting the proposal, or has agreed to be an ACCT provider, having filled out the RFI/RFI and signed the ACCT pledge prior to submitting the proposal.

The maximum amount to be spent for the purchase of the four CILA homes should average no more than \$200,000 per house. With the exception of the purchase of the CILA houses, which is the responsibility and obligation of the CCDDB/CCMHB, the Respondent shall be fully responsible for all costs associated with the provision of CILA Services as specified in each individual's IDHS CILA award and Person Centered Plan. All people served in these houses must have parents or guardians residing in Champaign County or, must have originated from Champaign County themselves, with the possible exception noted above.

The Respondent's proposal shall identify the specifications of homes which are necessary to meet the CILA service needs of individuals with CILA awards described above. To the extent possible, the Respondent should describe how the home will address the needs of each of these people. The Respondent shall include a detailed plan for inclusion of those needing and awaiting CILA Services in Champaign County. Information about individuals and families will not be provided as part of this RFP. It will be up to each respondent to contact and make arrangements to talk with and assess the needs of the families and their person with ID/DD. As an example, the "Champaign 11" families have been open to meeting with potential CILA service providers in the past, but it will be up to each respondent to make contact with and assess the needs of the populations of interest. We anticipate many families will be attending the Pre-Proposal Conference, and this could offer the opportunity to establish contact.

As a condition of the award, the proposal must explain in detail the process by which as many individuals currently waiting as possible will receive CILA services in Champaign County consistent with a comprehensive person centered planning process.

The Respondent shall describe in detail the administration and management of the four CILA houses including the following for each house: The Respondent shall include a very specific and detailed time line which includes all milestones from award to placement of people in the CILAs. The Respondent shall outline strategies for continued incremental CILA expansion in Champaign County including a needs assessment of probable CILA utilization needs based on PUNS and Ligas Class Members originating from Champaign County. In addition, the Respondent shall describe their ideas for the future innovative living arrangement options for people with ID/DD (e.g., Home Based, Family Consortium, etc.).

Decision Section

Option One:

Motion to authorize issuance of the Request For Proposals for Community Integrated Living Arrangement Services in Champaign County, to be issued on May 22, 2014, and to authorize borrowing up to \$800,000 over a 10-year term, subject to the terms and conditions of the loan agreement. The cost of the loan for the first year shall not exceed \$100,000 and offset by \$50,000 from the Champaign County Developmental Disabilities Board (CCDDDB) as delineated in an addendum to the Inter-governmental Agreement between the two boards.

_____ Approved
_____ Denied
_____ Modified
_____ Additional Information Needed

Option Two:

Motion to authorize issuance of the Request For Proposals for Community Integrated Living Arrangement Services in Champaign County, to be issued on May 22, 2014, and to authorize borrowing up to \$800,000 over a 10-year term, subject to the terms and conditions of the loan agreement. The cost of the loan for the first year shall not exceed \$100,000.

_____ Approved
_____ Denied

_____ Modified
_____ Additional Information Needed



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

DECISION MEMORANDUM

DATE: May 21, 2014
TO: Members, Champaign County Mental Health Board
FROM: Peter Tracy
SUBJECT: STAFF RECOMMENDATIONS FOR FY15 FUNDING

This memorandum is to delineate staff recommendations for FY15 (July 1, 2014 through June 30, 2015) funding allocations for consideration by the Champaign County Mental Health Board (CCMHB). These recommendations are predicated on a thorough evaluation of applications using decision support criteria approved by the CCMHB in November 2013. Decision authority rests with the CCMHB and their sole discretion and judgment concerning the most appropriate and efficacious use of available dollars based on assessment of community needs, best value, alignment with decision support criteria, pricing and affordability and reasonable distribution of funds across disability areas.

Statutory Authority

The Champaign County Mental Health Board (CCMHB) policies on funding are predicated on the requirements of the Illinois Community Mental Health Act (405 ILCS 20 / Section 0.1 et.seq.). All funds shall be allocated within the intent of the controlling act as codified in the laws of the State of Illinois. The recommendations included in this memorandum, opinions and comments are based on our assessment of how closely applications align with statutory mandates, CCMHB funding policies, approved decision support criteria and priorities. Best and Final Offers may be sought as part of the negotiation process for authorized FY15 contracts. The CCMHB reserves the right to refrain from making an award when it is deemed to be in the best interest of the county. Upon approval by the Board, this memorandum shall become an addendum to the CCMHB funding guidelines incorporated in standard operating procedures.

Decision Process Considerations

The approved criteria delineated in this memorandum are to be used as guidance by the Board in assessing applications for CCMHB; however, they are not the sole considerations taken into account in finalizing funding decisions. Other factors included in the decision process are:

1. Opinions about the applicant's ability to implement the program and services proposed.
2. Opinions about the soundness of the proposed methodology(ies).
3. The administrative and fiscal capacity of the agency.
4. Alignment with the CCMHB Three Year Plan, operating principles and public policy positions taken by the Board.
5. Alignment with ACCESS Initiative funding priorities and Logic Model.

6. Reasonableness of pricing and affordability of applications within the context of available dollars.
7. Best value for the community based on cost and non-cost factors.

The final funding decisions rest solely with the CCMHB and their judgment concerning the most appropriate and efficacious use of available dollars based on assessment of community needs and decision-support match up. The CCMHB allocation of funding is a complex task predicated on multiple variables. It is important to remember that our allocation process is not a request for proposals. Applicants for funding are not responding to a common set of specifications, but rather are applying for funding to address a wide variety of mental health, substance use disorder, and intellectual and developmental disabilities service needs in our community. In many respects our job is significantly more difficult than simply conducting a request for proposals process. Based on past experience we can anticipate the nature and scope of applications will vary significantly and will include treatment intervention, early intervention and prevention proposals. For these reasons, a numerical rating/selection methodology is not entirely relevant to our particular circumstances. Our focus is on what constitutes a best value to our community based on a combination of cost and non-cost factors, and will reflect an integrated assessment of the relative merits of applications using criteria and priorities approved by the CCMHB.

Policy Considerations

In Illinois, we are currently in the midst of major changes in the delivery of supports and services for people with mental illnesses, substance use disorders, and intellectual disabilities and developmental disabilities. The changes are being brought about by the State's rebalancing efforts, lawsuits and consent decrees, national trends and paradigm shifts, new statutes, implementation of the Affordable Care Act, Medicaid expansion, and various managed care pilot projects including the Choices project in Champaign Vermilion, Ford and Iroquois Counties.

Of concern to community mental health authorities and county developmental disabilities boards is how the myriad of changes will effect established funding patterns, and exactly where do local funding authorities fit? The State's shift away from General Revenue Funding (GRF) to Federal Financial Participation (FFP) will continue to redefine our funding parameters, and will also create additional stress on an already stressed system because of the inadequacy of Medicaid rates. The full implementation of Medicaid Managed Care is in process and has not been fully explained. To some extent it is a little like trying to build an airplane at 30,000 feet.

On the positive side (i.e., for 708 and 377 Boards), the changes cited above will actually open up tremendous opportunities for rethinking how we prioritize local dollars. Specifically, we can anticipate the State (and their managed care entities) will control costs by making adjustments in clinical eligibility requirements. It is reasonable to predict that a significant cohort of people will be in need of services, but will not meet the clinical threshold necessary to receive services.

Even though we know radical changes are coming, we still don't know the details of how the State systems (e.g., Department of Human Services, Department of Healthcare and Family Services, and the Department of Children and Family Services) will be organized and how

services will be operationalized. As they say, “the devil’s in the details.” So to the extent possible we will try to influence change, but I anticipate we will mostly be watching and positioning ourselves to respond to change in a way which best meets the needs of the people of Champaign County.

It should be noted that major systemic changes are currently underway pertaining to the delivery of services and supports for people with intellectual disabilities and developmental disabilities (ID/DD) in the United States and in Illinois. Factors that will influence our policies, service/support prioritization, and funding decisions include: (1) Olmstead; (2) Ligas Consent Decree; (3) Williams Consent Decree; (4) Illinois Employment First Act; (5) the final CMS Home and Community Based Services (HCBS) rule; (6) the shift of funding from the Illinois General Revenue Fund (GRF) to Federal Financial Participation; (7) the EPSDT class action lawsuit in Illinois; (8) pending lawsuits in a number of states concerning sheltered workshops and segregated centers; (9) Medicaid supplementation issues (10) the Affordable Care Act and Medicaid expansion; (11) Medicaid managed care for I/DD; (12) the Illinois 1115 Medicaid Waiver. To the extent possible, all of these factors have been taken into account in formulating staff recommendations for ID/DD services and supports.

FY15 Decision Priorities and Decision Support Criteria

Priority #1 – Collaboration with the Champaign County Developmental Disabilities Board

As required by the Intergovernmental Agreement between the CCDDDB and CCMHB, \$597,342 in revenue has been set aside to fund intellectual disabilities and developmental disabilities programs, services, and supports.

Priority #2 – ACCESS Initiative Sustainability

The CCMHB has committed to sustaining our system-of-care after the term of the cooperative agreement with IDHS expires on September 30, 2015. A major component of this effort will be to continue our support and sponsorship of the Community Coalition with the City of Champaign and other units of local government. We envision the Community Coalition as the system-integrating and planning level of the system of care. In addition, the CCMHB plans to work with the Community Coalition, the Illinois Department of Healthcare and Family Services, and Choices (the managed care company contracted for the pilot project in Champaign, Vermilion, Ford and Iroquois Counties to plan the “service level” for the system-of care and organize our resources to coordinate with other funders to enhance service capacity and efficacy. Full integration of these collaborations and programs will facilitate and improve system level policy and coordination, police-community relations, seamless service delivery, expansion of available matching funds, and sustainability of the system-of-care infrastructure (e.g., family and youth involvement, cultural competence, trauma informed, strength based, etc.).

Priority #3 – Behavioral Health Programs for Youth with Serious Emotional Disturbance.

Alignment between Quarter Cent for Public Safety funding, CCMHB funding, and other federal, state and/or local funding streams to efficaciously address the needs of youth with SED by supporting the following services and supports:

- (a) **Parenting with Love and Limits (PLL)** – Maintenance of Parenting with Love and Limits (PLL) as a means of assuring clinical efficacy and attainment of desired outcomes for

ACCESS Initiative youth and families, as well as other youth involved in the juvenile justice system.

(b) **ACCESS Initiative** – In partnership with the Illinois Department of Human Services (IDHS), implementation of the Substance Abuse and Mental Health Services Administration (SAMHSA) Children’s Initiative (by subcontract from the IDHS). During FY15, the project will be entering its transition phase as it moves away from the funding provided through the Cooperative Agreement to the sustainability phase.

(c) **Quarter Cent for Public Safety** – Full compliance with the MOU and support of development of a system of care which includes integrated planning with PLL and ACCESS Initiative. For FY15, it is recommended that this funding be used exclusively to support the Youth Assessment Center operated by the Regional Planning Commission (CCRPC).

Priority #4 – Behavioral Health Services and Supports for Adults with a Behavioral Health and Criminal Justice Interface.

Continuation during FY15 of the reconfigured behavioral health system which was designed to assure appropriate linkage to behavioral health services following incarceration, deflection of people with serious behavioral health problems prior to incarceration, and improved coordination between community based service providers and the Champaign County Jail’s behavioral health service provider for people during their incarceration. Included as a component of this priority is our continued support of the specialty courts, related services, and supports. Full compliance with memoranda of understandings pertaining to specialty courts will be continued during FY15.

Priority #5 – Local Funder Collaboration on Special Initiatives

It is recommended we support local funder collaborations intended to expand the availability of psychiatric services in Champaign County and/or development of an emergency shelter for families facing homelessness. Expansion of psychiatric services could include supporting a partnership between community based behavioral health providers and the Federally Qualified Health Center (FQHC) in Champaign County. The only caveat to this item pertains to how the ACA and Medicaid expansion addresses this deficiency. The implementation of Medicaid managed care could conceivably address this issue. An emergency shelter for families was piloted in the community last winter and spring. The prospect exists for those involved with the pilot to lead an effort to establish a permanent facility. As part of any collaboration with other local funders on an emergency shelter for families, consideration would be given to providing support services at the shelter.

Priority #6 - Support and Compliance with all Memoranda of Understanding and Intergovernmental Agreements

It is recommended we support and comply with expectations associated with MOUs and IGAs (e.g. commitment to funding 2-1-1 services).

Overarching Decision Support Considerations

The FY15 CCMHB allocation process will require all applications to address the overarching criteria listed below. Assessment of all FY15 applications will focus on alignment with these overarching criteria.

1. **Underserved Populations** - Programs and services that promote access for underserved populations identified in the Surgeon General's Report on Mental Health: Culture, Race, and Ethnicity and the consultation with Carl Bell, M.D.
2. **Countywide Access** - Programs and services that promote county-wide access for all people in Champaign County. Zip code data is mandated.
3. **Budget and Program Connectedness** - Applications that clearly explain the relationship between budgeted costs and program components receive additional consideration. "What is the Board buying?" is the salient question that must be answered in the proposal, and clarity is required.
4. **Realignment of Existing FY14 Contracts to Address Priorities** – The CCMHB reserves the right to reduce or eliminate incumbent programs and services in order to support the six FY15 priorities listed in this memorandum.
5. **Anti-Stigma Efforts** – Activities that support efforts to reduce stigma associated with mental health, substance use disorders, and intellectual disabilities/developmental disabilities by increasing community awareness and challenging negative attitudes and discriminatory practices.

Secondary Decision Support and Priority Criteria

The process items included in this section will be used as discriminating factors which influence final allocation decision recommendations. The CCMHB uses an on-line system for agencies interested in applying for funding. An agency must complete the one-time registration process including the Organization Eligibility Questionnaire before receiving access to the on-line application forms.

Approach/Methods/Innovation: Applications proposing evidence based or research based approaches, and in addition address fidelity to the specific model cited. Applications demonstrating creative and/or innovative approaches to meet defined community need will receive additional consideration.

Staff Credentials: Applications that address and highlight staff credentials and specialized training will receive additional consideration.

Caveats and Application Process Requirements:

- Submission of an application does not commit the CCMHB to award a contract or to pay any costs incurred in the preparation of an application or to pay for any other costs incurred prior to the execution of a formal contract.
- Technical assistance available to applicants will be limited to process questions concerning the use of the on-line registration and application system, application forms, budget forms, application instructions and CCMHB Funding Guidelines.
- Applications which include excessive information beyond the scope of the application format will not be reviewed and at the discretion of staff may be disqualified from consideration. Letters of support for applications are discouraged and if submitted will not be considered as part of the allocation and selection process.
- The CCMHB and CCDDB retains the right to accept or reject any or all applications, and reserves the right to refrain from making an award when it is deemed to be in the best interests of the county.

- The CCMHB reserves the right to vary the provisions set forth herein at any time prior to the execution of a contract where the CCMHB deems such variances to be in the best interest of Champaign County.
- Applications and submissions become the property of the CCMHB and as such, are public documents that may be copied and made available upon request after allocation decisions have been made. Materials submitted will not be returned or deleted from the on-line system.
- The CCMHB reserves the right, but is under no obligation, to negotiate an extension of any contract funded under this allocation process for up to a period not to exceed two years with or without additional procurement.
- If selected for contract negotiations, the applicant may be required to prepare and submit additional information prior to final contract execution, in order to reach terms for the provision of services that are agreeable to both parties. Failure to submit required information may result in cancellation of the award of a contract.
- The execution of financial contracts resultant of this application process is dependent upon the availability of adequate funds and the needs of Champaign County.
- The CCMHB reserves the right to further define and add additional application components as needed. Applicants selected as responsive to the intent of this on-line application process will be given equal opportunity to update proposals for the newly identified components.
- All proposals considered must be received on time and must be responsive to the application instructions. The CCMHB is not responsible for lateness or non-delivery of mail or messenger. Late applications shall be rejected.
- The contents of a successful application will be developed into a formal contract, if selected for funding. Failure of the applicant to accept these obligations can result in cancellation of the award for contract. The CCMHB reserves the right to withdraw or reduce the amount of an award if there is misrepresentation of the applicant's ability to perform as stated in the application.
- The CCMHB reserves the right to negotiate the final terms (i.e., best and final offer) of any or all contracts with the applicant selected and any such terms negotiated as a result of this application process may be renegotiated and/or amended in order to meet the needs of Champaign County. The CCMHB also reserves the right to require the submission of any revision to the application, which results from negotiations conducted.
- The CCMHB reserves the right to contact any individual, agency or employer listed in the application or to contact others who may have experience and/or knowledge of the applicant's relevant performance and/or qualifications.
- Final Decision Authority – The CCMHB will make the final decision concerning all applications for funding, taking into consideration staff recommendations, defined decision support criteria, best value, availability of funds, and equitable distribution of funds between disability areas.

Contract Negotiation Considerations For All FY15 Awards:

All recommendations included in the decision section of this memorandum are provisional with funding contingent on the completion of successful contract negotiation. This can include significant modification of the budget, program plan, and personnel matrix in order to align the

work more closely with CCMHB planning, ACCESS Initiative planning and logic model alignment, and budget and policy specifications. The applicant may be required to prepare and submit additional information prior to final contract execution, in order to reach terms for the provision of services that are agreeable to both parties. Failure to submit required information shall result in cancellation of the award of a contract. As a component of the contract development process, all applications approved for funding may be subject to reductions for the conferences/conventions/meetings, associated travel budget lines.

The FY15 ACCESS Initiative Decision Process:

The ACCESS Initiative funding from the Illinois Department of Human Services (IDHS) via cooperative agreement with the Substance Abuse Mental Health Services Administration (SAMHSA) ends on September 30, 2015. The Year Six (October 1, 2014 through September 30, 2015) funding is significantly reduced and requires commensurate reductions as the project winds down. The Project Director has recommended ACCESS Initiative direct match contracts totaling \$534,724 will be used to coordinate with the reduced Cooperative Agreement funding to move into our sustainability phase of the project. These contracts are broken out as a separate group in the decision section of this memorandum requiring the approval and authorization of the CCMHB. In addition to the direct match contracts note that WRAP-Around Support Contracts which are approved as a portion of the required match are identified in the decision section of this memorandum.

Lastly, the ACCESS Initiative contracts funded by the Cooperative Agreement with IDHS and SAMHSA are also broken out as a separate group in the decision section of this memorandum requiring the approval and authorization of the CCMHB.

The 211 Information and Referral System:

The CCMHB has a Memorandum of Understanding (MOU) with United Way of Champaign County to share in the funding of the 2-1-1 system in Champaign County. The 2-1-1 system has been implemented and is operational. The costs associated with this agreement are identified in the decision section of this memorandum and offset by funding reductions pertaining to "information and referral" contracts.

Special Notification Concerning All FY15 Awards

The recommendations in this decision memorandum are based on revenue estimates which will not be finalized until the CCMHB budget is approved by the Champaign County Board in November 2014. For this reason all FY15 CCMHB contracts shall be subject to possible reductions in contract maximums necessary to compensate for any CCMHB revenue shortfall. These reductions shall be documented by contract amendment at the discretion of the CCMHB executive director with every effort made to maintain the viability and integrity of prioritized contracts. The FY15 contract boilerplate shall also include the following provision:

Obligations of the Board will cease immediately without penalty or further payment being required if in any fiscal year the tax that is levied, collected and paid into the "Community

Mental Health Fund” or grant/cooperative agreement revenue and cash flow from the Illinois Department of Human Services is judged by the CCMHB executive director not to be sufficient for payment as delineated in the terms and conditions under this Contract.

Decision Section

The staff recommendations for allocation of CCMHB funds are organized into five “Tiers” in order to delineate the connection between our recommendations and decision support criteria. The tiers are also used to organize applications in order of priority based on decision support criteria match up and a variety of other factors outlined in this memorandum. Following the CCMHB recommendations are funding recommendations for the allocation of federal funds from ACCESS Initiative SAMHSA Cooperative Agreement and for the allocation of Quarter Cent for Public Safety funding. For additional information concerning specific applications, please refer to the Application Summaries presented at the April 2014 CCMHB Meeting.

Tier One – High Priority and Criteria Alignment

CCRPC – Youth Assessment Center (MHB companion proposal)	\$26,000
Community Elements – Criminal Justice Integrated Behavioral Health	\$124,802
Community Elements – Criminal Justice Problem Solving Courts	\$159,502
Community Elements – Crisis, Access, Benefits, & Engagement	\$229,665
Community Elements – Parenting with Love and Limits (PLL)	\$291,903
Community Elements – TIMES Center (Screening MI/SA)	\$48,000
Family Service of Champaign County – Counseling	\$50,000
Prairie Center Health Systems – Criminal Justice Substance Use Treatment	\$10,000
Prairie Center Health Systems – Drug Court	\$187,425
Prairie Center Health Systems – Parenting with Love and Limits (PLL)	\$291,903
Promise Healthcare – FNHC Wellness and Justice	\$10,000
Promise Healthcare – Mental Health Services at FNHC	\$175,000

Tier Two – ACCESS Initiative – Local Matching Funds

Don Moyer Boys & Girls Club – Community Home	\$135,000
Don Moyer Boys & Girls Club – Engagement & Social Marketing	\$65,000
Don Moyer Boys & Girls Club – Trauma Training	\$30,000
Mahomet Area Youth Club – Bulldogs Learn & Succeed Together (BLAST)	\$15,000
Mahomet Area Youth Club – Universal Screening-MAYC Members Matter!	\$15,000
SOAR – Family Engagement	\$135,000
SOAR – Universal Screening -Youth Programs Rantoul	\$27,800
SOAR – Youth Move	\$66,924
UI Psychological Services Center – Girls Advocacy Program	\$25,000
UI Psychological Services Center – Restorative Circles Program	\$10,000
Urbana Neighborhood Connections Center- Universal Screening	\$10,000

Tier Three – Moderate Priority and Criteria Alignment

Center for Women in Transition – A Woman’s Place	\$66,948
Champaign County Children’s Advocacy Center (CAC)	\$37,080
Community Elements – Psychiatric/Primary Care Services	\$40,000
Community Elements – Early Childhood MH and Development	\$100,000

Community Service Center Northern Champaign County – Resource Connection	\$65,290
Crisis Nursery – Beyond Blue Champaign County	\$70,000
East Central Illinois Refugee Mutual Assistance Center – Family Support	\$13,000
Family Service of Champaign County – Self Help Center	\$28,928
Family Service of Champaign County – Senior Counseling & Advocacy	\$142,337
Prairie Center Health Systems – Prevention	\$56,550
Prairie Center Health Systems – Youth Services	\$105,000
Rape Advocacy, Counseling & Education Services – Counseling & Crisis Serv.	\$18,600
United Way 211 Information and Referral Services (MOU)	\$14,130

Tier Four – CCDDDB Intergovernmental Agreement (One of the two following options will be presented for action):

OPTION 1: CCDDDB does approve CILA RFP Decision Memo

CCRPC Head Start – Social-Emotional Disabilities Services	\$41,029
Community Choices - Community Living	\$55,000
Community Choices – Customized Employment	\$50,000
Community Choices – Self Determination Support	\$45,000
Developmental Services Center – Integrated/Site Based Services	\$326,313
Developmental Services Center – Respite	\$30,000

OPTION 2: CCDDDB does not approve CILA RFP Decision Memo

CCRPC Head Start – Social-Emotional Disabilities Services	\$41,029
Community Choices - Community Living	\$55,000
Community Choices – Customized Employment	\$50,000
Community Choices – Self Determination Support	\$45,000
Developmental Services Center – Integrated/Site Based Services	\$276,313
Developmental Services Center – Respite	\$30,000

Tier Five – Exceeds Allocation Parameters

These applications were judged to be of value to the community, however, are not affordable due to the limitations of anticipated CCMHB and Quarter Cent revenue parameters and not recommended for funding.

CCRPC – Decision Support for Persons with DD	\$48,000
Center for Youth and Family Solutions – Family Counseling	\$8,000
Developmental Services Center – Family Development Center	\$500,000
Urbana Adult Education – Student Wellness Resource	\$100,151
Urbana Adult Education – Youth Positive – Y+ (Quarter Cent)	\$89,747
UP Center of Champaign County – Clinical Crisis Counseling	\$29,394
UP Center of Champaign County – Youth and Volunteers	\$29,124

ACCESS Initiative – SAMHSA Cooperative Agreement (Federal Funds)

Don Moyer Boys & Girls Club – ACCESS Services & Administration Team	\$160,000
Don Moyer Boys & Girls Club – ACCESS Services & Support Staff	\$217,052
Don Moyer Boys & Girls Club – Coordinating Council Support	\$15,000
Prairie Center Health Systems – Cultural & Linguistic Competence	\$82,948

SOAR – Youth Move Leadership \$25,000

Quarter Cent for Public Safety Fund
CCRPC – Youth Assessment Center (Quarter Cent) \$240,612

DECISION SECTION

Motion to approve CCMHB funding as recommended for **Tier One** and presented in this memorandum:

- Approved
- Denied
- Modified
- Additional Information Needed

Motion to approve CCMHB funding as recommended in **Tier Two** and presented in this memorandum:

- Approved
- Denied
- Modified
- Additional Information needed

Motion to approve CCMHB funding as recommended in **Tier Three** and presented in this memorandum:

- Approved
- Denied
- Modified
- Additional Information needed

Motion to approve CCMHB funding as recommended in **Tier Four** [STATE IF FOR OPTION 1 or OPTION 2 HERE] and presented in this memorandum:

- Approved
- Denied
- Modified
- Additional Information needed

Motion to deny CCMHB and Quarter Cent funding for all items delineated in **Tier Five** and presented in this memorandum:

- Approved
- Denied
- Modified
- Additional Information needed

Motion to approve ACCESS Initiative SAMHSA Cooperative Agreement (federal funds) as recommended and presented in this memorandum:

- Approved
- Denied

_____ Modified
_____ Additional Information needed

Motion to approve Quarter Cent for Public Safety Fund monies as recommended and presented in this memorandum:

_____ Approved
_____ Denied
_____ Modified
_____ Additional Information needed

Motion to authorize the executive director to conduct and complete contract negotiation as specified in this memorandum:

_____ Approved
_____ Denied
_____ Modified
_____ Additional Information needed

Motion to authorize the executive director to implement contract maximum reductions as described in the "Special Notification Concerning FY15 Awards" section of this memorandum (see below):

_____ Approved
_____ Denied
_____ Modified
_____ Additional Information needed

DSC response to CCMHB program summary review – May 2014

Thank you for your consideration per the applications submitted by DSC. Per the instructions, DSC is providing clarification generally and specific to a few comments in the staff assessment. If you need further clarification, please let us know. Thanks again.

Family Development Center

Per the references to reaching out to underserved populations, please consider that the FDC assesses outreach to children and families on a quarterly basis and these numbers are reflected in our quarterly reports and expanded upon during our annual visits from DDB/MHB staff. Outreach to underserved populations and "casting a wide net" have been integral to our screening program and are also incorporated into each service we provide. In particular, the screening coordinator has been building relationships with staff and representatives from local African American churches, Restoration Ministries, Champaign Urbana Public Health District, DCFS, Parent Wonders, Community Elements, and day care centers. A major aspect of this outreach work is educating the community about the importance of developmental screening, which can be challenging within the various cultural contexts.

The screening coordinator tracks the number of families screened whose first language is not English. In addition, the FDC employs a full time bilingual staff person, provides a weekly play group for Spanish language families, and is working with an outside interpreter to provide the PLAY project for a Spanish language child and family. Collaboration with the Parent Wonders program puts the FDC in touch with over 70 at-risk children from rural Champaign County. In collaboration with a local developmental pediatrician, the screening program now includes use of the M-CHAT (Modified Checklist for Autism in Toddlers) with the goal of identifying all children with autism or other regulatory disorders as early as possible.

All FDC therapists serve children in child care settings and are able to support teachers in identifying disabilities early. Misunderstanding on the part of teachers and parents about the developmental aspects of challenging behaviors is a major roadblock to identifying disabilities in young children. Children with challenging behaviors are often treated punitively. This misidentification frequently occurs with children of color and can lead to further problems throughout their school careers. FDC staff and services identify and refer children to appropriate services in these situations. In light of your concern regarding access to our services and early identification of children from underrepresented groups, quarterly reports will be expanded to inform you of specific activities.



P.O. Box 315
Mahomet, IL 61853

Phone: 217 590 2860

May 2, 2014

Dear Mr. Tracy,

After reading the summary of the application that was submitted for our BLAST program, there were couple of items that I thought needed to be cleared up and I thank you for the opportunity to do that.

1. The error on the Program staff- I apologize for getting the numbers wrong but I was trying to say that funds would be used for a portion of my salary (\$6,000), a portion of the enrichment coordinators salary (\$6,000) and a portion of the program directors salary (\$3,000). I am not sure how to calculate the FTE for this but I have two full time employees and one part-time employee right now and we are involved in the BLAST program. I am saying that the funds will be used for salaries but I am not sure how to articulate that in the framework that you are requesting. Any help to clear this up would be appreciated.

2. The discrepancies in the financial forms. The \$229,000 budget for Universal Screening reflects the \$17,000 that we requested from project ACCESS. The \$226,000 budget for the BLAST program reflects the \$15,000 that we requested from the Mental Health Board. The financials are the same for both programs just the difference being the amount requested from the two different agencies. Are expenses are \$229,000 and not \$455,200. I was told that the budgets had to be balanced so I adjusted them based off the amount that was requested in the two different programs that were submitted. The issue with the \$15,000 for the agency as a whole and \$67,000 for each of the programs. I am not sure how this happened. The \$15,000 was the amount of the budget from the county but I do not know where the \$67,000 came from. Our budgeted revenue is \$244,000.

3. The Utilization section- The 290 non-treatment plan clients is a reflection of the 290 non duplicated kids that we had participate in our program at the time that the grant was submitted. The number at the time of our 3rd quarter report is 463 unduplicated.

I hope I was able to clear up some of these questions. If I was unable to clear up some of the questions, I welcome any guidance so that I can make sure that my application reflects the good work that we are doing in the community because of the support of the Champaign County Mental Health Board.

Thank you,

Marcius Moore



**PRAIRIE CENTER
HEALTH SYSTEMS, INC.**
A Comprehensive Drug and Alcohol Treatment Network

718 Killarney St.
Urbana, IL 61801
Phone: 217-328-4500
Fax: 217-328-4535

May 6, 2014

Mark Driscoll, Associate Director
Champaign County Mental Health 708 Board
Brookens Administrative Center
1776 E. Washington St.
Urbana, IL 61802

MAY 08 2014
217-328-4500

Dear Mark:

I am writing this letter to address some of the questions about Prairie Center Health Systems' applications, which arose at the last CCMHB Meeting. I will attempt to expound on these in order to present the Board helpful information to use when making their allocation decisions.

One of the questions posed was regarding the language in the Drug Court application budget narrative. There was a question asked related to the activities for which the CCMHB funds are used. The budget narrative lists examples of activities for which third party payers do not reimburse Prairie Center. As worded in the application this list includes, "activities such as the following: staff time spent on clinical documentation, staff time for group preparation, staff travel time to/from court, required staff conferences and trainings, required staff meetings, clinical supervision time, time spent at Community Service Events, time spent writing weekly court reports, no-show/client cancelled appointments, time spent on drug screen collections and processing drug screen documentation, administrative activities, and case coordination of less than 7.5 minutes." The list was included in the narrative to show the Board the many activities which occur in the treatment setting for which we do not bill, nor do we get paid by any funding source. One such activity is client no-shows or cancellations. We would like to clarify with the Board and assure them that staff are busy performing the other unscheduled duties (such as those listed) when there are client no-shows, and staff are not idle when these situations occur. We do not intend for CCMHB to fund no-show appointments in and of themselves, but rather to fund the activities which take place when no-shows occur. (Please note that this same language was used in the Youth Services narrative, and the same explanation applies for that budget narrative, as well.)

Board member, Julian Rappaport, questioned the difference between the Community Elements' services performed in the Champaign County Jail and those included in our Criminal Justice Substance Use Treatment application. As this new program currently operates, Community Elements serves those with co-occurring mental health and substance use disorders in the jail, and Prairie Center serves any current or past clients who are in the jail, along with any with

identified substance use disorders (but not mental health disorders). The increase in the funding request is to fund a full-time addictions counselor in the jail, in order to provide assessment and treatment services to this population, rather than only the screening services provided at this time. Research has shown that substance use disorder treatment for persons while incarcerated results in better engagement in community-based treatment following release from jail. By providing treatment in the jail, it is our intent to improve treatment engagement and retention upon release, thereby reducing recidivism in our local jail.

Finally, you inquired about the Youth Services budget narrative, which lists Seven Challenges curriculum and Seven Challenges journals in the "Consumables" category. Seven Challenges is not a manualized treatment model, but it does require program fidelity, including that all staff involved in the program be trained in the model and have access to Seven Challenges materials. If a new part-time case manager is hired, that staff member will need access to a Seven Challenges manual (noted as "curriculum" in the budget narrative). In addition to this is the continuous consumption of Seven Challenges journals, which are essential to the model and are used by youth the entire time they are engaged in the program.

I hope the board finds these explanations helpful and more fully answers the questions which you and the board had. As always, we truly appreciate the opportunity to make application to the board, and are glad to have the chance to clarify these items.

Sincerely,

A handwritten signature in cursive script, appearing to read "Bruce A. Suardini".

Bruce A. Suardini, CEO

Cc: Peter Tracy



May 6, 2014

Peter Tracy, Executive Director
Champaign County Mental Health Board
1776 East Washington
Urbana, IL 61802

RECEIVED
MAY 07 2014
COMMUNITY ELEMENTS

Dear Peter:

Thank you for the opportunity to review and comment on the program summaries for 2014. Due to the nature of services provided in criminal justice programs and at the TIMES Center, we believe it is important to consider the service system as a whole as it relates to these services. Our goal is to engage criminal justice involved clients in services and reduce recidivism. While mental health and substance abuse services can be provided using Medicaid Managed Care or other 3rd party reimbursement, doing so requires a level of engagement sufficient to complete the application for health coverage and the precursors to billable services. In addition, engaged and motivated clients may require services that cannot be reimbursed (i.e. transportation to detoxification or individualized services) that exceed the limits specified by Medicaid Managed Care. We are grateful the Mental Health Board acknowledges these challenges and is willing to fund engagement and screening as critical services, in addition to recognizing the need to provide benefits case management.

Both Criminal Justice/Integrated Behavioral Health and Criminal Justice Problem Solving Courts program summaries include the comment from staff, "what determines a client being classified as TPC or NTPC within the structure of the program is not described."

In these program plans we are relying on the following definitions provided by CCMHB in the instructions. These are:

Treatment Plan Clients—Service recipients with case records and treatment (or service) plans.

Non-Treatment Plan Clients—Service recipients with case records, but no treatment (or service) plans, to which substantial services are provided.

Clients who have completed a mental health or substance abuse assessment and have a treatment plan to address identified needs are reported as Treatment Plan Clients. Non-Treatment Plan Clients are receiving or have received engagement services, screening services, or emergency case management, but have not completed an assessment and treatment plan. The number of Non-Treatment Plan clients served at the jail is expected

to rise, as Community Elements staff become established at the jail. With a focus on reduction of recidivism, many of the clients we would most like to engage at the jail and link to treatment plan services in the community, have historically been resistant to receiving services.

The evidence-based models chosen (i.e. WRAP and Motivational Interviewing) are designed to enhance motivation and self-efficacy, but do not require assessment and treatment planning before implementation.

While TIMES Center is not specifically listed as a criminal justice program, it is essential to our efforts to reduce recidivism at the jail. A review of clients served at TIMES Center from July, 2013 to present was compared to the list of frequently incarcerated individuals produced by the Sheriff's office. Of those frequently incarcerated individuals, 13 received transitional housing services at TIMES Center. Of the 245 unduplicated individuals served so far this fiscal year, we have noted that 65 have criminal justice involvement. While the Mental Health Board is primarily funding mental health and substance abuse screenings at TIMES Center, it is clear that TIMES Center is essential to our efforts to reduce recidivism at the jail. Research clearly shows that a lack of stable housing contributes to arrest and incarceration.

The substance abuse treatment services proposed in Criminal Justice, Integrated Behavioral Health program are consistent with the emphasis on motivational enhancement and self-efficacy recommended in the Criminal Justice Manual. Services are provided at the jail, TIMES Center, and at our facility on Walnut Street. We believe that continuity of approach and staffing reduces barriers to engagement and follow through.

While not funded by the CCMHB, Community Elements has also received annual funding from the County Board to provide reentry services. As noted at the recent CCMHB meeting, there are two full-time positions funded by the County Board. One is a direct service position and one is a supervisory position responsible for such duties as supporting the Reentry Council, researching best practices, and documenting gaps in the service continuum. Housing is a critical service gap for the reentry population. The transitional housing services and supports available at TIMES Center are essential to the reentry program, without these services in the continuum; reducing recidivism would be extremely difficult. The availability of transitional housing and support services at TIMES Center enhances our ability to provide an effective community reentry program for Champaign County.

I hope this letter helps clarify our applications however, if you have additional questions, please contact me at sferguson@communityelement.org or (217) 398-8080.

Sincerely,

A handwritten signature in black ink, appearing to read "Sheila Ferguson". The signature is fluid and cursive, with a large initial "S" and "F".

Sheila Ferguson, CEO

Stephanie Howard-Gallo

From: Mark Driscoll <mark@ccmhb.org>
Sent: Thursday, May 01, 2014 10:53 AM
To: Stephanie Howard-Gallo
Subject: FW: FY15 Program Summary Response

Hi Stephanie,

Comments from CWT on the program summary. Please plan to include in the May Board packet.

I believe we will have comments coming from some other agencies too.

Thanks.

Mark

From: Katie Sissors [mailto:KSissors@cwt-cu.org]
Sent: Wednesday, April 30, 2014 8:00 PM
To: peter@ccmhb.org; Mark Driscoll
Subject: FY15 Program Summary Response

Good evening,

I have a few comments in response to the program summary for A Woman's Place, The Center for Women in Transition's Domestic Violence Program's FY15 funding application.

Per the budget comments:

We are currently working on our agency's FY15 budget that will be reviewed at our May Board of Directors Finance Committee meeting and presented to the full board for approval in May or June (at the latest). The budget we submitted in January unfortunately was a tentative budget as we were about half way through the current fiscal year. After an additional four months of FY14 budget data, we are more accurately able to develop our FY15 budget.

With this in mind, with more accurate numbers, we will not have excess revenue for A Woman's Place (\$69,523 was noted in the program summary), and our overall agency budget will not have such a significant deficit (\$132,354 was noted in the program summary).

I would like the CCMHB board to know, however, that due to fundings cuts in many of our grants as a result in less funding available at the state and federal levels over the past several years, our Board of Directors decided to take out a loan to finance (for two years) a new Development Department within our agency consisting of a full-time Director of Development and a part-time Volunteer and Fundraising Coordinator in order to bring in additional sources of revenue into the agency as we know we cannot rely solely on grant funding; expanding our donations and fundraising revenue is a top priority. On a similar note, we expanded our resale store, Transitions, this fiscal year in order to bring in additional revenue into the agency.

We are more than happy to submit a revised budget to the CCMHB upon request.

Per the audit findings:

One of the findings was due to no longer having a CPA prepare our financial statements. Our previous Board Treasurer (a CPA) accepted a promotion in another state and our board is currently in the process of recruiting another CPA to sit

on our board in order to meet this audit requirement and in the interim will work with our audit firm to prepare financial statements.

The other finding related to segregation of duties at our resale store, Transitions, was corrected immediately and should not appear on future audits.

Finally, I would like to add that we are the only Domestic Violence Program serving victims of domestic violence in Champaign County. In addition, from the time of application, both myself as the Interim Executive Director/Director of Programs and our Domestic Violence Services Program Manager have passed the state examination and are now Illinois Certified Domestic Violence Professionals.

Thank you for your time and consideration of our application.

Katie Sissors, LCSW, ICDVP
Interim Executive Director
The Center for Women in Transition

Stephanie Howard-Gallo

From: Peter Tracy <peter@ccmhb.org>
Sent: Wednesday, April 30, 2014 11:42 AM
To: 'David T. Gordon'
Cc: lynn@ccmhb.org; 'Stephanie Howard-Gallo'
Subject: RE: Urbana Adult Education funding requests

Thank you for the clarification.

Peter

Peter Tracy
Executive Director
Champaign County Mental Health Board
Champaign County Developmental Disabilities Board

-----Original Message-----

From: David T. Gordon [mailto:dgordon@usd116.org]
Sent: Wednesday, April 30, 2014 11:12 AM
To: peter@ccmhb.org
Subject: Urbana Adult Education funding requests

Mr. Tracy,

Re: Student Wellness Resource & Youth Positive - Y+ funding requests from Urbana Adult Education

As indicated in the Program Summary comments for both programs, the Personnel Form requested Agency Totals for CCMHB funding, resulting in the total 4.06FTE positions and total Salaries of \$134,063, which reflect the total CCMHB request, not the individual total for each of the two program requests.

This created the deficit on the expense form as noted in the budget narrative additional comments.

Thank you.

David Gordon
Director of Finance & Development
Urbana Adult Education
211 N. Race St.
Urbana, IL 61801-2627
217-384-3530
Fax 217-337-4987=

Disability Resource Expo: Reaching Out For Answers
Board Report
May, 2014

The Expo will be held on Saturday, October 18, 2014. Stacie Young, Coordinator of Larkin's Place at the Stephen's Family YMCA will be joining our Steering Committee, along with Benita Gay from Community Elements and Lorelea Liss with Family Service. A preliminary contract with Fluid Events has been reviewed and approved by appropriate county representatives.

Exhibitors – The first meeting of the Exhibitor Committee will take place on May 15, 2014. The Steering Committee has requested with our new venue this year to keep our exhibitor count at no more than 100.

Marketing/Sponsorship – An outside source has been identified to develop this years' Expo Resource Book. An initial meeting was held with Cathie Godwin, and a contract will be developed with her very soon. This sub-committee welcomes two new members, Lorelea Liss and Benita Gay. Barb B. held an Expo informational booth at the 2014 Autism Walk on April 26. This was a wonderful opportunity to talk with a large number of individuals and families about the Expo. Barb B. will have a booth at the Health Alliance Senior Health & Fitness Fair on May 28.

Accessibility/Entertainment – This committee met on May 10 to review any accessibility concerns with the new venue, as well as begin to identify potential entertainment for the 2014 Expo. Entertainment will be announced once confirmed.

Volunteers – This is not a committee that meets regularly. Most of the activity takes place when students return from summer break.

Respectfully submitted

Barb Bressner, Consultant