



## **Champaign County Mental Health Board (CCMHB) Meeting Agenda**

**Wednesday, January 17, 2024, 5:45PM**

*This meeting will be held in person at the Shields-Carter Room of the  
Brookens Administrative Building, 1776 East Washington Street, Urbana, IL 61802  
Members of the public may attend in person or watch the meeting live through this link:  
<https://uso2web.zoom.us/j/81393675682> Meeting ID: 813 9367 5682*

- I. Call to order**
- II. Roll call**
- III. Approval of Agenda\***
- IV. CCMHB and DDB Schedules, MHB Timeline (pages 3-7)\***  
*Action is requested to approve the CCMHB Meeting Schedule. The other documents are for information only.*
- V. CCMHB Acronyms and Glossary (pages 8-20) No action needed.**
- VI. Citizen Input/Public Participation** *All are welcome to attend the Board's meeting to observe and to offer thoughts during this time. The Chair may limit public participation to 5 minutes per person and/or 20 minutes total.*
- VII. Chairperson's Comments – Dr. Jon Paul Youakim**
- VIII. Executive Director's Comments – Lynn Canfield**
- IX. Introduction of Newly Appointed Member**
- X. Approval of CCMHB Board Meeting Minutes (pages 21-25)\***  
*Minutes from the 11/15/23 MHB meeting are included for approval. Action is requested.*
- XI. Vendor Invoice Lists (pages 26-51)\***  
*Action is requested to accept the "Vendor Invoice Lists" and place them on file. For information are Additional Details for these expenditures.*
- XII. Staff Reports (pages 52-73)**  
*Included for information are reports from Kim Bowdry, Leon Bryson, Lynn Canfield, Stephanie Howard-Gallo, Shandra Summerville, and Chris Wilson.*
- XIII. New Business**
  - a) Notification of Funding Availability for PY2025 (pages 74 and 75)**  
*For information only are the NOFA as it appeared in the News Gazette on 11/26 and 11/29/23 and the Affidavit for its placement.*
  - b) Draft CCDD/CCMHB Personnel Policy Addenda (pages 76-95)\***  
*A Decision Memorandum presents three addenda to the approved CCDD/CCMHB Personnel Policy for Board review. Action is requested.*

- c) **Delayed Audits and Reviews** (pages 96-102)\*  
*A memo summarizes delayed audits and possible actions the Board might take. Related agency communications are attached.*

**XIV. Old Business**

- a) **Evaluation Capacity Building Project** (pages 103-117)  
*A report on results of the Group Level Assessment (GLA) is included for information only, and more information may be provided by a UIUC Family Resiliency Center representative.*
- b) **Expo 2023 Year End Wrap Up** (pages 118-144)  
*The packet includes a comprehensive report from Expo Coordinators.*
- c) **Community Health Plan Coordinator 2023 Report** (pages 145-158)  
*A report from the Coordinator of the Champaign-Vermilion Regional Community Health Plan is included for information only.*

**XV. Successes and Other Agency Input**

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

**XVI. Board to Board Reports** (page 159)

**XVII. County Board Input**

**XVIII. Champaign County Developmental Disabilities Board Input**

**XIX. Board Announcements and Input**

**XX. Adjournment**

*\* Board action is requested.*

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



## CCMHB 2024 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)

- ~~December 20, 2023 – Shields-Carter Room (off cycle) - CANCELLED~~
- January 17, 2024 – Shields-Carter Room
- January 24, 2024 – *Study Session* - Shields-Carter Room
- February 21, 2024 – Shields-Carter Room
- February 28, 2024 – *Study Session* - Shields-Carter Room
- March 20, 2024 – Shields-Carter Room
- March 27, 2024 – *Joint Study Session w CCDDDB* - Shields-Carter
- April 17, 2024 – Shields-Carter Room
- April 24, 2024 – *Study Session* - Shields-Carter Room
- May 15, 2024 – *Study Session* - Shields-Carter Room
- May 22, 2024 – Shields-Carter Room
- June 12, 2024 – Shields-Carter Room (*off cycle*)
- July 17, 2024 – Shields-Carter Room
- August 21, 2024 – Shields-Carter Room - *tentative*
- September 18, 2024 – Shields-Carter Room
- September 25, 2024 – *Joint Study Session w CCDDDB* - Shields-Carter
- October 16, 2024 – *Joint Meeting w CCDDDB* - Shields-Carter
- October 23, 2024 – Shields-Carter Room
- November 20, 2024 – Shields-Carter Room
- December 18, 2024 – Shields-Carter Room - *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, whether using the Zoom options or in person, 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.



## CCDDB 2023-2024 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>

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

**January 17, 2024** – Shields-Carter Room

**February 21, 2024** – Shields-Carter Room

**March 20, 2024** – Shields-Carter Room

**March 27, 2024 5:45PM** – Shields-Carter Room – *joint study session with the CCMHB*

**April 17, 2024** – Shields-Carter Room

**May 22, 2024** – Shields-Carter Room

**June 12, 2024** – Shields-Carter Room (*off cycle*)

**July 17, 2024** – Shields-Carter Room

**August 21, 2024** – Shields-Carter Room - *tentative*

**September 18, 2024** – Shields-Carter Room

**September 25, 2024 5:45PM** – Shields-Carter Room – *joint study session with the CCMHB*

**October 16, 2024 5:45PM** – Shields-Carter Room – *joint meeting with the CCMHB*

**October 23, 2024** – Shields-Carter Room

**November 20, 2024** – Shields-Carter Room

**December 18, 2024** – Shields-Carter Room – *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, whether virtually or in person, to observe and to offer thoughts during the "Public Participation" period of the meeting. For support to participate in a meeting, let us know how we might help by emailing [stephanie@ccmhb.org](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.

# IMPORTANT DATES

## 2023-24 Meeting Schedule with Subjects, Agency and Staff Deadlines, and PY25 Allocation Timeline

The schedule offers dates and subject matter of meetings of the Champaign County Mental Health Board. Subjects are not exclusive to any given meeting, as other matters requiring Board review or action may also be addressed. Study sessions may be scheduled on topics raised at meetings, brought by staff, or in conjunction with the CCDDDB. Included are tentative dates for steps in the funding allocation process for PY25 and deadlines related to PY23 and PY24 agency contracts. **Meetings and study sessions are scheduled to begin at 5:45PM and may be confirmed by Board staff.**

- |          |  |
|----------|--|
| 12/22/23 | <i>Online system opens for applications for PY25 funding.</i>  |
| 12/31/23 | <i>Agency Independent Audits, Reviews, Compilations due</i>  |
| 1/17/24  | <b>Regular Board Meeting</b><br>Mid-Year Program Presentations   |
| 1/24/24  | <b>Study Session:</b> Mid-Year Program Presentations   |
| 1/26/24  | <i>Agency PY24 2<sup>nd</sup> Quarter and CLC progress reports due</i>   |
| 2/12/24  | <i>Deadline for submission of applications for PY25 funding<br/>(Online system will not accept any forms after 4:30PM)</i> |
| 2/21/24  | <b>Regular Board Meeting</b><br>Discuss list of PY25 Applications and Review Process                                       |
| 2/28/24  | <b>Study Session:</b> Initial Review of Applications   |
| 3/20/24  | <b>Regular Board Meeting:</b> 2023 Annual Report<br>Discussion of PY25 Funding Requests                                    |
| 3/27/24  | <b>Joint Study Session OR Joint Meeting with CCDDDB</b>  |
| 4/10/24  | <i>Program summaries released to Board, posted<br/>online with CCMHB April 17 meeting agenda and packet</i>                |

- 4/17/24                    **Regular Board Meeting**  
Board Review, Staff Summaries of Funding Requests
- 4/24/24                    **Study Session**  
Board Review, Staff Summaries of Funding Requests
- 4/26/24                    *Agency PY2024 3<sup>rd</sup> Quarter Reports due*
- 5/8/24                      *Allocation recommendations released to Board, posted  
online with CCMHB May 15 study session agenda packet*
- 5/15/24                    **Study Session:** Allocation Recommendations
- 5/22/24                    **Regular Board Meeting**  
Allocation Decisions; Authorize Contracts for PY2025
- 6/1/24                      *For contracts with a PY24-PY25 term, all updated PY25  
forms should be completed and submitted by this date.*
- 6/12/24                    **Regular Board Meeting – off cycle**  
Draft FY2025 Budget, Election of Officers
- 6/18/24                    *Deadline for agency application/contract revisions  
Deadline for agency letters of engagement w/ CPA firms.*
- 6/21/24                    *PY2025 agency contracts completed.*
- 6/30/24                    *Agency Independent Audits, Reviews, or Compilations due  
(only applies to those with calendar FY, check contract)*
- 7/17/24                    **Regular Board Meeting**  
Approve Draft FY2025 Budgets
- 8/21/24                    **Regular Board Meeting - tentative**
- 8/30/24                    *Agency PY2024 4<sup>th</sup> Quarter reports, CLC progress  
reports, and Annual Performance Measure Reports due*
- 9/18/24                    **Regular Board Meeting**  
Community Needs Assessment Report  
DRAFT Program Year 2026 Allocation Criteria

- 9/25/24            **Joint Study Session with CCDDB**
- 10/16/24           **Joint Meeting with CCDDB**  
I/DD Special Initiatives
- 10/23/24           **Regular Board Meeting**  
Draft Three Year Plan 2025-2027 with 2025 Objectives
- 10/23/24           *Agency PY2025 First Quarter Reports due*
- 11/20/24           **Regular Board Meeting**  
Approve Three Year Plan with One Year Objectives  
Approve PY26 Allocation Criteria
- 11/29/24           *Public Notice of Funding Availability to be published by  
date, giving at least 21-day notice of application period.*
- 12/18/24           **Regular Board Meeting**– tentative
- 12/20/24           *Online system opens for applications for PY26 funding.*
- 12/30/24           *Agency Independent Audits, Reviews, Compilations due.*

## **Agency and Program Acronyms commonly used by the CCMHB**

BLAST – Bulldogs Learning and Succeeding Together, a program of Mahomet Area Youth Club

CC – Community Choices

CCCAC or CAC – (Champaign County) Children’s Advocacy Center

CCCHC – Champaign County Christian Health Center

CCDDB or DDB – Champaign County Developmental Disabilities Board

CCHCC – Champaign County Health Care Consumers

CCHS – Champaign County Head Start, a department of the Regional Planning Commission (also CCHS-EHS, for Head Start-Early Head Start)

CCMHB or MHB – Champaign County Mental Health Board

CCRPC or RPC – Champaign County Regional Planning Commission

CN - Crisis Nursery

CSCNCC - Community Service Center of Northern Champaign County, may also appear as CSC

CU TRI – CU Trauma & Resiliency Initiative, affiliated with the Champaign Community Coalition and CUNC, funded through Don Moyer Boys & Girls Club

Courage Connection – previously The Center for Women in Transition

DMBGC - Don Moyer Boys & Girls Club

DREAAM – Driven to Reach Excellence and Academic Achievement for Males

DSC - Developmental Services Center

ECHO – a Housing and Employment Support program of Cunningham Children’s Home

ECIRMAC or RAC – East Central Illinois Refugee Mutual Assistance Center, also The Refugee Center

ECMHS - Early Childhood Mental Health Services, a program of Champaign County Regional Planning Commission Head Start Department



FD – Family Development, previously Family Development Center, a DSC program

FS - Family Service of Champaign County

FST – Families Stronger Together, a program of Cunningham Children’s Home

GAP – Girls Advocacy Program, a program component of the Psychological Service Center.

IAG – Individual Advocacy Group, Inc., a provider of I/DD services

JDP – Justice Diversion Program, a Regional Planning Commission program

MAYC - Mahomet Area Youth Club

MRT – Moral Reconciliation Therapy, a systematic treatment strategy that seeks to decrease recidivism among juvenile and adult criminal offenders by increasing moral reasoning.

NAMI – National Alliance on Mental Illness

PATH – regional provider of 211 information/call services

PEARLS - Program to Encourage Active Rewarding Lives

PHC – Promise Healthcare

PSC - Psychological Services Center (University of Illinois)

RAC or ECIRMAC – East Central Illinois Refugee Mutual Assistance Center

RACES – Rape Advocacy, Counseling, and Education Services

RCI – Rosecrance Central Illinois

RPC or CCRPC – Champaign County Regional Planning Commission

UNCC – Urbana Neighborhood Community Connections Center

UP Center – Uniting Pride

UW or UWCC – United Way of Champaign County

WIN Recovery – Women in Need Recovery

YAC – Youth Assessment Center. Screening and Assessment Center developed by the Champaign County Regional Planning Commission-Social Services Division with Quarter Cent funding.

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

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

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

ACA – Affordable Care Act

ACEs – Adverse Childhood Experiences

ACMHAI – Association of Community Mental Health Authorities of Illinois

ADL- Activities of Daily Living

A/N- Abuse and Neglect

ANSA – Adult Needs and Strengths Assessment

APN – Advance Practice Nurse

ARMS – Automated Records Management System. Information management system used by law enforcement.

ASAM – American Society of Addiction Medicine. May be referred to in regards to assessment and criteria for patient placement in level of treatment/care.

ASD – Autism Spectrum Disorder

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

ATOD – Alcohol, Tobacco and Other Drugs

CADC – Certified Alcohol and Drug Counselor, substance abuse professional providing clinical services that has met the certification requirements of the Illinois Alcoholism and Other Drug Abuse Professional Certification Association.

CALAN or LAN – Child and Adolescent Local Area Network

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.

CBCL – Child Behavior Checklist

CBT- Cognitive Behavioral Therapy

CC – Champaign County

CCBoH – Champaign County Board of Health

CCMHDDAC or MHDDAC – Champaign County Mental Health and Developmental Disabilities Agencies Council

CDC – federal Centers for Disease Control and Prevention

CDS – Community Day Services, day programming for adults with I/DD, previously Developmental Training

C-GAF – Children’s Global Assessment of Functioning

CHW – Community Health Worker

CILA – Community Integrated Living Arrangement, Medicaid-waiver funded residential services for people with I/DD

CIT – Crisis Intervention Team; law enforcement officer trained to respond to calls involving an individual exhibiting behaviors associated with mental illness.

CLC – Cultural and Linguistic Competence

CLST – Casey Life Skills Tool

CMS – federal Centers for Medicare and Medicaid Services

CQL – Council on Quality and Leadership

CRT – Co-Responder Team; mobile crisis response intervention coupling a CIT trained law enforcement officer with a mental health crisis worker.

CSEs - Community Service Events. Is a category of service measurement on the Part II utilization form and the actual activity to be performed should also be described in the Part I Program Performance Measures-Utilization section of the application/program plan. 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.

CSPH – Continuum of Service Providers to the Homeless

CSPI – Childhood Severity of Psychiatric Illness. A mental health assessment instrument

CY – Contract Year, runs from July to following June. For example CY08 is July 1, 2007 to June 30, 2008. (Also referred to as Program Year – PY). Most contract 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. FY23

CYFS – Center for Youth and Family Solutions (formerly Catholic Charities)

DASA – Division of Alcoholism and Substance Abuse in the Illinois Department of Human Services, renamed as IDSUPR or SUPR

DBT -- Dialectical Behavior Therapy

DCFS – Illinois Department of Children and Family Services.

Detox – abbreviated reference to detoxification. It is a general reference to drug and alcohol detoxification program or services, e.g. Detox Program.

DD – Developmental Disability

DDD or IDHS DDD – Illinois Department of Human Services - Division of Developmental Disabilities

DFI – Donated Funds Initiative, source of matching funds for some CCMHB funded contracts. The Illinois Department of Human Services administers the DFI Program funded with federal Title XX Social Services Block Grant. The DFI is a “match” program meaning community based agencies must match the DFI funding with locally generated funds. The required local match is 25 percent of the total DFI award.

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

DHS – Illinois Department of Human Services

DMH or IDHS DMH – Illinois Department of Human Services - Division of Mental Health

DSM – Diagnostic Statistical Manual

DSP – Direct Support Professional, a certification required for those serving people with I/DD

DT – Developmental Therapy (children), or Developmental Training (adults), now Community Day Services

EAP-- Employee Assistance Program

EBP: Evidence Based Practice

EHR – Electronic Health Record

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.

ER – Emergency Room

FACES – Family Adaptability and Cohesion Evaluation Scale

FAST – Family Assessment Tool

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, for the county runs from December to following November. Changing in 2015 to January through December.

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.

GAIN-Q - Global Appraisal of Individual Needs-Quick. Is the most basic form of the assessment tool taking about 30 minutes to complete and consists of nine items that identify and estimate the severity of problems of the youth or adult.

GAIN Short Screen - Global Appraisal of Individual Needs, is made up of 20 items (four five-item subscales). The GAIN-SS subscales identify: internalizing disorders, externalizing disorders, substance use disorders, crime/violence.

HBS – Home Based Support, a Medicaid-waiver program for people with I/DD

HCBS – Home and Community Based Supports, a federal Medicaid program

HFS or IDHFS – Illinois Department of Healthcare and Family Services

HIPPA – Health Insurance Portability and Accountability Act

HRSA – Health Resources and Services Administration. The agency is housed within the federal Department of Health and Human Resources and has responsibility for Federally Qualified Health Centers.

I&R – Information and Referral

ICADV – Illinois Coalition Against Domestic Violence

ICASA – Illinois Coalition Against Sexual Assault

ICDVP - Illinois Certified Domestic Violence Professional

ICFDD – Intermediate Care Facility for the Developmentally Disabled

ICJIA - Illinois Criminal Justice Authority

ID or I/DD – Intellectual Disability or Intellectual/Developmental Disability

IDHFS or HFS – Illinois Department of Healthcare and Family Services

IDHS DDD or DDD – Illinois Department of Human Services - Division of Developmental Disabilities

IDHS DMH or DMH – Illinois Department of Human Services - Division of Mental Health

IDOC – Illinois Department of Corrections

IDSUPR or SUPR – Illinois Division of Substance Use Prevention & Recovery

IM+CANS – The Illinois Medicaid Comprehensive Assessment of Needs and Strengths

IOP – Intensive Outpatient Treatment

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.

ISC – Independent Service Coordination

ISP – Individual Service Plan

ISSA – Independent Service & Support Advocacy

JDC – Juvenile Detention Center

JJ – Juvenile Justice

JJPD – Juvenile Justice Post Detention

LAN – Local Area Network

LCPC – Licensed Clinical Professional Counselor

LCSW – Licensed Clinical Social Worker

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

LPC – Licensed Professional Counselor

MBSR -- Mindfulness-Based Stress Reduction

MCO – Managed Care Organization. Entity under contract with the state to manage healthcare services for persons enrolled in Medicaid.

MCR – Mobile Crisis Response. Previously known as SASS. It is a state program that provides crisis intervention for children and youth on Medicaid.

MDT – Multi-Disciplinary Team

MH – Mental Health

MHDDAC or CCMHDDAC – Mental Health and Developmental Disabilities Agencies Council

MHP - Mental Health Professional. Rule 132 term, typically referring to a bachelors level staff providing services under the supervision of a QMHP.

MI – Mental Illness

MI – Motivational Interview

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

MISA – A dual diagnosis condition of Mental Illness and Substance Abuse

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

NACO – National Association of Counties

NMT – Neurodevelopmental Model of Therapeutics

NOFA – Notice of Funding Availability

NTPC – NON - Treatment Plan Clients – This is a new client engaged in a given quarter with case records but no treatment plan - includes: 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 application/program plan and the actual activity to be performed should also be described in the Part I Program Performance Measures-Utilization section of the application. Similar to TPCs, they may be divided into two groups – Continuing NTPCs - clients without treatment plans 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 this data is reported.



Essentially it is a case carried from one program year into the next. The other is New TPCs, the number of new clients in a given quarter of the program year.

NREPP – National Registry of Evidence-based Programs and Practices maintained by Substance Abuse Mental Health Services Administration (SAMHSA)

OCD: Obsessive-Compulsive Disorder

ODD: Oppositional Defiant Disorder

OMA – Open Meetings Act

OUD/SUD – Opioid Use Disorder/Substance Use Disorder

PAS – Pre-Admission Screening

PCI – Parent Child Interaction groups.

PCP – Person Centered Planning

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.

PLL – Parenting with Love and Limits. Evidenced based program providing group and family therapy targeting youth/families involved in juvenile justice system.

PPSP – Parent Peer Support Partner

PSR – Patient Service Representative; staff position providing support services to patients and medical staff.

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 individuals' classification of need may be emergency, critical or planning.

PWI – Personal Well-being Index

PY – Program Year, runs from July 1 to following June 30. (Also referred to as Contract Year – CY - and often the Agency Fiscal Year)

QCPS – Quarter Cent for Public Safety. The funding source for the Juvenile Justice Post Detention programming. May also be referred to as Quarter Cent.

QIDP – Qualified Intellectual Disabilities Professional

QMHP – Qualified Mental Health Professional. Rule 132 term, that simply stated refers to a Master’s level clinician with field experience that has been licensed.

REBT -- Rational Emotive Behavior Therapy

RFI – Request for Information

RFP – Request for Proposals

RTC -- Residential Treatment Center

SA – Substance Abuse

SAD -- Seasonal Affective Disorder

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.

SBIRT – Screening, Brief Intervention, Referral to Treatment. SAMHSA defines SBIRT as a comprehensive, integrated, public health approach to the delivery of early intervention and treatment services for persons with substance use disorders, as well as those who are at risk of developing these disorders.

SCs - Service Contacts/Screening Contacts. This is the number of phone and face-to-face contacts with consumers who may or may not have open cases in the program. It 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 utilization form of the application/program plan and the actual activity to be performed should also be described in the Part I Program Performance Measures-Utilization section of the application.

SDOH – Social Determinants of Health

Seeking Safety - a present-focused treatment for clients with a history of trauma and substance abuse.

SEDS – Social Emotional Development Specialist.

SEL – Social Emotional Learning

SIM – Sequential Intercept Mapping, a model developed by SAMHSA

SOAR - SSI/SSDI Outreach, Access, and Recovery. Assistance with completing applications for Social Security Disability and Supplemental Income, provided to homeless population

SSI – Supplemental Security Income, a program of Social Security

SSDI – Social Security Disability Insurance, a program of Social Security

SSPC - Social Skills and Prevention Coaches.

SUD – Substance Use Disorder

SUPR or IDSUPR – (Illinois Division of) Substance Use Prevention & Recovery

TANF- Temporary Assistance for Needy Families

TPCs - Treatment Plan Clients – This is the number of 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 of the application/program plan and the actual activity to be performed should also be described in the Part I Program Performance Measures-Utilization section of the application. Treatment Plan Clients may be divided into two groups – Continuing TPCs - clients 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. Essentially it is a case carried from one program year into the next. The other is New TPCs that is the number of new clients with treatment plans written in a given quarter of the program year.

TPITOS - The Pyramid Infant-Toddler Observation Scale. Used by Champaign County Head Start.

TPOT - Teaching Pyramid Observation Tool. Used by Champaign County Head Start.

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.

WRAP – Wellness Recovery Action Plan, is a manualized group intervention for adults that guides participants through the process of identifying and understanding their personal wellness resources and then helps them develop an individualized plan to use these resources on a daily basis to manage their mental illness.

YASI – Youth Assessment and Screening Instrument. Instrument assesses risks, needs, and protective factors in youth. Instrument is used in Champaign County by the Youth Assessment Center, Juvenile Detention Center.

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**CHAMPAIGN COUNTY  
MENTAL HEALTH BOARD (CCMHB)  
REGULAR MEETING**

*Minutes—November 15, 2023*

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

*5:45 p.m.*

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**MEMBERS PRESENT:** Matt Hausman, Daphne Maurer, Elaine Palencia, Jane Sprandel, Molly McLay, Joe Omo-Osagie, Jon Paul Youakim, Lisa Liggins-Chambers, Jennifer Straub

**MEMBERS EXCUSED:** n/a

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

**OTHERS PRESENT:** Tracy Parsons, City of Champaign; Amy Brown, Don Moyer Boys and Girls Club; Jacinda Dariotis, Family Resiliency Center; Laurie Britt, Champaign County Regional Planning Commission (CCRPC); Brenda Eakins, Kerrie Hacker, Keysa Haley, GROW in IL; Nicole Frydman, UP Center; Laura Lindsey, Courage Connection; Ann Percy, Cunningham Children’s Home; Nelson Novak, Terrapin Station Sober Living; Melissa Pappas, Rosecrance of Central Illinois; Cindy Crawford, Community Service Center of Northern Champaign County (CSCNCC); Melissa Courtwright, CU at Home; Patty Walters, DSC.

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**CALL TO ORDER:**

CCMHB President Dr. Jon Paul Youakim called the meeting to order at 5:48 p.m.

**ROLL CALL:**

Roll call was taken, and a quorum was present in person. Members present voted to approve virtual participation by Molly McLay and Jane Sprandel, both unable to attend in person for reasons consisted with bylaws and statute.

**APPROVAL OF AGENDA:**

An agenda was available for review and approved by a unanimous vote. (Motion made by Ms. Straub and seconded by Mr. Hausman.)

**CCDDB and CCMHB SCHEDULES:**

Updated copies of CCDDB and CCMHB meeting schedules and CCMHB allocation timeline were included in the packet. Board members agreed that the tentative meeting for December 20, 2023 should be cancelled.

**ACRONYMS and GLOSSARY:**

A list of commonly used acronyms was included for information.

**CITIZEN INPUT / PUBLIC PARTICIPATION:**

None.

**PRESIDENT’S COMMENTS:**

Dr. Youakim encouraged those present to stay social and healthy this winter.

**EXECUTIVE DIRECTOR’S COMMENTS:**

Director Canfield deferred to Matt Hausman, who announced he will not seek reappointment for a term beginning January 1, 2024, and to Shandra Summerville, who commented on the recent Federal of Families National Conference and pertinent issues.

**APPROVAL OF CCMHB MINUTES:**

Minutes from the 10/18/2023 board meeting were included in the packet.

**MOTION: Mr. Omo Osagie moved to approve the minutes from the 10/18/23 MHB meeting. Ms. Palencia seconded the motion. A voice vote was taken. The motion passed unanimously.**

**VENDOR INVOICE LISTS:**

Vendor Invoice Lists were included in the Board packet.

**MOTION: Dr. Youakim moved to approve the Vendor Invoice Lists. Mr. Omo-Osagie seconded the motion. A voice vote was taken, and the motion passed unanimously.**

**STAFF REPORTS:**

Staff reports were included in the packet from Kim Bowdry, Leon Bryson, Stephanie Howard-Gallo, and Chris Wilson.

**NEW BUSINESS:**

**PY23 Community Coalition Summer Youth Initiatives:**

Tracy Parsons, of the Champaign County Community Coalition, and Amy Brown, CEO of Don Moyer Boys and Girls Club, present on summer programs funded by the MHB in 2023. The presentation was followed by Board member comments and questions/answers.

**DRAFT of Revised Funding Requirements and Guidelines**

Draft CCMHB Requirements and Guidelines for Allocation of Funds were available in the packet, with proposed revisions highlighted. The Board reviewed contributions by board and staff members, agencies, and board attorney and discussed possible impacts and the differences between audits, reviews, and compilations.

**MOTION: Dr. Youakim moved to approve the Revised CCMHB Requirements and Guidelines for Allocation of Funds Ms. Palencia seconded the motion. A roll call vote was taken, and the motion passed unanimously.**

**Request to Transfer from Fund Balance**

A Decision Memorandum requested transfer from CCMHB fund balance to Contributions and Grants, to meet 2023 obligations in the event the remaining 2023 revenues are not deposited prior to payments or fall short of anticipated amounts.

**MOTION: Dr. Youakim moved to approve the request to transfer \$326,162.60 from CCMHB fund balance to 2023 Contributions and Grants. Dr. Liggins-Chambers seconded the motion. A roll call vote was taken, and the motion passed.**

**OLD BUSINESS:**

**CCMHB Three Year Plan with Objectives for 2024:**

A draft of the plan with revised objectives for 2024 was included for review and approval, along with a Decision Memorandum describing input toward the final draft.

**MOTION: Ms. Straub moved to approve the proposed Three-Year Plan for Fiscal Years 2022 – 2024 with Fiscal Year 2024 Objectives. Mr. Hausman seconded the motion. A voice vote was taken, and the motion passed.**

**CCMHB PY25 Allocation Priorities:**

For board review and approval, a final draft of PY2025 Allocation Priorities and Decision Criteria for the CCMHB Fund was presented in the packet.

**MOTION: Mr. Hausman moved to approve the CCMHB Program Year 2025 Allocation Priorities and Decision Support Criteria as described in this memorandum. Dr. Youakim seconded the motion. A voice vote was taken, and the motion passed.**

**IDDSI PY25 Allocation Priorities:**

For board review and approval, a final draft of PY2025 Allocation Priorities and Decision Criteria for the I/DD Special Initiatives Fund was presented in the packet.

**MOTION: Dr. Youakim moved to approve the I/DD Special Initiatives Program Year 2025 Allocation Priorities and Decision Support Criteria as described in this memorandum. Ms. Palencia seconded the motion. A voice vote was taken, and the motion passed unanimously.**

**Input on Priorities:**

Comments from the public regarding priorities were included in the packet.

**Evaluation Capacity Building Project:**

Dr. Jacinda Dariotis from the University of Illinois Family Resiliency Center provided a written report for the packet and oral update, answering board questions.

**Expo Update:**

Cost information to date was included in the packet.

**PY2024 Q1 Program Service Reports:**

Funded agency first quarter service activity reports were included in the packet for information.

**211 Quarterly Update for Champaign County:**



The packet included an update on Champaign County 211 call activity reported by PATH for the period of July 1 to October 31.

**SUCSESSES AND OTHER AGENCY INPUT:**

None.

**BOARD TO BOARD REPORTS:**

None.

**COUNTY BOARD INPUT:**

Ms. Straub reported that the County Board has had to make tough decisions on their 2024 budgets.

**CCDDB INPUT:**

The CCDDB met earlier in the day, also approved the I/DD Special Initiatives, and will meet on December 20.

**BOARD ANNOUNCEMENTS AND INPUT:**

Ms. McLay acknowledged that the agencies and board staff are having and will have more difficult conversations as PY2023 financial issues are settled.

**ADJOURNMENT:**

The meeting adjourned at 7:34 p.m.

Respectfully submitted by: Lynn Canfield  
CCMHB/CCDDB Executive Director

*\*Minutes are in DRAFT Form.*

# Champaign County, IL

## VENDOR INVOICE LIST



INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
19928	BEST EXPO INC	10/30/2023	111723A	26214	6,060.00	6,060.00	11/29/2023	INV	PD	Expo - Booth rental an
206983	CHECK DATE: 11/17/2023									
19920	BLUE TOWER SOLUTIONS INC	10/28/2023	110323A	25615	100.00	100.00	11/03/2023	INV	PD	Refund expo presentati
Expo Refund	CHECK DATE: 11/03/2023									
18805	C-U AT HOME	11/01/2023	110323A	25618	21,391.00	21,391.00	11/30/2023	INV	PD	MHB24-021 Shelter Case
Nov '23	MHB24-021	CHECK DATE: 11/03/2023								
1 CHAMPAIGN COUNTY TREASURER										
Nov '23	MHB23-004	CHECK DATE: 11/03/2023	110323A	25591	4,523.00	4,523.00	11/30/2023	INV	PD	MHB23-004 Homeless Ser
Nov '23	MHB23-026	CHECK DATE: 11/03/2023	110323A	25589	28,936.00	28,936.00	11/30/2023	INV	PD	MHB23-026 Early Childh
Nov '23	MHB24-006	CHECK DATE: 11/03/2023	110323A	25597	5,325.00	5,325.00	11/30/2023	INV	PD	MHB24-006 Children's A
Nov '23	MHB24-025	CHECK DATE: 11/03/2023	110323A	25592	6,362.00	6,362.00	11/30/2023	INV	PD	MHB24-025 Youth Assess
Nov '23	Office Rent	CHECK DATE: 11/03/2023	110323A	25594	2,124.55	2,124.55	11/30/2023	INV	PD	Nov '23 Office Rent 053
Oct '23	MHB23-026	CHECK DATE: 11/03/2023	110323A	25590	28,936.00	28,936.00	10/31/2023	INV	PD	MHB23-026 Early Childh
26										
18254	CHAMPAIGN COUNTY CHRISTIAN HEALTH CENTER	11/01/2023	110323A	25623	2,750.00	2,750.00	11/30/2023	INV	PD	MHB24-029 Mental Healt
Nov '23	MHB24-029	CHECK DATE: 11/03/2023								
18259	CHAMPAIGN COUNTY HEALTH CARE CONSUMERS	11/01/2023	110323A	502116	7,625.00	7,625.00	11/30/2023	INV	PD	MHB23-066 Disability A
Nov '23	MHB23-066	CHECK DATE: 11/03/2023								
Nov '23	MHB24-044	CHECK DATE: 11/03/2023	110323A	502116	7,208.00	7,208.00	11/30/2023	INV	PD	MHB24-044 CHW Outreach

76,206.55

# Champaign County, IL



## VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
Nov '23 MHB24-045	11/01/2023	11/01/2023	110323A	502116	7,512.00	7,512.00	11/30/2023	INV	PD	MHB24-045 Justice Invo
10115 CHAMPAIGN MULTIMEDIA GROUP 303985441 CHECK DATE: 11/22/2023 303986592 CHECK DATE: 11/22/2023										
					22,345.00					
10148 COMMUNITY SERVICE CENTER OF NORTHERN Nov '23 MHB24-008 CHECK DATE: 11/03/2023										
			110323A	25631	5,717.00	5,717.00	11/30/2023	INV	PD	MHB24-008 Resource Con
18092 COURAGE CONNECTION Nov '23 MHB23-007 CHECK DATE: 11/03/2023										
			110323A	25633	10,583.00	10,583.00	11/30/2023	INV	PD	MHB23-007 Courage Conn
10163 CRISIS NURSERY Nov '23 MHB24-005 CHECK DATE: 11/03/2023										
			110323A	25634	7,500.00	7,500.00	11/30/2023	INV	PD	MHB24-005 Beyond Blue
10170 DEVELOPMENTAL SERVICES CENTER OF Nov '23 MHB24-012 CHECK DATE: 11/03/2023										
			110323A	25639	54,681.00	54,681.00	11/30/2023	INV	PD	MHB24-012 Family Devel
10185 EAST CNTRL IL REFUGEE MUTUAL ASSIST CTR Nov '23 MHB24-001 CHECK DATE: 11/03/2023										
			110323A	25641	5,166.00	5,166.00	11/30/2023	INV	PD	MHB24-001 Family Suppo
100 EMPLOYEE VENDOR Bowdry 11/6/23 CHECK DATE: 11/17/2023										
			111723A	26383	26.00	26.00	11/17/2023	INV	PD	39.7 Miles 9/15/23 - 1 PAYEE: Bowdry, Kim
			110923A	25948	14.41	14.41	12/01/2023	INV	PD	Travel log - Oct '23 PAYEE: Howard-gallo, Stephanie

# Champaign County, IL

## VENDOR INVOICE LIST



INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
18343	FAMILY SERVICE OF CHAMPAIGN COUNTY				40.41					
Nov '23	MHB24-014	11/01/2023	110323A	25647	2,500.00	2,500.00	11/30/2023	INV	PD	MHB24-014 Counseling
	CHECK DATE: 11/03/2023									
Nov '23	MHB24-016	11/01/2023	110323A	25647	2,369.00	2,369.00	11/30/2023	INV	PD	MHB24-016 self help Ce
	CHECK DATE: 11/03/2023									
Nov '23	MHB24-017	11/01/2023	110323A	25647	14,865.00	14,865.00	11/30/2023	INV	PD	MHB24-017 Senior Couns
	CHECK DATE: 11/03/2023									
10214	FIRST FOLLOWERS				19,734.00					
Nov '23	MHB23-003	11/01/2023	110323A	25649	7,916.00	7,916.00	11/30/2023	INV	PD	MHB23-003 Peer Mentori
	CHECK DATE: 11/03/2023									
Nov '23	MHB23-034	11/01/2023	110323A	25649	3,291.00	3,291.00	11/30/2023	INV	PD	MHB23-034 First Steps
	CHECK DATE: 11/03/2023									
19880	ELIZABETH A. STAMPS				11,207.00					
0100		09/22/2023	110323A	25650	337.50	337.50	09/22/2023	INV	PD	Expo - Face painting
	CHECK DATE: 11/03/2023									
19023	ANDREW GALLENINE				96.25					
Expo 10/28/23		10/28/2023	111723A	26373	96.25	96.25	11/17/2023	INV	PD	Expo - Personal Assist
	CHECK DATE: 11/17/2023									
10242	GROW IN ILLINOIS				10,798.00					
Nov '23	MHB23-011	11/01/2023	110323A	25658	10,798.00	10,798.00	11/30/2023	INV	PD	MHB23-011 Peer Support
	CHECK DATE: 11/03/2023									
10263	I3 BROADBAND - CU				144.95					
3108005-1		11/04/2023	111723A	26278	144.95	144.95	12/02/2023	INV	PD	Acct # 460579
	CHECK DATE: 11/17/2023									
19785	IMMIGRANT SERVICE OF CHAMPAIGN-URBANA				7,500.00					
Nov '23	MHB24-010	11/01/2023	110323A	25688	7,500.00	7,500.00	11/30/2023	INV	PD	MHB24-010 Immigrant Me
	CHECK DATE: 11/03/2023									

# Champaign County, IL



## VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
19914	THEOPHILUS JACKSON									
Expo 10/28/23		10/28/2023	111723A	26298	96.25	96.25	11/17/2023	INV	PD	Expo - Personal Assist
CHECK DATE:		11/17/2023								
10358	MARTIN ONE SOURCE INC									
428409		10/24/2023	110323A	25700	625.00	625.00	11/23/2023	INV	PD	Expo - Bi-fold brochur
CHECK DATE:		11/03/2023								
428416		10/24/2023	110323A	25700	112.50	112.50	11/23/2023	INV	PD	Expo - Yard sign stick
CHECK DATE:		11/03/2023								
428526		10/27/2023	110923A	25874	210.00	210.00	11/26/2023	INV	PD	Expo - Foam board post
CHECK DATE:		11/09/2023								
428529		10/27/2023	110923A	25874	2,350.00	2,350.00	11/26/2023	INV	PD	Expo - Resource books
CHECK DATE:		11/09/2023								
10348	MCS OFFICE TECHNOLOGIES INC									
01-702534		11/01/2023	110923A	502156	519.75	519.75	12/01/2023	INV	PD	Nov'23 MHB22-040 Manag
CHECK DATE:		11/09/2023								
01-702564		11/07/2023	111723A	502202	202.50	202.50	12/07/2023	INV	PD	Service Ticket #395113
CHECK DATE:		11/17/2023								
10374	MINUTEMAN PRESS									
76885		10/27/2023	110323A	25705	211.15	211.15	11/26/2023	INV	PD	Expo - Scavenger hunt,
CHECK DATE:		11/03/2023								
10791	ROSE PANEPINTO									
Expo 10/28/23		11/08/2023	112223A	26607	302.50	302.50	11/30/2023	INV	PD	Expo - 5.5hr ASL Inter
CHECK DATE:		11/22/2023								
10423	PEPSI COLA CHAMPAIGN-URBANA BOTTLING									
81102586		11/08/2023	112223A	502237	21.45	21.45	11/30/2023	INV	PD	Acct # 05734
CHECK DATE:		11/22/2023								
19320	MAURICE MEHLING									
000016699		10/20/2023	110323A	25713	703.50	703.50	11/19/2023	INV	PD	Expo - Volunteer/Inter
CHECK DATE:		11/03/2023								

# Champaign County, IL

## VENDOR INVOICE LIST



INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
10453	QUILL CORPORATION									
35361975	CHECK DATE: 11/03/2023	10/26/2023	110323A	502128	140.13	140.13	11/25/2023	INV	PD	Acct # 8197518
35372555	CHECK DATE: 11/03/2023	10/27/2023	110323A	502128	45.83	45.83	11/26/2023	INV	PD	Acct # 8197518
10464	RAPE, ADVOCACY, COUNSELING & EDUCATION SERVICES				185.96					
Nov '23	MHB24-002	11/01/2023	110323A	25714	6,250.00	6,250.00	11/30/2023	INV	PD	MHB24-002 Sexual Violence
Nov '23	MHB24-035	11/01/2023	110323A	25714	11,666.00	11,666.00	11/30/2023	INV	PD	MHB24-035 Sexual Trauma
10810	THERESA A. REAR				17,916.00					
Expo 10/28/23	CHECK DATE: 11/17/2023	10/28/2023	111723A	26335	275.00	275.00	11/17/2023	INV	PD	Expo - Interpreting se
19784	OCEAN RICHARDSON				300.00					
4	CHECK DATE: 11/03/2023	10/26/2023	110323A	502129	300.00	300.00	11/25/2023	INV	PD	Youth MH First Aid Coo
10488	ROSECRANCE, INC.				6,716.00					
Nov '23	MHB24-019	11/01/2023	110323A	25719	6,716.00	6,716.00	11/30/2023	INV	PD	MHB24-019 Benefits Cas
Nov '23	MHB24-020	11/01/2023	110323A	25719	26,666.00	26,666.00	11/30/2023	INV	PD	MHB24-020 Criminal Jus
Nov '23	MHB24-023	11/01/2023	110323A	25719	8,333.00	8,333.00	11/30/2023	INV	PD	MHB24-023 Recovery Hom
Nov '23	MHB24-027	11/01/2023	110323A	25719	6,125.00	6,125.00	11/30/2023	INV	PD	MHB24-027 Child & Fami
Nov '23	MHB24-028	11/01/2023	110323A	25719	14,833.00	14,833.00	11/30/2023	INV	PD	MHB24-028 Specialty Co
Nov '23	MHB24-030	11/01/2023	110323A	25719	17,329.00	17,329.00	11/30/2023	INV	PD	MHB24-030 Crisis Co-Re

# Champaign County, IL

## VENDOR INVOICE LIST



INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
18555	STEVEN JAY KHACHATURIAM				80,002.00					
1789-1	CHECK DATE: 11/09/2023	10/28/2023	110923A	25905	250.00	250.00	11/27/2023	INV	PD	Expo - 30 sec radio ad
1789-2	CHECK DATE: 11/09/2023	10/28/2023	110923A	25905	250.00	250.00	11/27/2023	INV	PD	Expo - 30 sec radio ad
1789-3	CHECK DATE: 11/09/2023	10/28/2023	110923A	25905	250.00	250.00	11/27/2023	INV	PD	Expo - 30 sec radio ad
1789-4	CHECK DATE: 11/09/2023	10/28/2023	110923A	25905	250.00	250.00	11/27/2023	INV	PD	Expo - 30 sec radio ad
18412	TERRAPIN STATION SOBER LIVING NFP INC				1,000.00					
Nov '23	MHB24-067	11/01/2023	110323A	25732	6,639.00	6,639.00	11/30/2023	INV	PD	MHB24-067 Recovery Hom
Nov '23	Award 112237	11/01/2023	110323A	25737	10,416.00	10,416.00	11/30/2023	INV	PD	MHB23-039 Building Age
Nov '23	MHB24-009	11/01/2023	110323A	25740	15,838.00	15,838.00	11/30/2023	INV	PD	MHB24-009 Children, Yo
Nov '23	MHB24-042	11/01/2023	110323A	25742	6,432.00	6,432.00	11/30/2023	INV	PD	MHB24-042 C-U Early
3930	VISA CARDMEMBER SERVICE				119.75	119.75	12/07/2023	INV	PD	Acct # 479851004957393
Nov '23	WIN RECOVERY INC	11/01/2023	110323A	25758	9,166.00	9,166.00	11/30/2023	INV	PD	MHB24-069 Community Su
10687	XEROX CORPORATION									

# Champaign County, IL

## VENDOR INVOICE LIST



INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
230609149		11/01/2023	110923A	25936	199.06	199.06	12/01/2023	INV	PD	Oct Copier Service
					199.06					
66 INVOICES					416,801.03					

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



# Champaign County, IL



## ACCOUNT DETAIL HISTORY FOR 2023 11 TO 2023 11

ORG YR/PR	OBJECT PROJ	JNL	EFF DATE	SRC	REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE
20000154	502001										
	PROFESSIONAL SERVICES										
23/11	18	11/01/23	API 010583	MHB23-039	50003						
	W	110323A	Nov'23	MHB23-039	Building Agen	UNIVERSITY OF ILLINO		25737		10,416.00	10,416.00
23/11	101	11/06/23	GEN								
			Expen To capture	Expo costs in PA						-2,500.00	7,916.00
23/11	101	11/06/23	GEN								
			Expen To capture	Expo costs in PA						2,500.00	10,416.00
23/11	263	11/06/23	API 010810	50853							
	W	111723A	Expo - Interpreting services	REAR				26335		275.00	10,691.00
23/11	263	11/06/23	API 019023	50703							
	W	111723A	Expo - Personal Assistant	GALLENLINE				26373		96.25	10,787.25
23/11	263	11/06/23	API 019914	50701							
	W	111723A	Expo - Personal Assistant	JACKSON				26298		96.25	10,883.50
23/11	263	11/06/23	API 019928	51110							
	W	111723A	Expo - Booth set up/tear down	BEST EXPO INC				26214		5,540.00	16,423.50
23/11	370	11/16/23	API 010791	51587							
	W	112223A	Expo - 5.5hr ASL Interpreter	PANEPINTO				26607		302.50	16,726.00
23/11	569	11/27/23	API 010580	416	52187						
	W	120123A	2023 Regional Community Health	UNITED WAY OF CHAMPA				26894		5,000.00	21,726.00
23/11	662	11/28/23	API 010076	MHB23-048	52283						
	W	120823A	Q4 DISABILITY Resource Expo	CO BOOT BOOKS, LLC.				27089		3,937.50	25,663.50
23/11	662	11/28/23	API 010076	MHB23-048	52283						
	W	120823A	Q4 AIR Coordinator	BOOT BOOKS, LLC.				27089		437.50	26,101.00
23/11	662	11/28/23	API 010183	MHB23-038	52735						
	W	120823A	Data maintenance & PY Transiti	EMK CONSULTING LLC				502301		3,160.00	29,261.00
			LEDGER BALANCES ---	DEBITS:	31,761.00			CREDITS:		-2,500.00	NET:
											29,261.00
20000154	502002										
	OUTSIDE SERVICES										
23/11	106	11/03/23	API 010348	MHB22-040	50538						
	W	110923A	Nov'23	MHB22-040	Managed IT se	MCS OFFICE TECHNOLOG		502156		519.75	519.75
23/11	263	11/06/23	API 010348	50854							
	W	111723A	Service Ticket #39513 - Adobe	MCS OFFICE TECHNOLOG				502202		202.50	722.25
23/11	662	11/28/23	API 010348	MHB22-040	52734						
	W	120823A	Dec'23	MHB22-040	Managed IT se	MCS OFFICE TECHNOLOG		502305		519.75	1,242.00

## ACCOUNT DETAIL HISTORY FOR 2023 11 TO 2023 11

ORG YR/PR	OBJECT PROJ	JNL	EFF DATE	SRC	REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE
	LEDGER BALANCES	---	DEBITS:				1,242.00	CREDITS:		.00	NET: 1,242.00
20000154	502003		TRAVEL COSTS								
23/11	101 11/06/23	GEN	Expo Expen To capture Expo costs in PA								-37.99
23/11	101 11/06/23	GEN	Expo Expen To capture Expo costs in PA								.00
23/11	106 11/03/23	API 000100	W 110923A Travel log - Oct '23				50533 Unknown		25948		14.41
23/11	263 11/06/23	API 000100	W 111723A Expo - 16.5 miles 10/13/23				50711 Unknown		26383		25.22
23/11	263 11/06/23	API 000100	W 111723A 23.2 miles 9/15/23 - 10/30/23				50711 Unknown		26383		40.41
23/11	662 11/28/23	API 000100	W 120823A 52.00 miles 10/19/23 - 11/14/23				52284 Unknown		27245		74.47
23/11	684 11/28/23	API 000100	W 120823A Meals and Amtrak 11/8/23-11/12				52290 Unknown		27260		346.47
	LEDGER BALANCES	---	DEBITS:				384.46	CREDITS:		-37.99	NET: 346.47
20000154	502005		TRAINING PROGRAMS								
23/11	370 11/16/23	API 010638	W 112223A Natl Cncl For Bhvr1				51817		26636		119.75
			Ht 10/18/2 VISA CARDMEMBER SERV								
	LEDGER BALANCES	---	DEBITS:				119.75	CREDITS:		.00	NET: 119.75
20000154	502013		RENT								
23/11	18 11/01/23	API 000001 203	W 110323A Nov'23 Office Rent 053				50004 CCT		25594		2,124.55
23/11	263 11/06/23	API 019928	W 111723A Expo - Table/chair rental				51110 BEST EXPO INC		26214		2,644.55
	LEDGER BALANCES	---	DEBITS:				2,644.55	CREDITS:		.00	NET: 2,644.55

## ACCOUNT DETAIL HISTORY FOR 2023 11 TO 2023 11

YR/PR	ORG	OBJECT PROJ	JNL	EFF DATE	SRC	REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE
20000154	502019	ADVERTISING, LEGAL NOTICES										
23/11	W	106 11/03/23	API 018555	50522						25905	250.00	250.00
		110923A	Expo - 30 sec radio	advertisem	STEVIE JAY BROADCAST							
23/11	W	106 11/03/23	API 018555	50523						25905	250.00	500.00
		110923A	Expo - 30 sec radio	advertisem	STEVIE JAY BROADCAST							
23/11	W	106 11/03/23	API 018555	50524						25905	250.00	750.00
		110923A	Expo - 30 sec radio	advertisem	STEVIE JAY BROADCAST							
23/11	W	106 11/03/23	API 018555	50527						25905	250.00	1,000.00
		110923A	Expo - 30 sec radio	advertisem	STEVIE JAY BROADCAST							
23/11	W	370 11/16/23	API 010115	51620						26555	450.00	1,450.00
		112223A	Expo - Advertising		CHAMPAIGN MULTIMEDIA							
23/11	W	370 11/16/23	API 010115	51621						26555	150.00	1,600.00
		112223A	Expo - Advertising		CHAMPAIGN MULTIMEDIA							
LEDGER BALANCES --- DEBITS: 1,600.00 CREDITS: .00 NET: 1,600.00												
20000154	502025	CONTRIBUTIONS & GRANTS										
23/11	W	18 11/01/23	API 000001	MHB24-006	49948					25597	5,325.00	5,325.00
		110323A	Nov'23	MHB24-006	Children's Ad CCT							
23/11	W	18 11/01/23	API 000001	MHB23-026	49954					25589	28,936.00	34,261.00
		110323A	Nov'23	MHB23-026	Early Childho CCT							
23/11	W	18 11/01/23	API 000001	MHB23-004	49956					25591	4,523.00	38,784.00
		110323A	Nov'23	MHB23-004	Homeless Serv CCT							
23/11	W	18 11/01/23	API 000001	MHB24-025	49958					25592	6,362.00	45,146.00
		110323A	Nov'23	MHB24-025	Youth Assessm CCT							
23/11	W	18 11/01/23	API 010148	MHB24-008	49959					25631	5,717.00	50,863.00
		110323A	Nov'23	MHB24-008	Resource Conn COMMUNITY SERVICE CE							
23/11	W	18 11/01/23	API 010163	MHB24-005	49962					25634	7,500.00	58,363.00
		110323A	Nov'23	MHB24-005	Beyond Blue - CRISIS NURSERY							
23/11	W	18 11/01/23	API 010170	MHB24-012	49983					25639	54,681.00	113,044.00
		110323A	Nov'23	MHB24-012	Family Develo DEVELOPMENTAL SERVIC							
23/11	W	18 11/01/23	API 010185	MHB24-001	49984					25641	5,166.00	118,210.00
		110323A	Nov'23	MHB24-001	Family Suppor EAST CNTRL IL REFUGE							

# Champaign County, IL



## ACCOUNT DETAIL HISTORY FOR 2023 11 TO 2023 11

ORG YR/PR	OBJECT PROJ JNL	EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE
23/11	W 110323A	18 11/01/23	API 010214	MHB23-034	49988		25649	3,291.00	121,501.00
			MHB23-034	First Steps R	FIRST FOLLOWERS				
23/11	W 110323A	18 11/01/23	API 010214	MHB23-003	49989		25649	7,916.00	129,417.00
			MHB23-003	Peer Mentorin	FIRST FOLLOWERS				
23/11	W 110323A	18 11/01/23	API 010242	MHB23-011	49990		25658	10,798.00	140,215.00
			MHB23-011	Peer Support	GROW IN ILLINOIS				
23/11	W 110323A	18 11/01/23	API 010464	MHB24-035	49992		25714	11,666.00	151,881.00
			MHB24-035	Sexual Trauma	RAPE, ADVOCACY, COUN				
23/11	W 110323A	18 11/01/23	API 010464	MHB24-002	49993		25714	6,250.00	158,131.00
			MHB24-002	Sexual Violent	RAPE, ADVOCACY, COUN				
23/11	W 110323A	18 11/01/23	API 010488	MHB24-019	49994		25719	6,716.00	164,847.00
			MHB24-019	Benefits Case	ROSECRANCE, INC.				
23/11	W 110323A	18 11/01/23	API 010488	MHB24-027	49995		25719	6,125.00	170,972.00
			MHB24-027	Child & Famil	ROSECRANCE, INC.				
23/11	W 110323A	18 11/01/23	API 010488	MHB24-020	49996		25719	26,666.00	197,638.00
			MHB24-020	Criminal Just	ROSECRANCE, INC.				
23/11	W 110323A	18 11/01/23	API 010488	MHB24-030	49998		25719	17,329.00	214,967.00
			MHB24-030	Cristis Co-Res	ROSECRANCE, INC.				
23/11	W 110323A	18 11/01/23	API 010488	MHB24-023	49999		25719	8,333.00	223,300.00
			MHB24-023	Recovery Home	ROSECRANCE, INC.				
23/11	W 110323A	18 11/01/23	API 010488	MHB24-028	50000		25719	14,833.00	238,133.00
			MHB24-028	Specialty Cou	ROSECRANCE, INC.				
23/11	W 110323A	18 11/01/23	API 010595	MHB24-009	50002		25740	15,838.00	253,971.00
			MHB24-009	Children, You	UP CENTER OF CHAMPAI				
23/11	W 110323A	18 11/01/23	API 010597	MHB24-042	49982		25742	6,432.00	260,403.00
			MHB24-042	C-U Early	URBANA ADULT EDUCATI				
23/11	W 110323A	18 11/01/23	API 010683	MHB24-069	50064		25758	9,166.00	269,569.00
			MHB24-069	Community Sup	WIN RECOVERY INC				
23/11	W 110323A	18 11/01/23	API 018092	MHB23-007	49960		25633	10,583.00	280,152.00
			MHB23-007	Courage Conne	CONNECTION				
23/11	W 110323A	18 11/01/23	API 018254	MHB24-029	49949		25623	2,750.00	282,902.00
			MHB24-029	Mental Health	CHAMPAIGN COUNTY CHR				
23/11	W 110323A	18 11/01/23	API 018259	MHB24-044	49950		502116	7,208.00	290,110.00
			MHB24-044	CHW Outreach	CHAMPAIGN COUNTY HEA				
23/11	W 110323A	18 11/01/23	API 018259	MHB23-066	49952		502116	7,625.00	297,735.00
			MHB23-066	Disability Ap	CHAMPAIGN COUNTY HEA				



# Champaign County, IL



## ACCOUNT DETAIL HISTORY FOR 2023 11 TO 2023 11

ORG YR/PR	OBJECT PROJ	JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE
20000154	502046		EQUIP LEASE/EQUIP RENT						
23/11	106	11/03/23	API 010687	248	50529		25936	199.06	199.06
	W	110923A	Oct Copier Service		XEROX CORPORATION				
			LEDGER BALANCES	---	DEBITS:		199.06	NET:	199.06
					CREDITS:		.00		
20000154	502048		PHONE/INTERNET						
23/11	263	11/06/23	API 010263		50710		26278	144.95	144.95
	W	111723A	Internet service	12/4/23 - 1/3	I3 BROADBAND - CU				
23/11	422	11/13/23	API 018287		51707		26562	57.64	202.59
	W	112223A	Mental Health Phones		CONSOLIDATED COMMUNI				
23/11	662	11/28/23	API 010263		52731		27143	144.95	347.54
	W	120823A	Internet service	1/4/24 - 2/3/	I3 BROADBAND - CU				
			LEDGER BALANCES	---	DEBITS:		347.54	NET:	347.54
					CREDITS:		.00		
			GRAND TOTAL	---	DEBITS:		471,961.36	NET:	464,896.23
					CREDITS:		-7,065.13		

75 Records printed

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

# Champaign County, IL

## VENDOR INVOICE LIST



INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
19587	DYLAN BOOT									
004	CHECK DATE: 12/15/2023	11/30/2023	121523A	27334	4,375.00	4,375.00	12/31/2023	INV	PD	Q4 DISABILITY RESOURCE
10076	ALLISON M BOOT									
0019	CHECK DATE: 12/08/2023	11/27/2023	120823A	27089	4,375.00	4,375.00	12/31/2023	INV	PD	Q4 DISABILITY RESOURCE
18805	C-U AT HOME									
Dec '23	MHB24-021	12/01/2023	120823A	27090	21,391.00	21,391.00	12/31/2023	INV	PD	MHB24-021 Shelter Case
	CHECK DATE: 12/08/2023									
	1 CHAMPAIGN COUNTY TREASURER									
Dec '23	MHB23-004	12/01/2023	120823A	27062	4,523.00	4,523.00	12/31/2023	INV	PD	MHB23-004 Homeless Ser
	CHECK DATE: 12/08/2023									
Dec '23	MHB23-026	12/01/2023	120823A	27061	28,936.00	28,936.00	12/31/2023	INV	PD	MHB23-026 Early Childh
	CHECK DATE: 12/08/2023									
Dec '23	MHB24-006	12/01/2023	120823A	27067	5,325.00	5,325.00	12/31/2023	INV	PD	MHB24-006 Children's A
	CHECK DATE: 12/08/2023									
Dec '23	MHB24-025	12/01/2023	120823A	27063	6,362.00	6,362.00	12/31/2023	INV	PD	MHB24-025 Youth Assess
	CHECK DATE: 12/08/2023									
Dec '23	Office Rent	12/01/2023	120823A	27064	2,124.55	2,124.55	12/31/2023	INV	PD	Dec '23 Office Rent 053
	CHECK DATE: 12/08/2023									
										47,270.55
18254	CHAMPAIGN COUNTY CHRISTIAN HEALTH CENTER									
Dec '23	MHB24-029	12/01/2023	120823A	27098	2,750.00	2,750.00	12/31/2023	INV	PD	MHB24-029 Mental Health
	CHECK DATE: 12/08/2023									
18259	CHAMPAIGN COUNTY HEALTH CARE CONSUMERS									
Dec '23	MHB23-066	12/01/2023	120823A	502292	7,625.00	7,625.00	12/31/2023	INV	PD	MHB23-066 Disability A
	CHECK DATE: 12/08/2023									
Dec '23	MHB24-044	12/01/2023	120823A	502292	7,208.00	7,208.00	12/31/2023	INV	PD	MHB24-044 CHW Outreach
	CHECK DATE: 12/08/2023									
Dec '23	MHB24-045	12/01/2023	120823A	502292	7,512.00	7,512.00	12/31/2023	INV	PD	MHB24-045 Justice Invo
	CHECK DATE: 12/08/2023									

# Champaign County, IL

## VENDOR INVOICE LIST



INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
10115	CHAMPAIGN MULTIMEDIA GROUP				22,345.00					
304010109	CHECK DATE: 12/15/2023	11/29/2023	121523A	27346	90.80	90.80	12/29/2023	INV	PD	Notification of fundin
10148	COMMUNITY SERVICE CENTER OF NORTHERN				5,717.00					
Dec '23	MHB24-008	12/01/2023	120823A	27107	5,717.00	5,717.00	12/31/2023	INV	PD	MHB24-008 Resource Con
Dec '23	CHECK DATE: 12/08/2023	12/01/2023	120823A	27108	10,583.00	10,583.00	12/31/2023	INV	PD	MHB23-007 Courage Conn
10163	CRISIS NURSERY				7,500.00					
Dec '23	MHB24-005	12/01/2023	120823A	27109	7,500.00	7,500.00	12/31/2023	INV	PD	MHB24-005 Beyond Blue
Dec '23	CHECK DATE: 12/08/2023	12/01/2023	120823A	27111	10,604.00	10,604.00	12/31/2023	INV	PD	MHB23-018 ECHO Housing
18305	CUNNINGHAM CHILDRENS HOME				33,174.00					
Dec '23	MHB23-018	12/01/2023	120823A	27111	33,174.00	33,174.00	12/31/2023	INV	PD	MHB23-036 Families Str
Dec '23	CHECK DATE: 12/08/2023	12/01/2023	120123A	26813	10,604.00	10,604.00	11/30/2023	INV	PD	MHB23-018 ECHO Housing
Nov '23	MHB23-018	11/01/2023	120123A	26813	33,174.00	33,174.00	11/30/2023	INV	PD	MHB23-036 Families Str
Nov '23	CHECK DATE: 12/01/2023	11/01/2023	120123A	26813	87,556.00	87,556.00				
10170	DEVELOPMENTAL SERVICES CENTER OF				54,681.00					
Dec '23	MHB24-012	12/01/2023	120823A	27114	54,681.00	54,681.00	12/31/2023	INV	PD	MHB24-012 Family Devel
Dec '23	CHECK DATE: 12/08/2023	12/01/2023	120823A	27118	6,250.00	6,250.00	12/31/2023	INV	PD	MHB24-015 CU Change
10175	DON MOYER BOYS & GIRLS CLUB				13,333.00					
Dec '23	MHB24-022	12/01/2023	120823A	27118	13,333.00	13,333.00	12/31/2023	INV	PD	MHB24-022 Youth & Fami
Dec '23	CHECK DATE: 12/08/2023	12/01/2023	120823A	27118						



# Champaign County, IL



## VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
Dec '23 MHB24-037	12/01/2023	12/01/2023	120823A	27118	9,166.00	9,166.00	12/31/2023	INV	PD	MHB24-037 CUNC
CHECK DATE: 12/08/2023										
Nov '23 MHB24-015	11/01/2023	11/01/2023	120123A	26820	6,250.00	6,250.00	11/30/2023	INV	PD	MHB24-015 CU Change
CHECK DATE: 12/01/2023										
Nov '23 MHB24-022	11/01/2023	11/01/2023	120123A	26820	13,333.00	13,333.00	11/30/2023	INV	PD	MHB24-022 Youth & Fami
CHECK DATE: 12/01/2023										
Nov '23 MHB24-037	11/01/2023	11/01/2023	120123A	26820	9,166.00	9,166.00	11/30/2023	INV	PD	MHB24-037 CUNC
CHECK DATE: 12/01/2023										
10185 EAST CNTRL IL REFUGEE MUTUAL ASSIST CTR					57,498.00					
Dec '23 MHB24-001	12/01/2023	12/01/2023	120823A	27119	5,166.00	5,166.00	12/31/2023	INV	PD	MHB24-001 Family Suppo
CHECK DATE: 12/08/2023										
10183 ALEXANDER F CAMPBELL										
636	12/01/2023	12/01/2023	120823A	502301	3,160.00	3,160.00	12/31/2023	INV	PD	Data maintenance & PY
CHECK DATE: 12/08/2023										
100 EMPLOYEE VENDOR										
Bowdry 12/22/23	12/22/2023	12/22/2023	122923A	28042	63.73	63.73	12/29/2023	INV	PD	Travel 11/1/23 - 11/16
CHECK DATE: 12/29/2023										PAYEE: Bowdry, Kim
Bryson 11/28/23	11/27/2023	11/27/2023	120823A	27245	34.06	34.06	12/31/2023	INV	PD	52.00 Miles 10/19/23 -
CHECK DATE: 12/08/2023										PAYEE: Bryson, Leon
Canfield 12/22/23	12/22/2023	12/22/2023	122923A	28044	48.01	48.01	12/29/2023	INV	PD	Travel 12/6/23 - 12/14
CHECK DATE: 12/29/2023										PAYEE: Canfield, Lynn
Canfield 12/6/23	11/30/2023	11/30/2023	121523A	27477	38.31	38.31	12/31/2023	INV	PD	Travel 10/28/23 - 11/2
CHECK DATE: 12/15/2023										PAYEE: Canfield, Lynn
Summerville 11/28/23	11/28/2023	11/28/2023	120823A	27260	272.00	272.00	12/31/2023	INV	PD	Meals and Amtrak 11/8/
CHECK DATE: 12/08/2023										PAYEE: Summerville, Shandra
Summerville 12/22/23	12/22/2023	12/22/2023	122923A	28053	233.05	233.05	12/29/2023	INV	PD	Travel 12/7/23 - 12/8/
CHECK DATE: 12/29/2023										PAYEE: Summerville, Shandra
18343 FAMILY SERVICE OF CHAMPAIGN COUNTY					689.16					
Dec '23 MHB24-014	12/01/2023	12/01/2023	120823A	27126	2,500.00	2,500.00	12/31/2023	INV	PD	MHB24-014 Counseling
CHECK DATE: 12/08/2023										
Dec '23 MHB24-016	12/01/2023	12/01/2023	120823A	27126	2,369.00	2,369.00	12/31/2023	INV	PD	MHB24-016 Self Help Ce

# Champaign County, IL



## VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
CHECK DATE: 12/08/2023										
Dec '23 MHB24-017		12/01/2023	120823A	27126	14,865.00	14,865.00	12/31/2023	INV	PD	MHB24-017 Senior Couns
CHECK DATE: 12/08/2023										
10214 FIRST FOLLOWERS					19,734.00					
Dec '23 MHB23-003		12/01/2023	120823A	27127	7,916.00	7,916.00	12/31/2023	INV	PD	MHB23-003 Peer Mentori
CHECK DATE: 12/08/2023										
Dec '23 MHB23-034		12/01/2023	120823A	27127	3,291.00	3,291.00	12/31/2023	INV	PD	MHB23-034 First Steps
CHECK DATE: 12/08/2023										
10242 GROW IN ILLINOIS					11,207.00					
Dec '23 MHB23-011		12/01/2023	120823A	27137	10,798.00	10,798.00	12/31/2023	INV	PD	MHB23-011 Peer Support
CHECK DATE: 12/08/2023										
10263 I3 BROADBAND - CU					144.95					
3157973-1		12/04/2023	120823A	27143	144.95	144.95	01/01/2024	INV	PD	Internet service 1/4/2
CHECK DATE: 12/08/2023										
19785 IMMIGRANT SERVICE OF CHAMPAIGN-URBANA					7,500.00					
Dec '23 MHB24-010		12/01/2023	120823A	27153	7,500.00	7,500.00	12/31/2023	INV	PD	MHB24-010 Immigrant Me
CHECK DATE: 12/08/2023										
18460 BARBARA MANN					625.00					
31		11/27/2023	120823A	27166	625.00	625.00	12/27/2023	INV	PD	Review CCDDB Guideline
CHECK DATE: 12/08/2023										
10348 MCS OFFICE TECHNOLOGIES INC					519.75					
01-702952		12/04/2023	120823A	502305	519.75	519.75	01/01/2024	INV	PD	Dec'23 MHB22-040 Manag
CHECK DATE: 12/08/2023										
01-702984		12/06/2023	121523A	502348	135.00	135.00	01/05/2024	INV	PD	Service ticket # 39830
CHECK DATE: 12/15/2023										
01-703075		12/20/2023	122923A	502433	135.00	135.00	01/19/2024	INV	PD	Service Ticket #40197
CHECK DATE: 12/29/2023										
10464 RAPE, ADVOCACY, COUNSELING & EDUCATION SERVICES					789.75					

# Champaign County, IL



## VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
Dec '23 MHB24-002	12/08/2023	12/01/2023	120823A	27191	6,250.00	6,250.00	12/31/2023	INV	PD	MHB24-002 sexual viole
Dec '23 MHB24-035	12/08/2023	12/01/2023	120823A	27191	11,666.00	11,666.00	12/31/2023	INV	PD	MHB24-035 Sexual Traum
19784 OCEAN RICHARDSON					17,916.00					
5 CHECK DATE: 12/22/2023		12/14/2023	122223A	502399	300.00	300.00	01/13/2024	INV	PD	Youth MH First Aid Coo
10488 ROSECRANCE, INC.										
Dec '23 MHB24-019	12/08/2023	12/01/2023	120823A	27196	6,716.00	6,716.00	12/31/2023	INV	PD	MHB24-019 Benefits Cas
Dec '23 MHB24-020	12/08/2023	12/01/2023	120823A	27196	26,666.00	26,666.00	12/31/2023	INV	PD	MHB24-020 Criminal Jus
Dec '23 MHB24-023	12/08/2023	12/01/2023	120823A	27196	8,333.00	8,333.00	12/31/2023	INV	PD	MHB24-023 Recovery Hom
Dec '23 MHB24-027	12/08/2023	12/01/2023	120823A	27196	6,125.00	6,125.00	12/31/2023	INV	PD	MHB24-027 Child & Fami
Dec '23 MHB24-028	12/08/2023	12/01/2023	120823A	27196	14,833.00	14,833.00	12/31/2023	INV	PD	MHB24-028 Specialty Co
43 Dec '23 MHB24-030	12/08/2023	12/01/2023	120823A	27196	17,329.00	17,329.00	12/31/2023	INV	PD	MHB24-030 Crisis Co-Re
18412 TERRAPIN STATION SOBER LIVING NFP INC					80,002.00					
Dec '23 MHB24-067	12/08/2023	12/01/2023	120823A	27206	6,639.00	6,639.00	12/31/2023	INV	PD	MHB24-067 Recovery Hom
10580 UNITED WAY OF CHAMPAIGN COUNTY										
2023 HP Coord	12/01/2023	11/22/2023	120123A	26894	5,000.00	5,000.00	11/30/2023	INV	PD	2023 Regional Communit
Q2 FY24 211 Path	12/08/2023	12/01/2023	120823A	27211	5,625.00	5,625.00	12/31/2023	INV	PD	Q2 FY24 211 Path
10583 UNIVERSITY OF ILLINOIS					10,625.00					

# Champaign County, IL



## VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
Dec '23 Award 112237	12/01/2023	12/01/2023	120823A	27212	10,416.00	10,416.00	12/31/2023	INV	PD	MHB23-039 Building Age
10595 UP CENTER OF CHAMPAIGN COUNTY										
Dec '23 MHB24-009	12/01/2023	12/01/2023	120823A	27215	15,838.00	15,838.00	12/31/2023	INV	PD	MHB24-009 Children, Yo
10597 URBANA ADULT EDUCATION										
Dec '23 MHB24-042	12/01/2023	12/01/2023	120823A	27216	6,432.00	6,432.00	12/31/2023	INV	PD	MHB24-042 C-U Early
10638 VISA CARDMEMBER SERVICE										
3930 12/11/23	12/18/2023	12/18/2023	122223A	27734	1,728.62	1,728.62	12/18/2023	INV	PD	Acct # 479851004957393
10683 WIN RECOVERY INC										
Dec '23 MHB24-069	12/01/2023	12/01/2023	120823A	27236	9,166.00	9,166.00	12/31/2023	INV	PD	MHB24-069 Community Su
10687 XEROX CORPORATION										
230615602	12/01/2023	12/01/2023	121523A	27473	199.06	199.06	12/31/2023	INV	PD	Nov Copier Service
44					199.06					
					545,207.89					

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

## ACCOUNT DETAIL HISTORY FOR 2023 12 TO 2023 12

ORG YR/PR	OBJECT PROJ JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	
20000154	502001	PROFESSIONAL SERVICES							
23/12	131 12/04/23	API 010580	Uway	52716		27211	5,625.00	5,625.00	
	W 120823A	Q2 FY24 211	Path	UNITED WAY OF CHAMPA					
23/12	131 12/04/23	API 010583	MHB23-039	52712		27212	10,416.00	16,041.00	
	W 120823A	Dec'23 MHB23-039	Building Agen	UNIVERSITY OF ILLINO					
23/12	311 12/06/23	API 019587	MHB23-049	53125		27334	4,375.00	20,416.00	
	W 121523A	Q4 DISABILITY	Resource Expo CO	BOOT					
	LEDGER BALANCES	---	DEBITS:	20,416.00		CREDITS:	.00	NET: 20,416.00	
20000154	502002	OUTSIDE SERVICES							
23/12	311 12/06/23	API 010348		52834		502348	135.00	135.00	
	W 121523A	Service ticket #	39830 - .gov	MCS OFFICE TECHNOLOG					
23/12	649 12/22/23	API 010348		54144		502433	135.00	270.00	
	W 122923A	Service Ticket #40197	- no web MCS	OFFICE TECHNOLOG					
	LEDGER BALANCES	---	DEBITS:	270.00		CREDITS:	.00	NET: 270.00	
20000154	502003	TRAVEL COSTS							
23/12	310 12/06/23	API 000100		52833		27477	19.98	19.98	
	W 121523A	30.5 Miles	10/28/23 - 10/29/23	Unknown					
23/12	310 12/06/23	API 000100		52833		27477	14.08	34.06	
	W 121523A	21.5 Miles	11/1/23 - 11/29/23	Unknown					
23/12	310 12/06/23	API 000100		52833		27477	4.25	38.31	
	W 121523A	Parking 11/16/23 - 11/29/23		Unknown					
23/12	435 12/18/23	API 010638		53751		27734	957.92	996.23	
	W 122223A	Hyatt Regency Chicago	11/12/23	VISA CARDMEMBER SERV					
23/12	435 12/18/23	API 010638		53751		27734	125.35	1,121.58	
	W 122223A	Hyatt Regency Schaumburg	12/8/	VISA CARDMEMBER SERV					
23/12	435 12/18/23	API 010638		53751		27734	125.35	1,246.93	
	W 122223A	Hyatt Regency Schaumburg	12/8/	VISA CARDMEMBER SERV					
23/12	649 12/22/23	API 000100		54142		28044	18.01	1,264.94	
	W 122923A	Travel 12/6/23 - 12/14/23		Unknown					
23/12	649 12/22/23	API 000100		54142		28044	30.00	1,294.94	

## ACCOUNT DETAIL HISTORY FOR 2023 12 TO 2023 12

ORG YR/PR	OBJECT PROJ	JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	
W 122923A	Meals	12/7/23	- 12/8/23	Schaum	Unknown					
23/12	649 12/22/23	API 000100		54143	Unknown	28053		203.05	1,497.99	
W 122923A	Travel	12/7/23	- 12/8/23							
23/12	649 12/22/23	API 000100		54143	Unknown	28053		30.00	1,527.99	
W 122923A	Meals	12/7/23	- 12/8/23	Schaum	Unknown					
23/12	651 12/22/23	API 000100		54140	Unknown	28042		49.06	1,577.05	
W 122923A	Travel	11/6/23	- 11/15/23							
23/12	651 12/22/23	API 000100		54140	Unknown	28042		1.50	1,578.55	
W 122923A	Parking	11/1/23								
23/12	651 12/22/23	API 000100		54140	Unknown	28042		13.17	1,591.72	
W 122923A	Travel	11/1/23	- 11/16/23							
LEDGER BALANCES --- DEBITS: 1,591.72 CREDITS: .00 NET: 1,591.72										
20000154	502004	CONFERENCES AND TRAINING								
23/12	435 12/18/23	API 010638		53751	VISA CARDMEMBER SERV	27734		520.00	520.00	
W 122223A	NACO	11/21/23								
LEDGER BALANCES --- DEBITS: 520.00 CREDITS: .00 NET: 520.00										
20000154	502005	TRAINING PROGRAMS								
23/12	435 12/18/23	API 019784	MHB23-058	53755		502399		300.00	300.00	
W 122223A	Youth MH First Aid	Coordinatio	RICHARDSON							
LEDGER BALANCES --- DEBITS: 300.00 CREDITS: .00 NET: 300.00										
20000154	502013	RENT								
23/12	131 12/04/23	API 000001	203	52720	CCT	27064		2,124.55	2,124.55	
W 120823A	Dec'23	Office	Rent 053							
LEDGER BALANCES --- DEBITS: 2,124.55 CREDITS: .00 NET: 2,124.55										

# Champaign County, IL

## ACCOUNT DETAIL HISTORY FOR 2023 12 TO 2023 12

ORG YR/PR	OBJECT PROJ	JNL EFF DATE	SRC REF1	REF2	REF3	OB	CHECK #	AMOUNT	NET LEDGER BALANCE
20000154	502019		ADVERTISING, LEGAL NOTICES						
23/12	311 12/06/23	API 010115		53025		27346		90.80	90.80
	W 121523A	Notification of Funding		CHAMPAIGN MULTIMEDIA					
	LEDGER BALANCES	---	DEBITS:	90.80		CREDITS:	.00	NET:	90.80
20000154	502025		CONTRIBUTIONS & GRANTS						
23/12	131 12/04/23	API 000001	MHB24-006	52646		27067		5,325.00	5,325.00
	W 120823A	Dec'23	MHB24-006 Children's Ad CCT						
23/12	131 12/04/23	API 000001	MHB23-026	52653		27061		28,936.00	34,261.00
	W 120823A	Dec'23	MHB23-026 Early Childho CCT						
23/12	131 12/04/23	API 000001	MHB23-004	52657		27062		4,523.00	38,784.00
	W 120823A	Dec'23	MHB23-004 Homeless Serv CCT						
23/12	131 12/04/23	API 000001	MHB24-025	52658		27063		6,362.00	45,146.00
	W 120823A	Dec'23	MHB24-025 Youth Assessm CCT						
23/12	131 12/04/23	API 010148	MHB24-008	52662		27107		5,717.00	50,863.00
	W 120823A	Dec'23	MHB24-008 Resource Conn COMMUNITY SERVICE CE						
23/12	131 12/04/23	API 010163	MHB24-005	52669		27109		7,500.00	58,363.00
	W 120823A	Dec'23	MHB24-005 Beyond Blue - CRISIS NURSERY						
23/12	131 12/04/23	API 010170	MHB24-012	52676		27114		54,681.00	113,044.00
	W 120823A	Dec'23	MHB24-012 Family Develo DEVELOPMENTAL SERVIC						
23/12	131 12/04/23	API 010175	MHB24-015	52677		27118		6,250.00	119,294.00
	W 120823A	Dec'23	MHB24-015 CU Change DON MOYER BOYS & GIR						
23/12	131 12/04/23	API 010175	MHB24-037	52678		27118		9,166.00	128,460.00
	W 120823A	Dec'23	MHB24-037 CUNC DON MOYER BOYS & GIR						
23/12	131 12/04/23	API 010175	MHB24-022	52680		27118		13,333.00	141,793.00
	W 120823A	Dec'23	MHB24-022 Youth & Fami DON MOYER BOYS & GIR						
23/12	131 12/04/23	API 010185	MHB24-001	52681		27119		5,166.00	146,959.00
	W 120823A	Dec'23	MHB24-001 Family Suppor EAST CNTRL IL REFUGE						
23/12	131 12/04/23	API 010214	MHB23-034	52688		27127		3,291.00	150,250.00
	W 120823A	Dec'23	MHB23-034 First Steps R FIRST FOLLOWERS						
23/12	131 12/04/23	API 010214	MHB23-003	52689		27127		7,916.00	158,166.00
	W 120823A	Dec'23	MHB23-003 Peer Mentori FIRST FOLLOWERS						
23/12	131 12/04/23	API 010242	MHB23-011	52690		27137		10,798.00	168,964.00
	W 120823A	Dec'23	MHB23-011 Peer Support GROW IN ILLINOIS						

## ACCOUNT DETAIL HISTORY FOR 2023 12 TO 2023 12

ORG YR/PR	OBJECT PROJ	JNL	EFF DATE	SRC	REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE
23/12	W 120823A	131	12/04/23	API	010464	MHB24-035	52692		27191	11,666.00	180,630.00
23/12	W 120823A	131	12/04/23	API	010464	MHB24-002	52693		27191	6,250.00	186,880.00
23/12	W 120823A	131	12/04/23	API	010488	MHB24-019	52694		27196	6,716.00	193,596.00
23/12	W 120823A	131	12/04/23	API	010488	MHB24-027	52695		27196	6,125.00	199,721.00
23/12	W 120823A	131	12/04/23	API	010488	MHB24-020	52696		27196	26,666.00	226,387.00
23/12	W 120823A	131	12/04/23	API	010488	MHB24-030	52698		27196	17,329.00	243,716.00
23/12	W 120823A	131	12/04/23	API	010488	MHB24-023	52699		27196	8,333.00	252,049.00
23/12	W 120823A	131	12/04/23	API	010488	MHB24-028	52700		27196	14,833.00	266,882.00
23/12	W 120823A	131	12/04/23	API	010595	MHB24-009	52709		27215	15,838.00	282,720.00
23/12	W 120823A	131	12/04/23	API	010597	MHB24-042	52675		27216	6,432.00	289,152.00
23/12	W 120823A	131	12/04/23	API	010683	MHB24-069	52710		27236	9,166.00	298,318.00
23/12	W 120823A	131	12/04/23	API	018092	MHB23-007	52666		27108	10,583.00	308,901.00
23/12	W 120823A	131	12/04/23	API	018254	MHB24-029	52647		27098	2,750.00	311,651.00
23/12	W 120823A	131	12/04/23	API	018259	MHB24-044	52649		502292	7,208.00	318,859.00
23/12	W 120823A	131	12/04/23	API	018259	MHB23-066	52650		502292	7,625.00	326,484.00
23/12	W 120823A	131	12/04/23	API	018259	MHB24-045	52651		502292	7,512.00	333,996.00
23/12	W 120823A	131	12/04/23	API	018305	MHB23-018	52671		27111	10,604.00	344,600.00
23/12	W 120823A	131	12/04/23	API	018305	MHB23-036	52673		27111	33,174.00	377,774.00



ACCOUNT DETAIL HISTORY FOR 2023 12 TO 2023 12

ORG YR/PR	OBJECT PROJ JNL	EFF DATE	SRC	REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE
23/12	131 12/04/23	API 018343	MHB24-014	52682				27126	2,500.00	380,274.00
	W 120823A	Dec'23	MHB24-014	Counseling				FAMILY SERVICE OF CH		
23/12	131 12/04/23	API 018343	MHB24-016	52686				27126	2,369.00	382,643.00
	W 120823A	Dec'23	MHB24-016	Self Help Cen				FAMILY SERVICE OF CH		
23/12	131 12/04/23	API 018343	MHB24-017	52687				27126	14,865.00	397,508.00
	W 120823A	Dec'23	MHB24-017	Senior Counse				FAMILY SERVICE OF CH		
23/12	131 12/04/23	API 018412	MHB24-067	52701				27206	6,639.00	404,147.00
	W 120823A	Dec'23	MHB24-067	Recovery Home				TERRAPIN STATION SOB		
23/12	131 12/04/23	API 018805	MHB24-021	52674				27090	21,391.00	425,538.00
	W 120823A	Dec'23	MHB24-021	Shelter Case				C-U AT HOME		
23/12	131 12/04/23	API 019785	MHB24-010	52691				27153	7,500.00	433,038.00
	W 120823A	Dec'23	MHB24-010	Immigrant Men				IMMIGRANT SERVICE OF		
	LEDGER BALANCES	---	DEBITS:	433,038.00				CREDITS:	.00	NET: 433,038.00
20000154	502046		EQUIP LEASE/EQUIP RENT							
23/12	311 12/06/23	API 010687	248	52830				27473	199.06	199.06
	W 121523A	Nov	Copier Service					XEROX CORPORATION		
	LEDGER BALANCES	---	DEBITS:	199.06				CREDITS:	.00	NET: 199.06
20000154	502048		PHONE/INTERNET							
23/12	477 12/11/23	API 018287		53396				27651	57.74	57.74
	W 122223A	Mental Health	Phones					CONSOLIDATED COMMUNI		
	LEDGER BALANCES	---	DEBITS:	57.74				CREDITS:	.00	NET: 57.74
	GRAND TOTAL	---	DEBITS:	458,607.87				CREDITS:	.00	NET: 458,607.87

62 Records printed

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# Champaign County, IL

## VENDOR INVOICE LIST



INVOICE	P.O.	INV DATE	CHECK RUN CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
10170 DEVELOPMENTAL SERVICES CENTER OF									
Nov '23 IDDSI24-080		11/01/2023	110323A 25639	20,833.00	20,833.00	11/30/2023	INV	PD	IDDSI24-080 Individual
CHECK DATE: 11/03/2023				20,833.00					
1 INVOICES				20,833.00					

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# Champaign County, IL

## VENDOR INVOICE LIST



INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
10170 DEVELOPMENTAL SERVICES CENTER OF										
Dec '23	IDDSI24-080	12/01/2023	120123A	26818	20,833.00	20,833.00	12/31/2023	INV	PD	IDDSI24-080 Individual
CHECK DATE: 12/01/2023										
10424 PERSONS ASSUMING CONTROL OF THEIR ENVIRONMENT INC.										
Dec '23	IDDSI24-79	12/01/2023	120123A	26876	3,000.00	3,000.00	12/31/2023	INV	PD	IDDSI24-079 Consumer C
CHECK DATE: 12/01/2023										
Nov '23	IDDSI24-079	11/01/2023	120123A	26876	3,000.00	3,000.00	11/30/2023	INV	PD	IDDSI24-079 Consumer C
CHECK DATE: 12/01/2023										
					3 INVOICES	26,833.00				

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**Kim Bowdry,**  
**Associate Director for Intellectual & Developmental Disabilities**  
**Staff Report – January 2024**

**CCDDB/CCMHB/IDDSI:** PY2024 2<sup>nd</sup> Quarter Reports are due on January 26, 2024. At the end of December, PY2024 2nd Quarter programs were cloned in the Online System to create programs for agency claim reporting for the PY2024 3rd Quarter. Each program using the claims system must be created for each quarter, then the claims are associated with each program/quarter.

Formal notice of the PY2025 Funding Cycle was published in the News Gazette. The deadline for PY25 application submission is February 12, 2024, at 4:30 PM CST. I worked with other CCDDB/CCMHB staff to complete a trial application and troubleshoot any areas of concern in the Online Reporting System, in advance of the system opening for PY2025.

Community Choices and PACE did not submit their PY2023 Audits by the deadline. Ms. Howard-Gallo sent Notice of Funding Suspension letters to both agencies.

CU Autism Network has not yet completed their 1<sup>st</sup> Quarter reports. It is still expected that a contract amendment will be requested to realign the grants with the current direction of the agency. Another meeting is currently being scheduled with agency representatives.

I participated in monthly meetings with CCDDB/CCMHB staff and Dr. Dariotis from the Family Resiliency Center, related to the Evaluation Capacity project.

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

I met with representatives from the Local Funders Group to develop a survey for planning of the event scheduled for summer 2024. The survey is seeking feedback from people using services in our community.

I participated in a planning meeting for AIR and Ebertfest. Another meeting is scheduled for early February.

**Learning Opportunities:** On November 30, 2023, Alex Campbell provided an online presentation reviewing the Online Reporting and Application System. There were approximately 25 people in attendance. I am working with Joan Gorsuch to reschedule the 'Employing Autism' workshop that was originally scheduled for October 2023.

**Disability Resource Expo:** I participated in the Expo Steering Committee wrap-up meeting. The group reviewed summaries of the Exhibitor and Participant evaluations, discussed what worked and what didn't in 2023, and looked ahead to the 2024 event.

**MHDDAC**: I participated in the November MHDDAC meeting. Annie Bruno, The ARC of Illinois provided a presentation on the ARC services. Jessica Burgess provided information on Mental Health Pop-Up Clinic. The MHDDAC did not meet during December, as is traditional. The next meeting is scheduled for January 23, 2024.

**ACMHAI**: I am now the Chair of the ACMHAI I/DD Committee. I chaired my first I/DD meeting on January 9, 2024. I also participated in monthly ACMHAI Executive Committee meetings.

**NACBHDD**: I participated in the I/DD Committee meeting held on January 9, 2024.

**Human Services Council**: During the December meeting, Gladys Hunt, Restoration Urban Ministries presented on the services offered through Restoration Urban Ministries. Ms. Hunt shared that Restoration Urban Ministries celebrated 30 Years of Service in March 2023. Tammy Foster, Illinois Respite Coalition presented on the Respite program. During the January HSC meeting, Andrea Cowper, Merci's Refuge (part of Pregnancy Resource Center) presented on the services offered at Merci's Refuge. Merci's Refuge offers a 5-month, residential, Christian based program for pregnant women. Zoe Warner presented on the Illini Medical Screening Society which offers free medical and mental health screenings to the Champaign-Urbana area. Ms. Warner also shared about Dolly Parton's Imagination Library. The next meeting is scheduled for February 1, 2024.

**Race Relations Subcommittee**: I participated in biweekly Community Coalition Race Relations Group Subcommittee meetings. The group is planning events for 2024.

**Other**: I participated in several webinars. I also took some time off for my birthday, Thanksgiving, and Christmas.

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

### **Staff Report- January 2024**

#### **Summary of Activity**

The Public Notice of Funding Available for CCMHB/CCDDB PY25 applications was published in the News Gazette. Ms. Canfield and I cloned the PY24 applications over to PY25 applications. Agencies will be able to update sections of their applications for the new application period. The online system is open from December 22, 2023, and will close February 12, 2024 at 4:30pm.

The PY24 second quarter Program Service Activity reports are due on January 26, 2024. Ms. Stephanie Howard-Gallo sent out a reminder to agencies about the second quarter report deadline and extension requests.

**PY23 Audit/Review Update:** The deadline for audits and reviews for agencies with fiscal year July 1 to June 30 was December 31<sup>st</sup>. Less than half of the twenty-two agencies submitted their audit/reviews by the deadline. Ms. Howard-Gallo sent out noncompliance letters to those agencies that missed the deadline. See the Decision Memorandum in this board packet for full details.

**Mid-Year Presentations:** Per contracts, three new programs are scheduled to give mid-year presentations to the Board on January 24<sup>th</sup>. CU Early will be presenting on their CU Early program. RACES will be presenting on their Sexual Trauma Therapy Services. Immigrant Services of CU will be presenting on their Immigrant-Mental Health program. Ms. Katie Harmon, Continuum of Care Coordinator of CSPH will present to the Board on the CSPH Strategic Plan on February 21<sup>st</sup>.

**Site Visits:** On January 3, 2024, I was accompanied by Ms. Shandra Summerville to facilitate a site visit with WIN Recovery at their local office. The Executive Director provided a list of required documents to be reviewed followed by an interview about the PY23 program data and emerging issues. The next site visit is scheduled with Champaign County Christian Health Center on Wednesday, January 10<sup>th</sup> at 1pm at their main office.

**Evaluation Capacity Committee Team:** On December 15<sup>th</sup>, Ms. Canfield, Ms. Bowdry, and I met with Dr. Jacinda Dariotis for our reoccurring meeting. Dr. Dariotis provided us with an update on the GLA and her work with some of our agencies.

**IPlan Behavioral Health Workgroup:** The December 21<sup>st</sup> workgroup meeting was canceled. The next meeting TBD.

**CCMHDDAC Meeting:** I participated in the monthly meeting of CCMHDDAC. The group discussed trends in hiring and personnel challenges. Members also heard presentations from Ms. Annie Bruno, Arc of Illinois. Ms. Bruno discussed information about the Ligas Family Advocate Program; a program that provides outreach to adults and families who are on the PUNS list seeking disability services. Also, the members heard from Ms. Jessica Burgess from Evergreen Counseling. She discussed their Mental Health Pop-up Clinic and free screenings, starting January 2<sup>nd</sup>.

**CIT Steering Committee:** Members met on December 6<sup>th</sup> via zoom and heard a presentation from Mr. Scott Block, Statewide Behavioral Health Administrator, hired by the Illinois Supreme Court. Mr. Block spoke with members about the Action Plan, a guidebook developed by the Illinois Mental Health Task Force for all courts in Illinois, including local courts.

**Reentry Executive Committee & Council Meetings:** On December 6<sup>th</sup>, council members heard presentations from Ms. Shelley Crary of the Oxford House Services and Mr. Dave Kellerhals of Rosecrance. Oxford House is a peer-run run, self-supporting and drug free home. The number of residents in a House range from six to fifteen; there are houses for men, houses for women, and houses which accept women with children. There are ninety-five houses in Illinois. The cost of rent is \$150-\$175 per month. Mr. Kellerhals, spoke about the outreach being done by the new case manager and updating the reentry community resource guide. The next council meeting is scheduled for February. On December 22<sup>nd</sup>, The Executive Committee met and discussed the County Board's request for the Reentry Committee to report on the outreach data in the coming month. Mr. Kellerhal and Rosecrance staff will be presenting the data to the board.

**Continuum of Service Providers to the Homeless (CSPH):** On December 5<sup>th</sup>, members heard updates from Roscrance about their crisis services, CU@Home, Cunningham Children's Home, Salvation Army and the Point-in-Time (PIT) count. This year's PIT gift cards have increased in value to \$10 for those who are homeless that take the survey.

**Rantoul Service Provider's Meeting:** On November 20<sup>th</sup>, members heard a presentation from Ms. Jennifer Hesch of the Crisis Nursery. Ms. Hesch spoke about the various services and programs available to parents and children. On December 18<sup>th</sup>, committee members heard a presentation from Ms. Paige Garrison from Cunningham Children's Home. Ms. Garrison spoke about job training and economic development.

**SOFTT/LAN Meeting:** There was no December meeting for the group. The next meeting is scheduled for January 17<sup>th</sup>.

**Disability Resource Steering Committee Meeting:** I attended the Expo wrap-up meeting on November 27<sup>th</sup>.

**Other Activities:**

- On January 3<sup>rd</sup>, I attended the Ebert Fest Planning Meeting. Six of thirteen films have been confirmed. We discussed the Alliance for Inclusion and Respect (AIRS) possibilities, which included the art show being located inside the theater due to the cold and windy weather. Also, there was discussion about the marketing of Ebert Fest starting sooner rather than later.
- Attended and participated in the December 13<sup>th</sup> Funder's meeting at the United Way office. On January 18<sup>th</sup>, Ms. Canfield and I will be speaking with the U of I SOCW461 class for a service-learning project with United Way and CCMH/DDB.
- Ms. Canfield and I met with the IT developer to troubleshoot some online forms for the PY25 funding application and clone PY25 application forms.

# Executive Director's Report – Lynn Canfield, January 2024

## 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 (CCDDDB).
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 CCDDDB 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 CCDDDB 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.*

We completed revised Funding Guidelines and Requirements for each Board, funding priorities for PY2025 for each of the DDB, MHB, and IDDSI funds, Three-Year Plans with Objectives for 2024,



and budgets for 2024 for all three funds. Contracts with service providers appear as Contributions & Grants, the largest expenditure line in each Board's budget. A small share of total costs 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.

Outcome reports are aggregated in single year-end reports and posted at <http://ccmhddbrds.org> as well as on the County website, as PY23 Performance Outcome Reports. Every year, we wish for more time to pull highlights from those aggregate reports and were finally able to do so with the I/DD program reports in the fall. The UIUC Family Resiliency Center team are now working on an overview of MHB outcome results. In future years, we may be able to use these formats. Quarterly service activity reports are presented to each board in their entirety; in the comments sections, agencies may offer additional narrative data, and some report on special contract provisions.

We hosted a training on how to use the online application and reporting system. Ms. Bowdry edited the captions and posted the video of this training on the site. We offer technical support to agency users regarding application forms and quarterly/semi-annual reports. Application forms cannot be submitted after the deadline of 4:30PM CST February 12, 2024; this deadline appears on each form and various sections of the site. By adding two weeks to the application period and moving the deadline to a Monday, we hope to eliminate last-minute application crises. For programs currently funded, a Report Deadline Extension Request form is posted, to be completed prior to a deadline by those who anticipate a delay in any report other than the annual audit, review, or compilation. The Friday midnight quarterly report deadline presents challenges, so we would consider changing it to the Wednesday before. While this gives agencies two days less time, it would eliminate the need for us to respond to concerns over the weekend and to rush through reviews the following Monday.

### ***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, CCMHB, and CCDDDB co-fund this service. PATH serves as a call center for this and 988; their new director is reevaluating the actual costs of providing full services to our County, which has many more calls than most of their other areas. While the state has finally contributed funds for 211 and 988 services, these will pay for some improvements and result in a small adjustment to our costs. The United Way has asked other local funders to contribute to 211 in the future.

**Alliance for Inclusion and Respect (AIR)** social media and website continue anti-stigma messaging and promotion of member organizations and local artists and entrepreneurs who have behavioral health conditions or disabilities. AIR artists will be included in the upcoming Expo, and AIR will sponsor an 'anti-stigma' film and events during the next Roger Ebert's Film Festival, April 17-20, 2024. The CCMHB will pay for sponsorship of the film; this and other AIR costs are budgeted as Public Relations and offset by Donations. A group of AIR members met in early January for planning, and I spoke with our longtime festival favorite, Dr. Eric Pierson, about a potential theme for film and discussion, though this will be Chaz Ebert's decision.

**disABILITY Resource Expo** was held October 28, 2023 at Market Place Mall. A thorough update was provided by Allison and Dylan Boot. Planning is underway for the 2024 event.

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

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

Continuing the focus on individuals with I/DD and complex support needs, their families, and the direct support staff providing their care, the hope for 2023 was to fund contracts which would mitigate the staffing crisis and support people in spite of it. No proposals were submitted directly to the fund, but two CCDDDB applications were identified as well aligned to the priorities and purposes. An CCMHB application explicitly addressed direct support staff training, but the organization declined to develop a proposal focused only on people with I/DD. PY25 allocation priorities have been approved for this fund, and the Boards may consider Requests for Proposals.

### ***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 and Mental Health First Aid training and coordination (Shandra Summerville).
- Collaborations: Champaign County Transition Planning Committee, Continuum of Service Providers to the Homeless, Champaign County Community Coalition, Champaign County Reentry Council, Coalition Race Relations Subcommittee and Goal Teams Meetings, Human Services Council, I-Plan Behavioral Health Committee, Local Funders Group, UIUC Campus-Community Compact, Youth Assessment Center Advisory Committee, and more (Kim Bowdry, Leon Bryson, Shandra Summerville, or 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 the online application and reporting system. Board members interested in learning to view forms and reports may choose to work with him on navigating the system. EMK improved the accessibility of public pages, per recommendations from Tim Offenstein (of Falling Leaf).
- John Brusveen, CPA, reviews all agency audits, compilations, and financial reviews, summarizing findings. While not a direct support to agencies, his recommendations help our staff team understand what to discuss with them and how to improve processes.

**UIUC Evaluation Capacity Project:** Ms. Bowdry, Mr. Bryson, and I meet with the director of UIUC Family Resiliency Center monthly. An update will be offered during this Board meeting.

**UIUC Student Projects:** While we normally avoid Spring semester projects due to our focus on agency applications, funding recommendations, and subsequent contracts, we and members of the Local Funders Group and the Regional Health Plan Group will meet with a UIUC class each week on collecting survey data from people with I/DD and behavioral health conditions.

### **Executive Director Activities:**

In addition to collaborations above and below, I've spent time on: board documents approved in late 2023; PY2025 application instructions and forms prior to the December 22 launch; personnel policy addenda, travel policy revisions, and operational needs statement; independent consultant contract templates for 2024 and agency contract templates for PY25; collecting information about how to improve our own reports; year-end staff evaluations, benefits tracking, and related documentation; draft agendas and information for spring meetings; and portions of the MHB 2023 Annual Report.

We continue to work on organization of records and use of compliance tracking tools, to improve our internal practices. In response to a FOIA request, I even had occasion to search those records which only exist in the paper files, for information from the 1970s and 1980s. I found no records related to the request, but I saw reports and state association projects which could have been written today.

I review the independent CPA audits and financial reviews and discuss them with team members, sometimes with additional information from agencies. Due to some delayed audits, there may be related actions for each Board to consider at this or a subsequent meeting.

Following the **Chancellor's Annual Diversity Celebration**, I visited the UIUC's new **Salaam Middle East & North Africa Cultural Center** for conversation with the Director and student workers, regarding demographic data categories, cultural competence efforts of the university, the CCDDDB, and the CCMHB, and their upcoming grand opening celebration.

I have begun attending meetings of these statewide groups: **Going Home Coalition (I/DD)**, **They Deserve More Coalition (I/DD)**, **Mental Health Summit**, and **DMH/Trade Associations**. The Going Home Coalition is interested in hearing from us about 377 and 708 boards and about our shared Expo project.

***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 and other Departments' representatives, periodic meetings have included: new phone system; Scott M. Bennett Administrative Center; future budget; impact of new employment laws; and open discussion.

**Local Funders Group:** we have resumed regular in person conversations with other local funders, most often the Cities, Community Foundation, and United Way, to cover our various allocation processes and budgets, data on utilization and outcomes, priorities for funding, and efforts to strengthen the local system of services especially in light of reductions in state and federal funding. Two shared projects will be completed during 2024.

**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. We announce deadlines, report on recent board meetings, and explain any changes to process or expectations. Between meetings, I forward funding opportunities which may be of interest to some agencies, or to a collaboration.

**Metropolitan Intergovernmental Council:** three times a year, representatives from local government meet on topics of interest and roundtable discussion. Our October meeting featured a presentation on coordination and consistent messaging of services during severe weather events. The January meeting is being re-scheduled.

**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. The IPlan Coordinator leads all workgroups. Mr. Bryson and I alternate participation in the monthly Behavioral Health workgroup meetings. A project developed by Mr. Bryson and Ms. Bowdry along with other members of the Local Funders Group will be implemented by UIUC students

during the Spring, with support from the IPlan Coordinator, to add to and improve the data by surveying people who have I/DD or behavioral health conditions.

**Student Mental Health Community of Practice at the University of Illinois:** CCMHB Vice President Molly McLay and I presented on the work of the CCMHB, focused on items most relevant to UIUC students and answered questions from the group following the meeting. We will each continue to attend these monthly meetings.

***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)*

**Champaign County Community Coalition:** I attend quarterly meetings of the Executive Committee, which sets Coalition priorities. During 2023, we had presentations by one member followed by discussion of the topic and any updates. We might explore a new format in 2024.

**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. The meeting has returned to in person but was held on zoom in order for members to have a full discussion with the Statewide Behavioral Health Administrator for the Administrative Office of the Illinois Courts. He is the former director of the McHenry County Mental Health Board and very familiar with projects and challenges to this and related cross-sector collaborations in Champaign County.

**Drug Court Steering Committee:** I attended a meeting of the steering committee to discuss current successes, the (Adult) Redeploy Illinois contract, barriers to expansion of services (experienced by every department and agency) and to implementation of a Mental Health Court. We will meet in the Spring, at which time it will be helpful to hear feedback from the system partners regarding CCMHB allocation recommendations for PY25.

**Illinois Criminal Justice Information Authority (ICJIA)** was awarded \$9,527,496 in federal Byrne State Crisis Intervention Program (SCIP) funding, through the Bipartisan Safer Communities Act of 2022. The focus is development of extreme risk protection order programs, state crisis intervention court proceedings, and related gun violence reduction initiatives, while assuring due process protections. I serve on their multi-disciplinary Advisory Board to establish priorities and approve a funding plan. We have approved a final plan, with information on firearm restraining orders, gun violence data, and program models, along with a NOFO and timeline.

***State and National Associations and Advocacy:***  
*(MHB goal 10 and DDB goal 9)*

**Association of Community Mental Health Authorities of Illinois (ACMHAI):** I attend meetings of the Executive, Legislative, and I/DD Committees for committee-specific issues, planning webinars of interest, discussion of practices, state funding and policies, goal setting, community awareness, etc. Government Strategy Associates updates the membership on state legislative activity and relies on our input for advocacy. I serve as President of the association this year, leading Executive Committee meetings and meetings of the membership.

For the December membership meeting, I set up an evaluation committee and survey tools to review consultants' performance and contract provisions. The process allowed us to update contracts for the coordinator and the legislative liaison but to have them in place prior to the start

of the year. With new rules coming into effect on July 1, 2024, all parties understand there may be a need for contract amendments or re-negotiation.

The December meetings featured training on children's behavioral health and board governance. We honored two retirees, reviewed and approved 2024 contracts and budgets and revisions to the bylaws on behalf of new members with low levies, discussed possible projects for 2024, and heard updates from all standing committees and liaisons. These meetings were held in person with a zoom link to include as many members as possible. The April meetings will use this format, focus on I/DD and legislative issues, and consider recommendations from an ad hoc bylaws committee regarding updates to the full bylaws.

**Illinois Legislative Issues for 2024:** With other ACMHAI leadership, I met with State Representatives Didech, Moeller, Williams, and Ness to discuss approved and possible future revisions to the Community Mental Health Act. I shared the new clarification of authority over budget decisions with the County Executive, Board Chair, and Finance Committee Chair. Possible future revisions include shared decision making over amounts to be levied, changes to election and deadline requirements, expanded relationship to State agencies, and definition of scholarship fund. We will begin reviewing bills this month for relevance to MI, SUD, I/DD, or local government, and will continue to seek information about the previously enacted grassroots lobbying rules and proposed modifications which would impact our work.

**National Association of County Behavioral Health and Developmental Disability Directors (NACBHDD):** As Secretary, I work with the Executive Committee to review policies, positions, financials, and the CEO's performance. We are developing revisions to the by-laws and officer responsibilities, to be adopted at the Legislative and Policy Conference.

I participate in bimonthly I/DD committee calls for presentations by national experts and discussion of state and federal issues. I chair bimonthly meetings of the Behavioral Health and Justice Committee, with presentations and roundtable discussions. Policy priorities relate to Medicaid Reentry, 988 and crisis response, and diversion from the criminal justice system. NACBHDD is partnering with the National Association of Counties on a mental health advisory council. I will attend both association's conferences in February.

**National Association of Counties (NACO):** I attend meetings of the Health Steering Committee, Healthy Counties Advisory Board, and Stepping Up Innovator County calls.

Through the Health Policy Steering Committee, and as a Vice Chair of its Behavioral Health Subcommittee and liaison from NACBHDD, I support policy resolutions related to DSP classification, Medicaid and IMD changes, crisis response system, and the workforce shortage.

I have been reappointed to the Healthy Counties Advisory Board, with focus on community health and safety: the physical and built environment; community and interpersonal violence; mental health and substance use; safe and affordable housing; transportation and infrastructure. To create health-supportive environments where everyone has access to the full benefits of society, we acknowledge threats such as gun violence, significant amounts of lead in parks, limited access to healthcare, etc. 2023-2024 priorities will be based on member input.

In 2016, Champaign County joined the Stepping Up Initiative and Data Driven Justice Initiative. Stepping Up has merged with a NACo community of practice called Familiar Faces, through which members learn about other communities' solutions and successful pilot programs. We are an Innovator County due to the brief screening of all who are booked into the Jail.

## **Stephanie Howard-Gallo**

### **Operations and Compliance Coordinator Staff Report – January 2024 Board Meeting**

#### **SUMMARY OF ACTIVITY:**

##### **2nd Quarter Reporting:**

2nd quarter financial and program reporting will be due January 26, 2024. A Cultural Competency Plan progress report will be due at this time as well. I sent a reminder of the deadline out to the agencies in early January.

##### **Other Compliance:**

I made contact with numerous agencies regarding missing Board minutes.

##### **Audits:**

Audits/financial compilations for most of the agencies were due December 31, 2023. I sent out compliance letters suspending payments for late audits to Champaign County Healthcare Consumers, Champaign County Christian Health Center, Community Choices, Courage Connection, East Central Illinois Mutual Assistance Center, GROW in Illinois, Family Service, First Followers, PACE, Rosecrance, and WIN Recovery. Champaign County Healthcare Consumers, FirstFollowers, Family Service, and Rosecrance have since submitted their audits.

Promise Healthcare had an audit due June 30, 2023 (off-cycle). I sent Promise Healthcare a letter terminating both of their contracts due to the extended audit due date of December 27, 2023 not being met. (This extended due date was approved by the CCMHB at the October 2023 Board meeting.)

A Decision Memorandum with more details regarding late audits can be found elsewhere in the CCMHB packet.

Completed audits are sent to a consultant (John Brusveen) for review. I provide the consultant with all financial reports for funded programs from Fy2023.

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

I attended an AIR planning meeting on January 3 with AIR members and an Ebertfest organizer. Conversation is beginning to happen regarding the Ebertfest art show in 2024 and what that will look like.

**Freedom of Information Act (FOIA) Requests:**

I responded to a FOIA request in December, with guidance from the State's Attorney's Office.

**Other:**

- Prepared meeting materials for CCMHB/CCDDB regular meetings, special meetings, and study sessions/presentations.
- Attended meetings for the CCMHB/CCDDB.
- Composed minutes for the CCMHB/CCDDB meetings.
- I met with Alex Campbell (our consultant for the online system) to discuss data maintenance of the online reporting system.
- I completed County Fraud Training and Harassment Prevention for Illinois Employees as required by Champaign County.

## **January 2024 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:**

CU- Early Childhood: Information about CLC Training for staff.

Children's Advocacy Center: Support for 2<sup>nd</sup> Quarter CLC Reporting

### **CLC Coordinator Direct Service Activities**

#### **Mental Health First Aid for Adults and Adults Assisting Youth-**

**Mental Health First Aid Adults-** Self- Help Workshop Planned: February 8, 2024

**Mental Health First Aid-** December 14 and 22 Class Rescheduled Class

**Promoted the conference:** Stop the Violence- Healing Invisible Wounds Conference December 2, 2023

**Site Visit WIN Recovery:** January 3, 2023

#### **Training and Webinars**

**Center for Health Journalism: Is Social Media Fueling the Youth Mental Health Crisis?**  
December 12, 2023

**Taking a local health and equity approach to climate change:** December 12, 2024

**[Taking a local approach to health and equity approach to climate change recording](#)**

**Illinois State Legislation Update for Counties-** January 10, 2024, 12pm CST.

*Join Illinois Extension and the Illinois Association of County Board Members to learn about recent and potential changes in legislation at the state level, and implications for Illinois counties and local governments.*

**[Registration Link for State Legislative Update](#)**



County Health Rankings and Roadmaps Webinar: Investigating new approaches to racial healing- 3 pm ET, Tuesday, January 16<sup>th</sup>, 2024.

The Role of Person-Centered Planning for Employment Support Jan 9, 2024, 02:00 PM

[Link to Register for Person Centered Webinar](#)

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

### **ACMHAI:**

Best Practices Training December 7, 2023

ACMHAI General Body Meeting: December 8, 2023

### **Alliance for Inclusion and Respect (AIR)**

I attended a meeting on January 3, 2024, with the Ebertfest Coordinator, Molly Cornyn the AIR Membership. We talked about the Art Show, ways to promote the Art Show to people that attend the festival. It will be held on April 17-20, 2024. I will connect with Molly next month discuss a student screening this year.

## **Suggested Online Content for Decision Makers**

**Center of Excellence- social media and Youth Mental Health from the American Academy of Pediatrics.**

*"In partnership with the National Council on Mental Wellbeing, we've created a TikTok style video with tips specifically for teens to help create a healthy balance of time online."*

[Social Media Tips for Teens](#)

**SAMHSA Empowering Youth for Safer Choices - SAMHSA Fentanyl Awareness Youth Challenge**

[Fentanyl Awareness Youth Challenge](#)

National Federation of Families invites Families around the country to fill out a survey to find out how are families really doing. This is part 3 of a survey that was started during the pandemic, to gather information on the supports that were working for families.

[Family Survey](#)

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

COMBINED REPORTING FOR YEAR: 2023 FROM PERIOD: 1 THROUGH PERIOD: 12



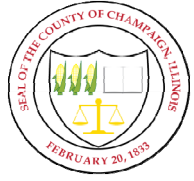
	ACTUAL 2022 JAN - DEC	ACTUAL 2023 JAN - DEC	2023 ANNUAL BUDGET
<b>REVENUES</b>			
<b>4001 PROPERTY TAX</b>			
01 PROPERTY TAXES - CURRENT	4,518,494.67	4,879,250.90	4,857,487.00
03 PROPERTY TAXES - BACK TAX	0.00	0.00	2,000.00
04 PAYMENT IN LIEU OF TAXES	1,209.97	2,396.21	4,000.00
06 MOBILE HOME TAX	3,039.15	3,221.83	0.00
<b>4001 PROPERTY TAX TOTAL</b>	<b>4,522,743.79</b>	<b>4,884,868.94</b>	<b>4,863,487.00</b>
<b>4008 INVESTMENT EARNINGS</b>			
01 INVESTMENT INTEREST	35,285.37	77,243.96	2,000.00
<b>4008 INVESTMENT EARNINGS TOTAL</b>	<b>35,285.37</b>	<b>77,243.96</b>	<b>2,000.00</b>
<b>4009 MISCELLANEOUS REVENUES</b>			
02 OTHER MISCELLANEOUS REVENUE	0.00	50,550.00	5,000.00
<b>4009 MISCELLANEOUS REVENUES TOTAL</b>	<b>0.00</b>	<b>50,550.00</b>	<b>5,000.00</b>
<b>TOTAL REVENUES</b>	<b>4,558,029.16</b>	<b>5,012,662.90</b>	<b>4,870,487.00</b>
<b>EXPENDITURES</b>			
<b>5020 SERVICES</b>			
01 PROFESSIONAL SERVICES	358,450.32	373,186.00	407,118.00
25 CONTRIBUTIONS & GRANTS	3,777,207.00	4,273,811.00	4,417,369.00
<b>5020 SERVICES TOTAL</b>	<b>4,135,657.32</b>	<b>4,646,997.00</b>	<b>4,824,487.00</b>
<b>TOTAL EXPENDITURES</b>	<b>4,135,657.32</b>	<b>4,646,997.00</b>	<b>4,824,487.00</b>
<b>OTHER FINANCING SOURCES (USES)</b>			
<b>6001 OTHER FINANCING SOURCES</b>			
01 TRANSFERS IN	0.00	0.00	4,000.00
<b>6001 OTHER FINANCING SOURCES TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>4,000.00</b>
<b>7001 OTHER FINANCING USES</b>			
01 TRANSFERS OUT	-50,000.00	-50,000.00	-50,000.00

**FUND DEPT 2108-050 : DEVLPMNTL DISABILITY FUND - DEVL MNTL DISABILITY BOARD**

**COMBINED REPORTING FOR YEAR: 2023 FROM PERIOD: 1 THROUGH PERIOD: 12**



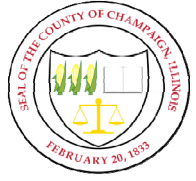
	<u>ACTUAL</u> 2022 JAN - DEC	<u>ACTUAL</u> 2023 JAN - DEC	<u>2023</u> ANNUAL BUDGET
<b>7001 OTHER FINANCING USES TOTAL</b>	-50,000.00	-50,000.00	-50,000.00
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	-50,000.00	-50,000.00	-46,000.00
<b>NET CHANGE IN FUND BALANCE</b>	-372,371.84	-315,665.90	0.00



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

COMBINED REPORTING FOR YEAR: 2023 FROM PERIOD: 1 THROUGH PERIOD: 12

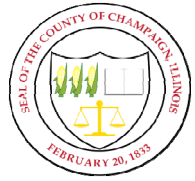
	ACTUAL 2022 JAN - DEC	ACTUAL 2023 JAN - DEC	2023 ANNUAL BUDGET
<b>REVENUES</b>			
<b>4008 INVESTMENT EARNINGS</b>			
01 INVESTMENT INTEREST	10,442.76	5,635.42	1,000.00
<b>4008 INVESTMENT EARNINGS TOTAL</b>	<b>10,442.76</b>	<b>5,635.42</b>	<b>1,000.00</b>
<b>4009 MISCELLANEOUS REVENUES</b>			
02 OTHER MISCELLANEOUS REVENUE	262,044.31	0.00	0.00
<b>4009 MISCELLANEOUS REVENUES TOTAL</b>	<b>262,044.31</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL REVENUES</b>	<b>272,487.07</b>	<b>5,635.42</b>	<b>1,000.00</b>
<b>EXPENDITURES</b>			
<b>5010 COMMODITIES</b>			
17 EQUIPMENT LESS THAN \$5000	0.00	0.00	5,063.00
<b>5010 COMMODITIES TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>5,063.00</b>
<b>5020 SERVICES</b>			
01 PROFESSIONAL SERVICES	1,302.12	0.00	4,000.00
07 INSURANCE (NON-PAYROLL)	316.33	0.00	0.00
11 UTILITIES	1,604.39	0.00	0.00
12 REPAIRS AND MAINTENANCE	14,059.79	0.00	0.00
14 FINANCE CHARGES AND BANK FEES	161.00	0.00	0.00
19 ADVERTISING, LEGAL NOTICES	0.00	0.00	200.00
25 CONTRIBUTIONS & GRANTS	0.00	142,998.00	341,737.00
<b>5020 SERVICES TOTAL</b>	<b>17,443.63</b>	<b>142,998.00</b>	<b>345,937.00</b>
<b>TOTAL EXPENDITURES</b>	<b>17,443.63</b>	<b>142,998.00</b>	<b>351,000.00</b>
<b>OTHER FINANCING SOURCES (USES)</b>			
<b>6001 OTHER FINANCING SOURCES</b>			
01 TRANSFERS IN	50,000.00	50,000.00	50,000.00
<b>6001 OTHER FINANCING SOURCES TOTAL</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>50,000.00</b>



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

**COMBINED REPORTING FOR YEAR: 2023 FROM PERIOD: 1 THROUGH PERIOD: 12**

	<u>ACTUAL</u> 2022 JAN - DEC	<u>ACTUAL</u> 2023 JAN - DEC	<u>2023</u> ANNUAL BUDGET
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>50,000.00</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>-305,043.44</b>	<b>87,362.58</b>	<b>300,000.00</b>



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

COMBINED REPORTING FOR YEAR: 2023 FROM PERIOD: 1 THROUGH PERIOD: 12

	<u>ACTUAL</u> 2022 JAN - DEC	<u>ACTUAL</u> 2023 JAN - DEC	<u>2023</u> ANNUAL BUDGET
<b>REVENUES</b>			
<b>4001 PROPERTY TAX</b>			
01 PROPERTY TAXES - CURRENT	5,501,213.94	5,937,146.24	5,913,892.00
03 PROPERTY TAXES - BACK TAX	0.00	0.00	1,000.00
04 PAYMENT IN LIEU OF TAXES	1,473.55	2,915.74	2,000.00
06 MOBILE HOME TAX	3,700.12	3,920.38	0.00
<b>4001 PROPERTY TAX TOTAL</b>	<b>5,506,387.61</b>	<b>5,943,982.36</b>	<b>5,916,892.00</b>
<b>4004 INTERGOVERNMENTAL REVENUE</b>			
76 OTHER INTERGOVERNMENTAL	358,450.32	373,186.00	407,118.00
<b>4004 INTERGOVERNMENTAL REVENUE</b>	<b>358,450.32</b>	<b>373,186.00</b>	<b>407,118.00</b>
<b>4008 INVESTMENT EARNINGS</b>			
01 INVESTMENT INTEREST	47,854.80	61,521.20	3,000.00
<b>4008 INVESTMENT EARNINGS TOTAL</b>	<b>47,854.80</b>	<b>61,521.20</b>	<b>3,000.00</b>
<b>4009 MISCELLANEOUS REVENUES</b>			
01 GIFTS AND DONATIONS	0.00	450.00	3,000.00
02 OTHER MISCELLANEOUS REVENUE	55,161.00	21,870.00	39,000.00
<b>4009 MISCELLANEOUS REVENUES TOTAL</b>	<b>55,161.00</b>	<b>22,320.00</b>	<b>42,000.00</b>
<b>TOTAL REVENUES</b>	<b>5,967,853.73</b>	<b>6,401,009.56</b>	<b>6,369,010.00</b>
<b>EXPENDITURES</b>			
<b>5001 SALARIES AND WAGES</b>			
02 APPOINTED OFFICIAL SALARY	108,786.33	107,000.00	107,000.00
03 REGULAR FULL-TIME EMPLOYEES	345,774.23	361,123.37	368,198.00
05 TEMPORARY STAFF	0.00	88.00	2,500.00
08 OVERTIME	0.00	0.00	2,612.00
<b>5001 SALARIES AND WAGES TOTAL</b>	<b>454,560.56</b>	<b>468,211.37</b>	<b>480,310.00</b>
<b>5003 FRINGE BENEFITS</b>			
01 SOCIAL SECURITY-EMPLOYER	32,973.70	34,254.69	36,353.00
02 IMRF - EMPLOYER COST	22,495.54	11,821.28	12,546.00
04 WORKERS' COMPENSATION INSURANC	2,298.60	1,890.99	2,376.00



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

COMBINED REPORTING FOR YEAR: 2023 FROM PERIOD: 1 THROUGH PERIOD: 12

	ACTUAL 2022 JAN - DEC	ACTUAL 2023 JAN - DEC	2023 ANNUAL BUDGET
05 UNEMPLOYMENT INSURANCE	1,494.89	1,655.53	1,656.00
06 EE HLTH/LIF (HLTH ONLY FY23)	52,673.16	56,037.66	73,440.00
<b>5003 FRINGE BENEFITS TOTAL</b>	<b>111,935.89</b>	<b>105,660.15</b>	<b>126,371.00</b>
<b>5010 COMMODITIES</b>			
01 STATIONERY AND PRINTING	0.00	3,959.68	3,960.00
02 OFFICE SUPPLIES	2,806.55	3,511.63	3,900.00
03 BOOKS, PERIODICALS, AND MANUAL	0.00	71.85	300.00
04 POSTAGE, UPS, FEDEX	1,171.10	1,330.71	2,000.00
05 FOOD NON-TRAVEL	149.89	882.66	1,150.00
12 UNIFORMS/CLOTHING	0.00	703.50	703.50
13 DIETARY NON-FOOD SUPPLIES	0.00	233.89	500.00
17 EQUIPMENT LESS THAN \$5000	6,802.00	3,502.62	6,800.00
19 OPERATIONAL SUPPLIES	0.00	2,233.94	4,296.50
21 EMPLOYEE DEVELOP/RECOGNITION	0.00	0.00	285.00
<b>5010 COMMODITIES TOTAL</b>	<b>10,929.54</b>	<b>16,430.48</b>	<b>23,895.00</b>
<b>5020 SERVICES</b>			
01 PROFESSIONAL SERVICES	113,447.52	193,287.88	195,133.00
02 OUTSIDE SERVICES	30,829.66	7,452.00	21,651.28
03 TRAVEL COSTS	975.44	8,758.35	11,500.00
04 CONFERENCES AND TRAINING	1,616.43	2,368.18	10,000.00
05 TRAINING PROGRAMS	0.00	4,595.60	20,729.86
07 INSURANCE (non-payroll)	13,168.31	9,618.00	18,000.00
11 UTILITIES	663.64	0.00	0.00
12 REPAIRS AND MAINTENANCE	0.00	0.00	600.00
13 RENT	23,991.51	27,751.09	31,564.74
14 FINANCE CHARGES AND BANK FEES	0.00	0.00	30.00
19 ADVERTISING, LEGAL NOTICES	191.20	7,011.30	7,200.00
21 DUES, LICENSE & MEMBERSHIP	17,719.99	17,239.99	20,000.00
22 OPERATIONAL SERVICES	42,675.72	2,448.19	37,230.00
24 PUBLIC RELATIONS	32,370.00	16,631.20	18,500.00
25 CONTRIBUTIONS & GRANTS	5,288,028.21	5,246,575.86	5,506,064.00
45 ATTORNEY/LEGAL SERVICES	0.00	2,300.00	3,500.00
46 EQUIP LEASE/EQUIP RENT	0.00	2,189.66	2,388.72
47 SOFTWARE LICENSE & SAAS	5,415.16	9,243.67	13,500.00
48 PHONE/INTERNET	0.00	2,425.49	2,470.00
<b>5020 SERVICES TOTAL</b>	<b>5,571,092.79</b>	<b>5,559,896.46</b>	<b>5,920,061.60</b>



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

**COMBINED REPORTING FOR YEAR: 2023 FROM PERIOD: 1 THROUGH PERIOD: 12**

	<u>ACTUAL</u> 2022 JAN - DEC	<u>ACTUAL</u> 2023 JAN - DEC	<u>2023</u> ANNUAL BUDGET
<b>TOTAL EXPENDITURES</b>	<b>6,148,518.78</b>	<b>6,150,198.46</b>	<b>6,550,637.60</b>
<b>OTHER FINANCING SOURCES (USES)</b>			
<b>7001 OTHER FINANCING USES</b>			
01 TRANSFERS OUT	0.00	-127,535.00	-144,535.00
<b>7001 OTHER FINANCING USES TOTAL</b>	<b>0.00</b>	<b>-127,535.00</b>	<b>-144,535.00</b>
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>0.00</b>	<b>-127,535.00</b>	<b>-144,535.00</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>180,665.05</b>	<b>-123,276.10</b>	<b>326,162.60</b>



MAJOR PROJECT TITLE  
 \*\*\*\*\*  
 DISABILITY Resource Expo

PROJECT TITLE  
 -----  
 DisExpo disability Resource Expo

BEGINNING BALANCE .00

FUNDING SOURCES	TITLE	AMOUNT
DisExpo -MISC REV -OtherMisc -	Sponsorships/Exhibitor Fees	-11,239.00
	FUNDING SOURCE TOTAL	-11,239.00

EXPENSE STRINGS	TITLE	AMOUNT
DisExpo -COMM -OPER SUPP -	Disability Expo Supplies	2,233.94
DisExpo -COMM -STA PRINT -	Printed Materials	3,959.68
DisExpo -COMM -Uniform -	Clothing T-shirts	703.50
DisExpo -SERVICES -JB REQ TRV-	Job Required Travel	136.05
DisExpo -SERVICES -LEGAL ADV -	Advertising/Marketing	6,862.50
DisExpo -SERVICES -PR -	Public Relations	631.20
DisExpo -SERVICES -PROF SVC -	Professional Services	50,471.25
DisExpo -SERVICES -Rent -	Rentals	2,560.00
	EXPENSE TOTAL	67,558.12

ENDING BALANCE 56,319.12

\*\*\*\*\* TOTALS  
 BEGINNING BALANCE .00  
 FUNDING SOURCE -11,239.00  
 EXPENSE 67,558.12  
 ENDING BALANCE 56,319.12

REPORT TOTAL: 56,319.12

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

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, 2024, to June 30, 2025. Applicants register, complete a set of standard forms for each funding request, and if awarded a contract, later submit reports through the system. Per the posted timeline, this system will be open for registration and application from December 22, 2023 at 8:00 AM CST to February 12, 2024 at 4:30 PM CST, with no consideration of late applications. Allocation decisions will be made prior to July 1, 2024. For accessible ~~74~~ documents or technical assistance, contact [lynn@ccmhb.org](mailto:lynn@ccmhb.org) and [stephanie@ccmhb.org](mailto:stephanie@ccmhb.org).

1048868 11/26,29

AFFP  
Notification of Funding Availa

## Affidavit of Publication

STATE OF ILLINOIS }  
COUNTY OF CHAMPAIGN } SS

Paul Barrett, being duly sworn, says:

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

November 26, 2023, November 29, 2023

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, 2024, to June 30, 2025. Applicants register, complete a set of standard forms for each funding request and if awarded a contract, later submit reports through the system. Per the posted timeline, this system will be open for registration and application from December 22, 2023 at 8:00 AM CST to February 12, 2024 at 4:30 PM CST, with no consideration of late applications. Allocation decisions will be made prior to July 1, 2024. For accessible documents or technical assistance, contact [lynn@ccmhb.org](mailto:lynn@ccmhb.org) and [stephanie@ccmhb.org](mailto:stephanie@ccmhb.org).  
1048868 11/26,29



A handwritten signature in blue ink that appears to read "Karen C. J. H." written over a horizontal line.

, Authorized Agent, Champaign County, Illinois

99226144 01048868 367-5741

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



## DECISION MEMORANDUM

DATE: January 17, 2024  
TO: Champaign County Mental Health Board (CCMHB)  
FROM: Lynn Canfield, Executive Director  
SUBJECT: Addenda to CCDDDB-CCMHB Personnel Policy

### Background:

The Champaign County Mental Health Board (CCMHB) was established and funded by referendum in 1972, through the [Illinois Community Mental Health Act \(405 ILCS 20/\)](#) and the Champaign County Board for the Care and Treatment of Persons with a Developmental Disability (CCDDDB) in 2004, through what is now the [Illinois Community Care for Persons with Developmental Disabilities Act \(50 ILCS 835/\)](#). The CCMHB and CCDDDB have an [Intergovernmental Agreement](#) which defines, among other things, the sharing of oversight and costs of administration of the funds under their control.

The CCMHB has the authority “to employ, establish compensation for, and set policies for its personnel, including legal counsel, as may be necessary to carry out the purposes of this Act and prescribe the duties thereof.” Under this explicit authority, the Board has established policies which align with those of Champaign County. Currently in force are a [Personnel Policy last revised and approved in 2018](#), a [Travel Policy adopted in 2019](#), and “Funding Guidelines” for each of the [CCMHB](#) and [CCDDDB](#), which serve as purchasing policies.

### Personnel Policy Addenda:

The [County’s personnel policy](#) has been revised and amended to be consistent with changes in employment law. In addition, during the public health emergency, we learned how to maximize telework and now seek to codify the practice. The attached DRAFT Addenda are presented for review and approval.

*Addendum A:* Policy Against Discrimination, Harassment, and Sexual Misconduct

*Addendum B:* Equal Employment Opportunity, Background Checks, and Bereavement Leave

*Addendum C:* Telework

If approved by both Boards, these addenda to the CCDDDB-CCMHB Personnel Policy will be posted publicly with existing policy.

### **Revised CCMHB-CCDDDB Personnel and Travel Policies:**

Also in progress is a DRAFT Revised CCMHB-CCDDDB Travel Policy, to align more closely with the Champaign County Travel and Business Expense Policy and accounting practices. This will be presented at a later Board meeting.

The Personnel Policy may be revised as new employment law is clarified and to further conform to the Personnel Policy of Champaign County. I will continue to seek guidance from our state association’s legislative committee and liaison and from the State’s Attorney’s Office Civil Division.

### **Decision Section:**

Motion to approve the attached DRAFT CCMHB-CCDDDB Personnel Policy Addendum A: Policy Against Discrimination, Harassment, and Sexual Misconduct.

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

Motion to approve the attached DRAFT CCMHB-CCDDDB Personnel Policy Addendum B: Equal Employment Opportunity, Background Checks, and Bereavement Leave

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

Motion to approve the attached DRAFT CCMHB-CCDDDB Personnel Policy Addendum C: Telework.

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

***DRAFT***

**Champaign County Mental Health Board (CCMHB) and  
Champaign County Board for the Care and Treatment of  
Persons with a Developmental Disability (CCDDB)**

**Personnel Policy Addendum A:  
Policy Against Discrimination, Harassment,  
and Sexual Misconduct**

**Statement of Policy:**

It is the policy of the Champaign County Board for the Care and Treatment of Persons with a Developmental Disability (CCDDB) and the Champaign County Mental Health Board (CCMHB) that they will not tolerate or condone discrimination or harassment on the basis of race, color, religion, creed, sex, gender-identity, gender-expression, sexual orientation, pregnancy, childbirth, medical or common conditions relating to pregnancy and childbirth, genetic information, national origin, age, physical or mental disability, ancestry, marital status, military status, arrest record, unfavorable discharge from military service, order of protection status, citizenship status, or any other classification protected under federal or state law. Sexual misconduct is also prohibited. The CCDDB and CCMHB will neither tolerate nor condone discrimination, harassment, or sexual misconduct by employees, appointed officials, or non-employees with whom the CCDDB and CCMHB have a business, service, or professional relationship.

“Employee,” for purposes of this policy only, includes any individual performing work for the CCDDB and CCMHB, an apprentice, applicant for apprenticeship, or unpaid intern. Champaign County has appointed the Deputy Director of Administration as its ethics officer to receive and oversee investigations of complaints made pursuant to Champaign County’s policy and this policy, and they are referred to in this policy as Champaign County’s “Ethics Officer.” Champaign County reserves the right to change the Ethics Officer from time to time. The CCDDB/CCMHB may rely on this Officer and other Champaign County officials in the implementation of this policy.

Retaliation against an employee who complains about or reports any act of discrimination, harassment, or misconduct in violation of this policy is prohibited. Retaliation against any employee who participates in an investigation pursuant to this policy is likewise prohibited. The CCDDB and CCMHB are committed to ensuring and providing a workplace free of discrimination, harassment, sexual misconduct, and retaliation. The CCDDB/ CCMHB will take disciplinary action, up to

and including termination, against an employee who violates this policy.

As set forth above, sexual harassment and sexual misconduct are prohibited. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or any other visual, verbal, or physical conduct of a sexual nature when:

1. Submission to or rejection of this conduct explicitly or implicitly affects a term or condition of individual's employment;
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
3. The harassment has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile, or offensive work environment because of the persistent, severe, or pervasive nature of the conduct.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The employee as well as the harasser may be a woman or a man. The employee does not have to be of the opposite sex.
- The harasser can be the employee's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The employee does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the employee.
- The harasser's conduct must be unwelcome.

Each employee must exercise his or her own good judgment to avoid engaging in conduct that may be perceived by others as sexual harassment or harassment based on any status protected by law. The following are illustrations of actions that the CCDDB/CCMHB deem inappropriate and in violation of this policy:

1. Unwanted sexual advances.
2. Offering employment benefits in exchange for sexual favors.
3. Retaliating or threatening retaliation after a negative response to a sexual advance or after an employee has made or threatened to make a harassment

complaint.

4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, calendars, or posters.
5. Verbal conduct such as making derogatory comments, using epithets or slurs, or making sexually explicit jokes or suggestive comments about a person's body or dress.
6. Written or electronic communications of a sexual nature or containing statements or images which may be offensive to individuals in a particular protected group, such as racial or ethnic stereotypes or stereotypes about disabled individuals.
7. Physical conduct such as unwanted touching, assaulting, impeding, or blocking movements.

Sexual misconduct is strictly prohibited by the CCDDDB/CCMHB and can include any inappropriate or illegal conduct of a sexual nature including, but not limited to, sexual abuse, sexual exploitation, sexual intimidation, rape, sexual assault, or any sexual contact or sexual communications with a minor (including, but not limited to, conduct or communications which are written, electronic, verbal, visual, virtual, or physical).

## **Responsibilities:**

### **A. Executive Director**

The Executive Director shall be responsible for ensuring compliance with this policy, including the following:

1. Monitoring the workplace environment for signs of discrimination, harassment, or sexual misconduct.
2. Immediately notifying law enforcement where there is reasonable belief that the observed or complained-of conduct violates the criminal laws of the State of Illinois.
3. Immediately notifying the Department of Children and Family Services (DCFS) Hotline (1-800-25-ABUSE or 1-800-252-2873) if the observed or complained-of conduct involves the abuse of a minor.
4. Immediately stopping any observed acts of discrimination, harassment, or sexual misconduct and taking appropriate steps to intervene, whether or not the involved employees are within his/her line of supervision.



5. Immediately reporting any complaint of harassment, discrimination, or sexual misconduct to the State's Attorney to the County's Ethics Officer.
6. Taking immediate action to limit the work contact between the individuals when there has been a complaint of discrimination, harassment, or sexual misconduct, pending investigation.

## **B. Employees**

Each employee is responsible for assisting in the prevention of discrimination, harassment, and sexual misconduct through the following acts:

1. Refraining from participation in, or encouragement of, actions that could be perceived as discrimination, harassment, or sexual misconduct.
2. Immediately reporting any violations of this policy to the Executive Director, the County's Ethics Officer, or the State's Attorney and law enforcement (if appropriate under the circumstances) and/or DCFS (if appropriate under the circumstances). Employees are obligated to report violations of this policy as soon as they occur. An employee should not wait until the conduct becomes unbearable before reporting the prohibited conduct. All employees are obligated to report instances of prohibited conduct even if the conduct is merely observed and directed toward another individual and even if the other person does not appear to be bothered or offended by the conduct. All employees are obligated to report instances of prohibited conduct regardless of the identity of the alleged offender (e.g., man, woman, non-binary person, supervisor, elected official, appointed official, co-worker, volunteer, vendor, member of public).
3. Encouraging any employee who confides that they are the victim of conduct in violation of this policy to report these acts to a supervisor.

Failure to take action to stop known discrimination, harassment, or sexual misconduct may be grounds for discipline.

There is a clear line, in most cases, between a mutual attraction/consensual exchange and unwelcome behavior/pressure for an intimate relationship. A friendly interaction between two people who are receptive to one another is not considered unwelcome or harassment. Employees are free to form social relationships of their own choosing. However, when one employee is pursuing or forcing a relationship upon another who does not like or want it, regardless of friendly intentions, the behavior is unwelcome sexual behavior. An employee confronted with these actions is encouraged to inform the harasser that such behavior is offensive and must stop. Employees should assume that sexual comments are unwelcome unless they have clear unequivocal indications to the contrary. In other words, another person does not have to tell someone to stop

for their conduct to be harassment and unwelcome. Sexual communications and sexual contact with a minor are ALWAYS prohibited.

If an employee is advised by another person that their behavior is offensive, the employee must immediately stop the behavior, regardless of whether they agree with the person's perceptions of their intentions.

The CCDDDB and CCMHB do not consider conduct in violation of this policy to be within the course and scope of employment and do not sanction such conduct on the part of any employee, including supervisory and management employees.

## **Applicable Procedures:**

The CCDDDB and CCMHB take allegations of discrimination, harassment, and sexual misconduct very seriously and will actively investigate all complaints.

It is helpful for the employee to directly inform the offending individual that the conduct is unwelcome and must stop. The employee should use the following complaint procedure to advise the CCDDDB/CCMHB of any perceived violation of this policy as soon as it occurs.

### **A. Bringing a Complaint**

Any employee of the CCDDDB/CCMHB who believes that there has been a violation of this policy may bring the matter to the attention of the CCDDDB/CCMHB and/or Champaign County in one of the following ways:

1. Advising the Executive Director and the Board Presidents.
2. In the event the complaint involves the Executive Director, Board Presidents, or another in the employee's line of command, advising the State's Attorney and Ethics Officer.
3. An appointed official of the CCDDDB/CCMHB can bring a complaint against an appointed official of the CCDDDB/CCMHB or an elected official of Champaign County by advising the Ethics Officer, State's Attorney, and/or County Executive. An independent reviewer will be assigned to investigate such complaints.

The complaint should be presented as promptly as possible after the alleged violation of this policy occurs.

The CCDDDB/CCMHB and/or Champaign County will take steps to ensure that complaints made are kept confidential to the extent permissible under the law.

Individuals who are involved in an investigation under this policy are required to keep the matter confidential to the fullest extent permitted under the law.

## **B. Resolution of a Complaint**

Promptly after a complaint is submitted, the CCDDDB/CCMHB and/or Champaign County will undertake such investigation and corrective or preventive actions as are appropriate. In general, the procedure in resolving any complaints can, but will not necessarily, include any of the following:

1. A meeting between the employee making the complaint and an individual designated by the CCDDDB/CCMHB and/or Champaign County to investigate such complaints. Important data to be provided by the complaining employee includes the following:
  - a. A description of the specific offensive conduct.
  - b. Identification of all person(s) who engaged in the conduct.
  - c. The location where the conduct occurred.
  - d. The time when the conduct occurred.
  - e. Whether there were any witnesses to the conduct.
  - f. Whether conduct of a similar nature has occurred on prior occasions.
  - g. Whether there are any documents which would support the complaining employee's allegations.
  - h. What impact the conduct had on the complaining employee.
2. While not required, the CCDDDB and CCMHB encourage anyone who makes a complaint under this policy to provide a written statement setting forth the above details and attaching any pertinent records.
3. After a complaint is submitted by the employee, the alleged offending individual should be contacted by a designated representative of the CCDDDB/CCMHB and/or Champaign County. The alleged offending individual should be advised of the charges brought against him or her and may be provided with a copy of the written statement of complaint made by the complaining employee (if applicable). The alleged offending individual should have an opportunity to fully explain their side of the circumstances, and may also submit a written statement, if desired.
4. After the alleged offending individual is interviewed, any witnesses

identified by either the complaining employee or the alleged offending individual may be interviewed separately.

5. Once this investigation is completed, the CCDDDB/CCMHB and/or Champaign County will take such action as is appropriate based upon the information obtained in the investigation. If they find merit in the charges made by the complaining employee, disciplinary action will be taken against the offending employee or official. This disciplinary action may, but need not necessarily, include:
  - a. Verbal or written reprimand.
  - b. Placing the offending employee on a corrective action plan for a period of time to be identified.
  - c. Delay in pay increases or promotions.
  - d. Suspending the offending employee from work without pay.
  - e. Demotion.
  - f. Immediate termination.
6. Upon completion of the investigation, the CCDDDB/CCMHB and/or Champaign County will advise the complaining employee of the results of the investigation, including action taken, if any, against the offending individual.

When investigating alleged violations of this policy, the CCDDDB/CCMHB and/or Champaign County look at the whole record including, but not limited to, the nature of the allegations, the context in which the alleged incidents occurred, and the statements of the parties and witnesses. A determination on the allegations is made from the facts on a case-by-case basis.

### **Non-Retaliation:**

Under no circumstances will there be any retaliation against any employee making a complaint of discrimination, harassment, or sexual misconduct. Any act of retaliation by any party directed against a complaining employee, an accused employee, witnesses, or participants in the process will be treated as a separate and distinct complaint and will be similarly investigated. Complaints of retaliation should be addressed to the CCDDDB/CCMHB Executive Director and Presidents, Champaign County Ethics Officer, State's Attorney, or County Executive. Illinois law provides protections to whistleblowers as set forth in the Whistleblower Act, 740 ILCS 174/15 and the Illinois Human Rights Act, 775 ILCS 5/6-101.

## **Discipline, Fines, and Penalties:**

In addition to any and all other discipline that may be applicable pursuant to CCDDDB/CCMHB and/or Champaign County policies, employment agreements, procedures, employee handbooks, and/or collective bargaining agreement, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable discipline, or discharge by the CCDDDB/CCMHB or Champaign County and any applicable fines and penalties established pursuant to local ordinance, state law, or federal law. Each violation may constitute a separate offense. Any discipline imposed by the CCDDDB/CCMHB or Champaign County shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a state or federal agency.

## **False Reports Prohibited:**

It is a violation of this policy for an employee to knowingly make a false report of discrimination, harassment, sexual misconduct, or retaliation. An employee who is found to have knowingly made a false report is subject to disciplinary action, as set forth in "Resolution of Complaint," 5, above.

## **Additional Resources:**

If an employee has any questions concerning the CCDDDB/CCMHB or Champaign County policies on this matter, they may see the CCDDDB/CCMHB Executive Director, the Ethics Officer, or the State's Attorney.

### **Equal Employment Opportunity Commission**

Federal law provides protection against unlawful discrimination and harassment. Further information may be obtained from the Equal Employment Opportunity Commission (EEOC), 800-669-4000.

### **Illinois Department of Human Rights**

The Illinois Human Rights Act ("the Act") states that employees have the right to be free from unlawful discrimination and sexual harassment. This means that employers may not treat people differently based on race, age, gender, pregnancy, disability, sexual orientation, or any other protected class named in the Act. This applies to all employer actions including hiring, promotion,

discipline, and discharge.

Employees also have the right to reasonable accommodations based on pregnancy and disability. This means an employee can ask for reasonable changes to their job if needed because they are pregnant or disabled.

It is unlawful for employers to treat people differently because they have reported discrimination, participated in an investigation, or helped others exercise their right to complain about discrimination.

Confidential reports of harassment or discrimination may be made to the CCDDDB/CCMHB Executive Director, the County's Ethics Officer, the offending employee's supervisor, or the State's Attorney or, in the event the alleged harasser is the State's Attorney, the County Executive

Employees can also contact the Illinois Department of Human Rights (IDHR) to file a charge at the locations listed below. They can also call the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703 to talk to someone about their concerns.

IDHR Chicago Office  
James R. Thompson Center  
100 West Randolph St., Suite 10-100  
Chicago, IL 60601  
(312) 814-6200  
(866) 740-3952 (TTY)  
(312) 814-6251 (Fax)

IDHR Springfield Office  
535 W. Jefferson Street  
1<sup>st</sup> Floor  
Springfield, IL 62702  
(217) 785-5100  
(866) 740-3953 (TTY)  
(217) 785-5106 (Fax)

### **Department of Children and Family Services**

For matters involving the abuse of minors the Illinois Department of Children and Family Services (DCFS) may be contacted by dialing 800-25-ABUSE.

***DRAFT***

**Champaign County Mental Health Board (CCMHB) and  
Champaign County Board for the Care and Treatment of Persons  
with a Developmental Disability (CCDDB)**

**Personnel Policy Addendum B:  
Equal Employment Opportunity, Background  
Checks, and Bereavement Leave**

**Equal Employment Opportunity (EEO) Statement**

The CCDDB and CCMHB are committed to providing fair and equitable treatment to all employees and applicants for employment. This policy complies with federal and Illinois state laws.

Employees and applicants for employment with the CCDDB/CCMHB shall not be discriminated against on the basis of race, color, religion, national origin, ancestry, citizenship status, sex (including pregnancy), gender identity or expression, sexual orientation, age, marital status, parental status, order of protection status, genetic information, military status, unfavorable discharge from the military, arrest record, physical or mental disability unrelated to an individual's ability to perform the essential functions of the job with or without reasonable accommodations, or any other non-merit-based factor.

Employees and applicants for employment who are found to have a criminal conviction history shall be treated fairly and according to law, as described below in "Background Checks and Criminal Conviction History." It is against policy and illegal to discriminate against individuals whose criminal conviction histories do not have a substantial relationship to employment that is sought or held. It is against policy and illegal to retaliate against a person because that person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

This Equal Employment Opportunity statement of policy and federal and Illinois state laws apply to all aspects of employment including but not limited to recruitment, hiring, benefits, wages, terms and conditions of employment, renewal of employment, selection for training or apprenticeship, training, transfer, tenure, promotion, layoff, demotion, discipline, discharge, firing, and harassment.

## Background Checks and Criminal Conviction History

The CCDDDB/ CCMHB Executive Director may perform background checks on applicants for employment and current employees. These background checks are completed within established laws and regulations (see Illinois Human Rights Act, 775 ILCS 2-103. 1). Applicants and employees may be required, as a condition of employment, to authorize in writing the completion of a background check. The authorization form may allow the Executive Director to perform future periodic background checks.

If the applicant or employee will have possible contact with children in the course of performing their job duties, the background check will include searches for child abuse and neglect indications and administrative findings, as well as criminal conviction history. If at any time an "indicated" finding of abuse and/or neglect is reported and the employee has possible contact with children in the course of his/her duties, employment will be terminated. If the applicant or employee will not have possible contact with children in the course of performing their job duties, the background check will include searches for criminal conviction history. If criminal convictions are found in a background check, the Executive Director will investigate to determine whether any conviction is substantially related to employment and will create unreasonable risk to CCDDDB, CCMHB, or Champaign County property or the safety and welfare of individuals based on the following considerations:

- The length of time since the conviction.
- The number of convictions that appear on the conviction record.
- The nature and severity of the conviction and its relationship to the safety and security of others.
- The facts or circumstances surrounding the conviction.
- The age of the employee at the time of the conviction.
- Evidence of rehabilitation efforts.
- The nature of the job sought (for example: specific job duties, supervision, surroundings).

Disciplinary action, up to and including termination, may result from this investigation.

If it is determined that an applicant's or employee's conviction record disqualifies the individual from employment, the Executive Director will provide the following in writing:

- Notice of the disqualifying conviction that is the basis for the preliminary decision and the reasoning for the disqualification.
- A copy of the conviction history report.
- An explanation of the applicant's or employee's right to respond to the notice of the preliminary decision before the decision becomes final. The applicant or employee will have 5 business days to respond. The applicant's or employee's response may include, but is not limited to, evidence challenging the accuracy of the conviction record that is the basis for the disqualification or evidence in mitigation, such as rehabilitation.

After considering any information the applicant or employee provides to the Executive Director, a final employment decision will be determined. If the final decision is that an employee's conviction record disqualifies the individual from employment, the Executive Director will provide the following in writing:

- Notice of the disqualifying conviction that is the basis for the final decision and the reasoning for the disqualification.
- Notice of the applicant's or employee's right to file a charge with the Illinois Department of Human Rights.



## **Bereavement**

### **Paid Bereavement Leave**

Full-time and part-time employees shall be granted paid bereavement leave for the scheduled working hours on five (5) consecutive workdays following the death of a spouse, child, parent, or domestic partner; and for the scheduled working hours on three (3) consecutive workdays following the death of a brother, sister, grandparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, or grandchild.

### **Unpaid Bereavement Leave**

This unpaid bereavement policy is in accordance with Illinois Public Act 102-1050, which is codified at 820 ILCS 154/1 et seq. All employees are entitled to use a maximum of 2 weeks (10 work days) of unpaid bereavement leave to attend the funeral, or alternative to a funeral, of a covered family member, make arrangements necessitated by the death of a covered family member, grieve the death of the covered family member, or be absent from work due to a miscarriage, unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, a failed adoption match, or an adoption that is not finalized because it is contested by another party, a failed surrogacy agreement, a diagnosis that negatively impacts pregnancy or fertility, or a stillbirth.

A covered family member for unpaid bereavement leave is defined as an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.

To access the unpaid bereavement leave, the employee must provide the CCDDDB/CCMHB Executive Director with at least 48 hours' advance notice of the employee's intention to take unpaid bereavement leave, unless providing such notice is not reasonable and practicable. The Executive Director may, but is not required to, require reasonable documentation of the death of a covered family member. For other events qualifying for unpaid bereavement leave, the Executive Director may, but is not required to, require reasonable documentation by means of a form provided by the Illinois Department of Labor, to be filled out by a health care practitioner who has treated the employee, the employee's spouse or domestic partner, or surrogate. Other than the death of a covered family member, the CCDDDB/CCMHB may not require the employee to identify which category of event the leave pertains to as a condition of exercising the right to unpaid bereavement leave.

Unpaid bereavement time must be taken within 60 days after the date on which the employee receives notice of the death of the covered family member or the date on which another qualifying event occurs. In the event of the death of more than one covered family member in a 12-month period, an employee is entitled to up to a total of 6 weeks of unpaid bereavement leave during the 12-month period.

Employees may not take unpaid leave that exceeds the leave time allowed under, or is in addition to, the leave time permitted by the federal Family and Medical Leave Act (FMLA), 29 USC 2601 et seq.

## **Paid Parental Leave**

Parental leave of ten (10) days paid leave is available for eligible employees beginning January 1, 2023 for the birth of a child or placement of a child through adoption or foster care. Eligible employees must:

- Be a regular full-time or part-time employee.
- Have been employed with the CCDDDB/CCMHB at least 12 months, or for a combination of current CCDDDB/CCMHB and other Champaign County directly before CCDDDB/CCMHB which totals at least 12 months.
- Have worked at least 1,250 hours during the 12-month period immediately before the commencement of leave.
- Meet the requirements for parental leave as defined under the federal Family and Medical Leave Act (FMLA), 29 U.S.C. 2601 et seq. and
- Have given birth to a child, be the spouse of a person who has given birth to a child, be the father of a newborn child, or have adopted or been placed with a foster child who is age 17 or younger, except the adoption of a spouse's child.

All leave must run concurrent with approved FMLA. Employees are not required to exhaust all other paid leave before taking paid parental leave. Paid parental leave must be taken within six (6) months of the qualifying event. Paid parental leave must be taken as ten (10) continuous days. No intermittent leave will be permitted. While on paid parental leave, the employee's payroll deductions will continue to be made and share of benefit premiums collected.

***DRAFT***

**Champaign County Mental Health Board (CCMHB) and  
Champaign County Board for the Care and Treatment of Persons with  
a Developmental Disability (CCDDB)**

**Personnel Policy Addendum C:  
Telework**

**Objective**

Telework allows Employees to work at home, on the road, or in a satellite location for all or part of their work week. The CCDDB/CCMHB consider telework to be a viable, flexible work option when both the Employee and the duties are suited to such an arrangement. Telework may be appropriate for some Employees and positions but not for others. Telework is not an entitlement, and it in no way changes the terms and conditions of employment with the CCDDB/CCMHB. The telework arrangement is an additional work flexibility that may be approved at the sole discretion of the Executive Director to accomplish the CCDDB and CCMHB's goals and mission.

**Procedure**

Telework can be informal, such as working from home for a short-term project or on the road during business travel, or it can be a formal, set schedule of working away from the office. Either the Employee or Executive Director can suggest teleworking as a possible work arrangement. All teleworking arrangements must be approved by the Executive Director and are made on a case-by-case basis, focusing first on organizational needs. The Executive Director may terminate the teleworking arrangement at any time with or without notice. However, subject to organizational needs, effort will be made to provide the Employee with 30-day-notice of a change in their worksite location arrangement when possible.

**Eligibility**

Before entering into any telework arrangement, the Employee and Executive Director will evaluate the suitability of such an arrangement by:

- Assessing the needs and work habits of the Employee, compared to traits customarily recognized as appropriate for successful teleworkers.
- Reviewing the job responsibilities to determine if and when they are appropriate for a teleworking arrangement.
- Considering the equipment, physical workspace, and scheduling needs related to an

appropriate location for the telework.

The Employee must determine any tax or legal implications under IRS, state, and local government laws and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the Employee.

## **Equipment**

On a case-by-case basis, the CCDDDB and CCMHB Presidents and Executive Director will determine, with information supplied by the Employee, the appropriate equipment needs for each teleworking arrangement. Equipment supplied by the CCDDDB/CCMHB will be maintained by the CCDDDB/CCMHB. Furnishings and equipment supplied by the Employee, if deemed appropriate by the organization, will be maintained by the Employee. The CCDDDB and CCMHB accept no responsibility for damage or repairs to Employee-owned equipment. The CCDDDB and CCMHB reserve the right to make determinations as to appropriate equipment, subject to change at any time.

Equipment supplied by the organization is to be used for business purposes only. All laptops must be stored in a secure location. The Employee must sign an inventory of all CCDDDB/CCMHB property received and agree to take appropriate action to protect the items from damage or theft. Upon exiting employment, the Employee must promptly return all organization property to the CCDDDB/CCMHB at the Executive Director's physical office or to an alternative location or person designated by the Executive Director.

The CCDDDB/CCMHB will supply the Employee with appropriate office supplies as deemed necessary in the sole discretion of the Executive Director. The CCDDDB/CCMHB may, on a case-by-case basis, reimburse the Employee for business-related expenses, with prior approval by the Executive Director, which are reasonably incurred in carrying out the Employee's job, subject to all applicable policies and procedures of the CCDDDB/CCMHB and consistent with those of Champaign County.

The Employee will establish an appropriate work environment within his or her home for work purposes. The CCDDDB/CCMHB will not be responsible for costs associated with the setup of the Employee's home office, such as remodeling, furniture, or lighting, nor for repairs or modifications to the home office space.

## **Security**

Consistent with the organization's expectations of information security for Employees working at the office, teleworking Employees will be expected to ensure the protection of proprietary

information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

## **Safety**

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Teleworking Employees are responsible for notifying the employer of injuries sustained in conjunction with their regular work duties, regardless of location, as soon as it is practical. The Employee is solely liable for any injuries sustained by visitors to his or her home worksite.

## **Official Duties**

The Employee agrees to perform only official duties when on duty at the traditional worksite or approved alternative worksite. The Employee acknowledges that telework is not a substitute for dependent care.

Although an individual Employee's schedule may, with prior approval from the Executive Director, be modified to accommodate dependent care needs, the focus of the arrangement must remain on job performance and meeting CCDDDBCCMHB organizational needs.

## **Pay and Benefits**

A teleworking arrangement is not a basis for changing the Employee's pay and benefits.

## **Work Schedule**

CCDDDB/CCMHB and the Employee agree that the Employee will work the same work schedule at the alternative worksite that the Employee works at the regular office. The Executive Director determines the day(s) that the Employee will work at the alternative worksite. Work schedules and hours of duty may be modified as necessary but are subject to CCDDDB/CCMHB procedures and approval prior to the effective date of any change. If the Employee is designated to telework in an emergency situation, the work hours may be subject to change. Emergency schedules will be set based on organizational needs.

The Employee may be required to return to the traditional worksite on scheduled teleworking days based on operational requirements. If a change in the Employee's work schedule is necessary, the Executive Director will afford the Employee as much notice as possible. The

Employee understands that a recall to the office for operational reasons is not a termination of the telework agreement.

### **Work Station**

Exceptions to the assigned worksite, whether it is the traditional worksite or telework site, may be made during emergencies (including a pandemic) and for short-term situations (medical accommodation).

### **Time Worked**

Teleworking Employees will be required to record all hours worked using the CCDDDB/CCMHB timesheet. Timekeeping is a critical function which may be performed by the individual Employee, Executive Director or their Designee, or a combination. The timekeeping function requires the accurate and timely recording of time and attendance data and the maintenance of related documentation. The payroll functional objective for time and attendance is to ensure that the attendance of Employees is accurately recorded and reported in order to compute pay, leave, and allowances.

The Executive Director shall ensure that:

- Individuals recording and approving time and attendance have been properly trained.
- The recording and approval of time and attendance are performed timely and accurately as required by responsible individuals.
- All required supporting documentation is available for audit purposes.
- Procedural guidance is clear and adequate to ensure that timekeeping and attendance certification are correctly performed.

When approving time and attendance reports, the Executive Director or their Designee are representing that, to the best of their knowledge, the actual work schedules recorded are true, correct, and accurate. Review and approval shall be made by the Executive Director or their Designee, who are knowledgeable of the time worked and absence of the Employee involved.

### **Leave of Absence**

The Employee agrees to follow established procedures, policy, and regulations for requesting and obtaining approval of leave. Failure to comply with this requirement may result in the immediate termination of the telework agreement, including progressive discipline.

### **Overtime**

The Employee agrees to follow established procedures, policy, and regulations for requesting and obtaining approval for overtime. Failure to comply with this requirement may result in the immediate termination of the telework agreement, including progressive discipline.

### **Temporary Teleworking Arrangements**

Temporary teleworking arrangements may be approved for circumstances such as inclement weather, special projects, or unanticipated emergencies, and business travel. These arrangements may be approved on an as-needed basis only, in the sole discretion of the Executive Director or their Designee, with no expectation of ongoing continuation.

Other informal, short-term arrangements may be made for Employees on family or medical leave to the extent practical for the Employee and the organization and with the consent of the Employee's health care provider, as appropriate.

All informal teleworking arrangements are made on a case-by-case basis, focusing first on organizational needs.

### **Emergency Dismissal or Closure Procedures**

Employees are expected to telework during a public health emergency such as a pandemic. They may also be expected to telework when the traditional worksite is closed due to emergency situations (wind, snow, or other weather emergencies, floods, act of terrorism), unless excused by the Executive Director upon consultation with County Administration. If the Employee is unable to work due to illness, dependent care responsibilities, or other personal needs, the Employee must request benefit time or a leave of absence and then regularly update the Executive Director or their Designee regarding the Employee's status and availability for work. The Employee may be granted excused absences on a case-by-case basis in the sole discretion of the Executive Director when other circumstances, such as power failure, prevent the Employee from working at the teleworking site.



## DECISION MEMORANDUM

DATE: January 17, 2024  
TO: Members, Champaign County Mental Health Board (CCMHB)  
FROM: Lynn Canfield, Executive Director  
SUBJECT: Delays in PY23 Agency Audits and Reviews

### **Background:**

Champaign County Mental Health Board Requirements and Guidelines were revised in 2018 and 2021, extending audit deadlines in recognition of delays many had experienced and providing for contract continuation, up to three months, while payments are paused. They were revised again in late 2023 to align more closely with state standards, to raise thresholds for reviews and audits, to allow more of the cost of these products to be charged to CCMHB contracts, and to clarify or simplify compliance processes. Notably, the cancellation of contracts (in the event of prolonged delay of audit or review) is no longer automatic and will require full board action. These [requirements and guidelines](#) are incorporated into contracts and posted at [ccmhddbbrds.org](http://ccmhddbbrds.org) and [co.champaign.il.us/mhbddb/PublicDocuments.php](http://co.champaign.il.us/mhbddb/PublicDocuments.php).

An important consideration in revisions has been that local CPA firms struggle to meet the demand for these audits. If the work is delayed into spring, it competes with tax clients for priority, further prolonging the report. To ensure that independent audits, financial reviews, or compilations are completed in time for agency board approval and submission by the deadline, agencies are required to engage with a firm at the start of the contract term (July 1).

In January 2022 and 2023, the Board authorized lifting the payment suspension for those agencies which had notified Board staff of delays prior to deadline. Later in 2022 and 2023, the Board considered special circumstances regarding audits further delayed.



## **Agency Audit/Review Update:**

Although the deadline for audits and reviews for agencies with fiscal year July 1 to June 30 has been December 31 for the three years, delays continue, with 11 delayed for PY21, 12 delayed for PY22, and 10 delayed for PY23.

- Nine of the twenty-two required were submitted by the deadline. January payments were released for the 9 and paused for the others. Three agencies missing the deadline are not currently funded, so there were no payments to pause.
- GROW in Illinois had informed us in advance of the delay and its cause. They provided documentation from the CPA and listed efforts to resolve the issue (see attached). The January payment was suspended, pending completion of the audit or possible board action.
- FirstFollowers had informed us of a last-minute challenge with the audit and agreed to send the audit as completed, while more work will be done to meet federal requirements.
- The Operations and Compliance Coordinator sent emails and letters to each funded agency which had missed the deadline, to inform them of payment suspension and the cause.
- Within the first week of January, Rosecrance, Champaign County Health Care Consumers, Family Service, and FirstFollowers shared audit reports completed during 2023 but not sent before 12/31/24 for various reasons.
- Champaign County Christian Health Center's director replied to the notification, saying she believed the audit had been completed and would check with the CPA firm.
- Ms. Howard-Gallo also sent an email and letter to Promise Healthcare notifying them of cancellation of both current (PY24) contracts, due to missing the extended deadline of 12/27/23, which had been approved by the MHB at their October 2023 meeting. Since that board action, Promise let us know that their audit would be further delayed, and they provided detail on efforts to revise all 2022 and 2023 financial reports, including all of those submitted online for PY23, for

accuracy prior to audit completion or return of any unspent funds. The PY23 financial reports originally submitted indicated that revenue might be owed back to the MHB on both contracts.

- Staff and consulting CPA continue to review and discuss the thirteen audits and reviews submitted prior to January 8 (time of this writing). These agencies are eligible for payments and future funding.
- Three agencies not currently funded did not submit audits or reviews associated with their PY23 contracts: MAYC, UNCC, and The Well Experience. The Well Experience is still working on the PY22 audit and expects PY23 to be completed shortly after. UNCC's Board and Director have acknowledged that unspent PY23 funds are owed back to the CCMHB, but the Director has not yet sent a check. MAYC's PY23 audit is in progress, but the Board chair has not responded to CCMHB staff questions regarding the submitted PY22 audit.

### **CCMHB Staff Concerns:**

Delays not only cause disruption of payments but also, if prolonged beyond March 31, result in cancellation of contracts. Meanwhile, an organization's eligibility for funding cannot be determined without the annual audit or review. With applications for PY2025 funding due by February 12, and given the subsequent review of these applications by CCMHB and staff, this eligibility should be established prior to application reviews, funding recommendations, funding decisions, or subsequent PY2025 contracts. Due to the importance of the services proposed for funding and the high degree of care taken by agencies in submitting proposals, each stage of the process deserves the full attention of staff and Board members.

Due to delayed payments and lower and slower than anticipated return of unspent funds, the projection for PY2025 allocations may be lower than budgeted in prior years. There is also a continued impact from the ARPA funds deposited in 2021 but spent in later years.

### **Next Steps:**

To ensure the overall process is fair and thorough, I recommend the Board consider delaying review and allocation decisions on funding requests from

any agency which has not completed this requirement by the time funding requests are due. It will be easier to predict the extra time needed once we know how many agencies will be ineligible as of February 12, how many request funding, and how long it might take for eligibility to be restored. Contracts with agencies with delayed audits might begin after the goal date of July 1, 2024, and some requests for funding might not be considered.

In the event these CCMHB staff and board activities cannot be completed by the dates identified in the publicly posted allocation process timeline, **a suggested Board action is included in the Decision Section below.**

If an audit or review is sent during January, the withheld January payment can be released with February payments, provided no other issues prevent payment (e.g., late quarterly reports).

If an audit or review is sent during February and there are no other issues which would prevent payment, the withheld January and February payments can be released with March payments.

If an audit or review is sent during March and there are no other issues which would prevent payment, the withheld January, February, and March payments can be released with April payments.

If the audit or review is delayed beyond March, cancellation of the agency's contracts will be considered by the full Board.

The Board might consider authorizing release of payments for January, February, and March if an audit or review has not been received in time for each of these payments to be issued. Such a waiver of the requirement could be conditioned on demonstrating the cause of the delay and progress toward completion.

At the time of writing, no formal requests have been sent which could be included in this Board packet. Other than the updates listed, I have not seen agency responses regarding late audits. Without a specific request, the Board does not need to take action, but if a request is made, **the form of a possible motion is presented below.**

**Decision Section:**

Motion to approve additional time for the Board and staff review, approval, and subsequent PY2025 contracting with any applicant whose audit or review remains outstanding as of February 12, 2024.

- Approved
- Denied
- Modified
- Additional Information Needed

Motion to approve *[Agency Name]*'s request for waiver of the contract requirement that payments be withheld if an agency board approved, independent CPA firm *[audit/financial review]* has not been submitted, and to authorize CCMHB staff to release payment(s) as scheduled.

- Approved
- Denied
- Modified
- Additional Information Needed

Dear CCMHB,

It has been brought to our attention that we will not have our financial review completed until the end of January. We just recently discovered that some wonderful soul donated 39 shares of computer stock and we have no idea who gave it to us. In GROW we say if you have a problem that's good but, in this case, it is going to hold up our financial review until Chase sends us the information we need.

I have attached the financial review so that you can see that it is preliminarily complete. I do hope you understand that we had no idea this would hold up the review and that you can forgive us for the inconvenience.

Happy Holidays!

Brenda Eakins,

Director of GROW in Illinois

# *Feller & Kuester CPAs PLLC*

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## **Tax - Audit - Bookkeeping**

806 Parkland Court - Champaign, Illinois 61821

*Phone - (217) 351-3192 Fax - (217) 351-4135 Email - admin@fellerkuester.com*

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December 22, 2023

Champaign County Mental Health Board  
1776 E Washington Street  
Urbana, IL 61802

RE: FINANCIAL REVIEW - GROW IN ILLINOIS

We are writing this letter, at our client's request, to inform you that we are engaged with GROW in Illinois to perform an independent financial review for the fiscal year ending June 30, 2023.

This engagement commenced within 90 days of the Agency's fiscal year end close. This engagement is considered to have started timely with the goal of completion in a timely manner. We are currently concluding our fieldwork analysis and documentation writeup.

Name of Agency

GROW in Illinois

The Date Agency Engaged with Us to do the Work

This is a recurring engagement for us.

Likely Timeframe for Completion

Review expected to be completed by the end of January 2023.

Causes of the Delay

There is a delay from the Agency's bank in providing proper supporting documentation required to complete the fieldwork component of this engagement. This delay appears to be related to and in conjunction with the holiday season. Please note this delay affects our audit process due to (1) increasing audit requirements from the State of Illinois and grantors, (2) being understaffed and not being able to hire additional staff, and (3) increasing documentation for audits.

This delay will lead to a delay in our process and also impact our backlog of audits. We are still looking to hire additional staff and increase our resources to help prevent any delays in the future. With the limited number of auditing firms in the area, we want to create a firm that can help as many local organizations and companies as possible.

Respectfully submitted,

*Feller & Kuester CPAs PLLC*  
Feller & Kuester CPAs PLLC  
Champaign, Illinois

# GROUP LEVEL ASSESSMENT OF FUNDED AGENCY EVALUATION EXPERIENCES AND PRACTICES

## Main Findings and Recommendations in Support of the Mental Health and Developmental Disability Agency and Board Evaluation Capacity Building Project Needs Assessment

January 2024

Prepared for the January 2024 Mental Health and Developmental Disability Board packets by the Family Resiliency Center; Department of Human Development and Family Studies; College of Agricultural, Consumer, and Environmental Sciences; University of Illinois, Urbana-Champaign



# Table of Contents

Executive Summary.....	3
Group Level Assessment Overview.....	3
Main Findings.....	3
Recommendations.....	4
Introduction & Context.....	5
Motivation for the Work.....	5
Background and Methodology.....	6
Development of the GLA session.....	6
Turn out for GLA session.....	6
Receptiveness to and value of the GLA session.....	6
Building Staff Evaluation Capacity.....	8
Developing Infrastructure.....	9
Promoting Alignment and Collaboration.....	10
Suggested Action Items.....	11
Current Agency Experiences with Evaluating Services and Programs.....	13
Conclusion & Next Steps.....	14
Acknowledgements.....	15



# Executive Summary

## Group Level Assessment Overview

This report provides an overview of main findings with a focus on actionable recommendations from a Group Level Assessment (GLA)<sup>1</sup> conducted with funded mental health (MH) and developmental disability (DD) agency representatives on November 3, 2023 as a part of the evaluation capacity building project. GLA is a qualitative and participatory strategy for collecting data and generating action plans with those directly impacted by experiences explored during the GLA and emergent action plans and recommendations. GLA is particularly informative when used as part of a needs assessment process. During the GLA, **33 staff** representatives (15 DD and 18 MH) with **250 years** of collective experience across **19 agencies** answered **37 prompts** and generated over **2044 data points** (1803 sticky notes with insights and 241 voting dots denoting importance). Then, participants were divided into six groups to analyze responses to prompts. Prompts were created based on findings from needs assessment interviews with board members and previous evaluators, focus groups with agency leaders, discussions with board staff, and a pre-GLA survey sent to prospective participants. The GLA aimed to identify key needs, strengths, barriers, and current practices oriented around program evaluation to inform evaluation capacity building content and activity recommendations (e.g., microlearning offerings).

## Main Findings

Participants and evaluation team members analyzed data from the assessment. Themes and broad actionable takeaways were identified. Three major themes underlie the findings. Overall, the results showed that agencies:

- A.** Understand the **value of evaluation and use it** for multiple purposes;
- B.** Recognized the need for and are receptive to receiving evaluation support and training on various evaluation components, acknowledging “**we don’t know what we don’t know;**” and
- C.** Expressed concern about **limited staff, time, technology, and funds** that often inhibit optimal evaluation practices.

These themes are threaded throughout the report. There was variation in levels of evaluation practice and use among agencies; some were moving to evaluating outcomes and some were trying to determine best ways to use data to inform practices. Participants want to find ways to consolidate data collection and simplify reporting, especially among multiple grants and funders.

The broad actionable takeaway categories included:

- 1.** Agencies need **additional evaluation capacity** to conduct evaluation activities, even when confident in evaluation abilities.
- 2.** **Systems and infrastructure** improvements related to evaluation are desired to make evaluation activities more efficient.
- 3.** **Align values, motivations, and day-to-day realities** across agencies and funders, and integrate

<sup>1</sup> Vaughn, L. M., & Lohmueller, M. (2014). Calling all stakeholders: Group-level assessment (GLA)—A qualitative and participatory method for large groups. *Evaluation Review*, 38(4), 336-355. doi:10.1177/0193841X14544903

with evaluation practice.

Findings did not demonstrate notable differences between mental health and developmental disability agencies. The evaluation team and agency participants drew similar conclusions and action items across GLA data.

## **Recommendations**

Specific action items are provided for improving evaluation capacity and systems with consideration of the values and priorities of the agencies. Given the evaluation team, agency staff, and funders all contribute to this improvement process, action items are suggested for each.

# Introduction & Context

## Motivation for the Work

Before we present the details of the Group Level Assessment, it is important to recognize the important work being conducted by developmental disability and mental health agencies and their staff. It is easy to be distracted from the importance of the overarching mission of the work when presented with details about methods, data, and findings. To remind us “why” staff are committed to this work, we begin by presenting their motivations to do the work they do in their own words.

When asked “what motivates you to do your work?,” responses focused on improving people’s lives and outcomes; mission and belief in the work they do including growing their organization; building community; supportive workplace qualities (e.g., leadership, flexibility environment, training, supporting staff, high pace work); recognizing the impact of the work; serving as a model to others that success is possible; fixing systems; and being results driven (like working with numbers and reviewing data). Below are selected responses from participants.

In participants' words, responses to “What Motivates you to do your work”:

*The belief that everyone deserves to be a part of their community*

*Serving the community I reside in; supporting those with similar struggles as myself*

*Fixing the system*

*genuine care for others and making this community better*

*I know we are making a profound difference in people's lives*

*Having the opportunity to change people's life(impact) by one action*

*strong leadership/ caring team*

*Training + supporting staff to be person-centered*

*I am one of them. Am a peer. Peer that wants to see them succeed like me.*

## Background and Methodology

To inform the evaluation capacity building process, the evaluation team undertook a needs assessment, including a Group Level Assessment (GLA) session with staff from funded mental health (MH) and developmental disability (DD) agencies. GLA is a qualitative and participatory strategy for collecting data and generating action plans with those directly impacted by experiences being explored and emergent action plans and recommendations. GLA is particularly informative when used as part of a needs assessment process. The next page includes a **flowchart** showing how the GLA is part of the larger needs assessment and informs evaluation activities and next steps.

### Development of the GLA session

The design of the GLA session was based on recommendations that emerged from interviews with board members, board staff, and previous evaluators, focus group discussions with agency executive directors, discussions with board staff, and a pre-GLA survey sent to prospective agency staff participants. Based on these recommendations, 37 prompts were developed to collect information on topics such as motivations for the work they do and their role in evaluation, knowledge of evaluation concepts, successes and challenges in their evaluation processes, needed evaluation supports from the evaluation team and funders, cross-agency collaboration, areas for growth and improvement, and receptiveness to receiving evaluation capacity building support.

The evaluation team sought agency staff interest in co-facilitating and planning the session, a participatory strategy for increasing session relevance. Kelli Martin (DSC) agreed to partner with the evaluation team.<sup>2</sup> The session was co-facilitated by Jacinda Dariotis and Kelli Martin with assistance from two graduate research assistants: Sarah Dodoo and Yuliana Soto.

### Turn out for GLA session

Interest in and turnout at the GLA session was very high. A total of 41 agency staff (19 DD and 22 MH) were identified or nominated to participate and 33 attended the session (15 DD and 18 MH) with nearly 250 collective years of experience at 19 agencies. Participants' organizational roles varied from clerical to direct service provider to executive. Participants were actively engaged in the session and generated over 1800 sticky notes and 240 voting dots (2044 insights) across the 37 prompts. We anticipated participants would have limited knowledge or experience with some evaluation topics. Evaluation knowledge prompts were included to assess participant familiarity with evaluation concepts. Participants were encouraged from the beginning of the session to write "I don't know," "need help with this," and "?" on sticky notes to normalize expression of potential gaps in knowledge (which can be difficult to admit). "We don't know what we don't know" emerged as a major discussion point during the large group call out when groups summarized their findings.



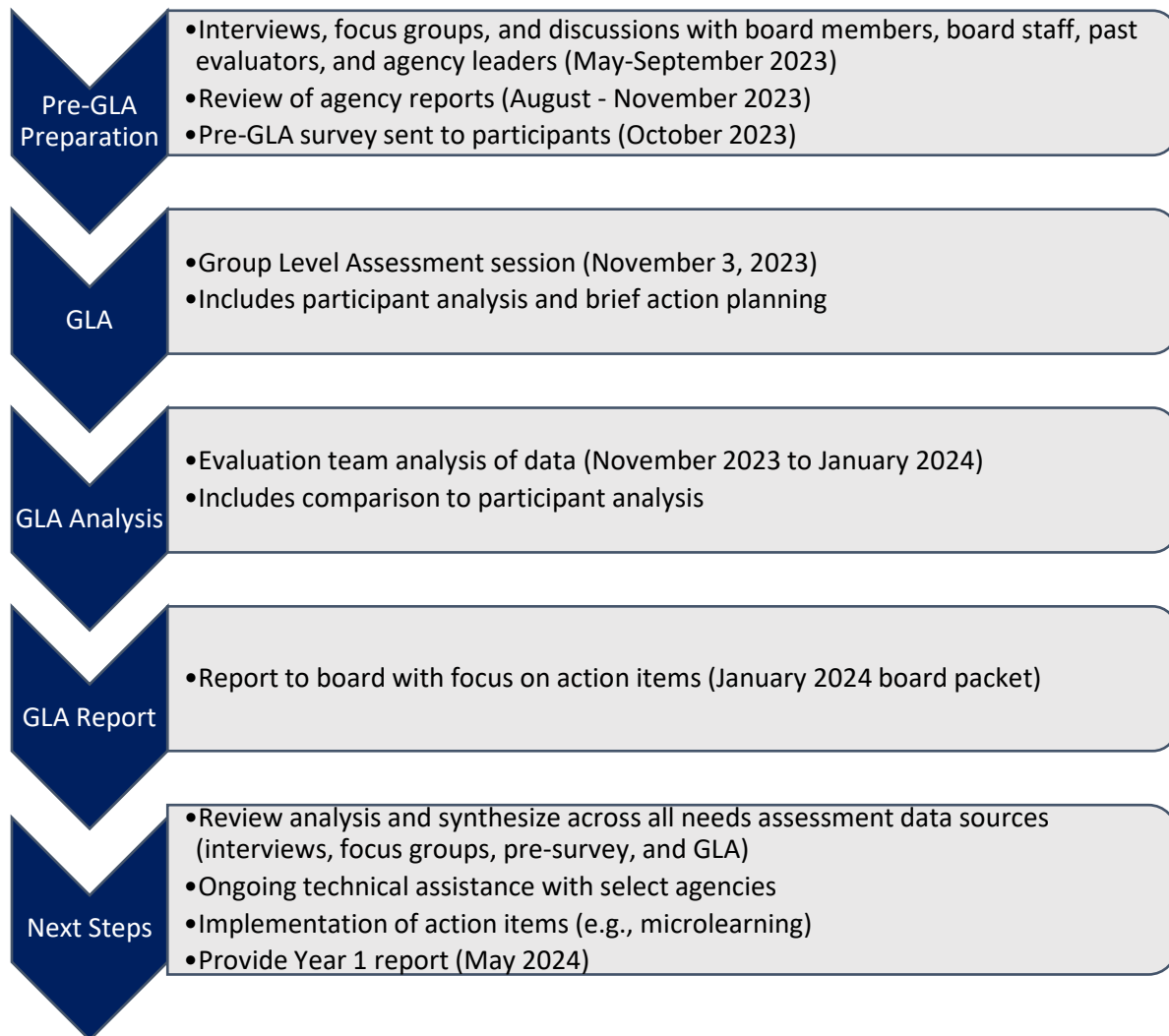
### Receptiveness to and value of the GLA session

A post-GLA survey was conducted to obtain additional feedback, and 24 participants responded (missing data was mainly due to participants having to leave early). Participants were asked what motivated them

<sup>2</sup> Of note, although DSC receives funding for several programs, Ms. Martin's role as Clinical Manager at DSC at the time of the GLA was independent of those programs

to participate in the GLA session, how effective and helpful they thought it was (1=not at all to 5=very), if they would be willing to help move action plans forward, and what they learned that was most valuable. Overall, participants found the GLA session to be beneficial and effective, particularly in terms of having an opportunity to engage with other agency staff (mean = 4.5), answering questions relevant and relatable to evaluation (mean = 4.3), the facilitation process (mean = 4.3), and being well organized (mean = 4.5). The fast-paced nature of the session was reflected in participants’ neutral responses about how sufficient the time was to give insights (mean = 3.4). Participants were asked if they would be interested in helping move action plans forward and nearly a third (n=7; 29%) said “yes” and over half (54%) indicated “not sure” with 11 (46%) providing contact information for follow up. The most valuable aspects of the session included networking, sharing ideas, and building community around shared experiences with evaluation, for example: “learning that other agencies are having the same problem,” “the connection with other agencies,” “sharing common struggles and brainstorming solutions,” “shared themes despite varying size of agencies; time, staffing, funding, and technology,” and “learning more about how to be efficient in evaluating.”

**Flowchart: Needs Assessment with GLA Focus and Evaluation Next Steps**



# Building Staff Evaluation Capacity

We refer to staff capacity here in the context of agency staff having the skills, time, resources, and energy to engage in quality program evaluation activities.

Agency staff need **additional capacity** to conduct effective and efficient evaluation activities, even when confident in evaluation abilities. Staffing challenges related to time, training, resources, and buy-in as well as competition were reported as barriers for evaluation activities. The need for evaluation training was universal across agency type.



- **Limited time and competing priorities.** Time was one of the most cited challenges related to data- and evaluation-related work. Limited time and competing priorities influence evaluation. Relatedly, time management and delegation emerged as important to efficiently meeting reporting and evaluation requirements.
- **Learning best practices for multiple data collection methods.** Evaluation experience and various trainings for staff were noted as factors that strengthen evaluation efforts. Specifically, staff were interested in learning best practices for multiple methods (e.g., qualitative, quantitative) to reach clients/prospective participants to tell whole stories to reveal program effects. Many agencies heavily relied upon surveys (particularly satisfaction surveys) and were interested in ways to improve surveys to assess outcomes and increase response rates. Staff expressed interest in learning about the use of focus groups and interviews. They also noted that staff could be better trained in data collection and data management.
- **Evaluation activities related to additional workload.** Data showed concern over workload and how it relates to agency staff wellbeing. Staff bear the day-to-day challenges of service provision in addition to evaluation responsibilities. Although many staff noted evaluation as a part of their job responsibilities, and several enjoy evaluation and working with data, it was not typically perceived as an enjoyable part of their work (as reflected in the responses to the “meme or bumper sticker” prompt in the section Current Agency Experiences with Evaluating Services and Programs). As noted previously, participants described the need to delegate tasks and provide additional supports to staff. Ongoing challenges of staff turnover and finding new **qualified and trained staff** made meeting both their service delivery and evaluation responsibilities more difficult.

The evaluation team will continue to assess staff evaluation knowledge and practices to inform ongoing capacity building efforts. Several evaluation training topics were mentioned (see Suggested Action Items table below); but many participants agreed “we don’t know what we don’t know” and were open to exploring topic areas, noting that there is always room for improvement and efficiency. They agreed that capacity building should be easy to understand, void of jargon, and in layman terms.

# Developing Infrastructure

Systems and infrastructure refer to the resources, policies, and practices that can support quality and efficient evaluation. Staff reported limited time, funding, staff, training, and software.

**Systems and infrastructure** improvements related to evaluation were desired by participants. Efficiencies facilitated by improved systems can also support capacity building. Several staff noted the need to **simplify and standardize evaluation data collection and reporting processes**. Changes to the DDB and MHB reporting process were noted as an improvement that aided efficiency given the infrastructure they have in place. Participants noted current use of software and data management systems as useful for evaluation (e.g., Excel, Salesforce, Air Table). **Access to and familiarity with technology and software** varied across agencies and posed challenges, especially for costly systems.

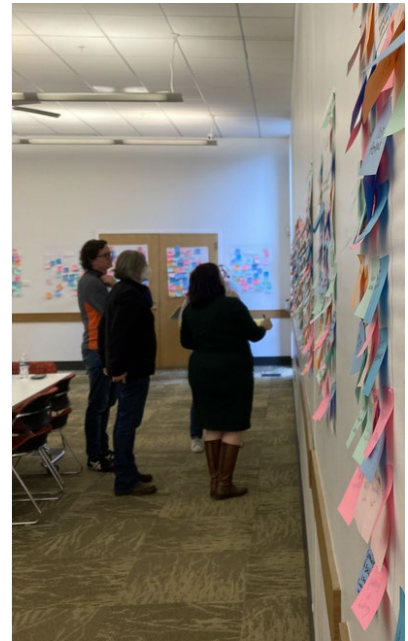
- **Simplifying and standardizing data and reporting processes.** Staff want to simplify and standardize data and reporting processes. They suggested streamlining data collection across funders, particularly for agencies with multiple grants. Some recommended using providers' formats for data. A few participants suggested monthly reports, but this was not the norm. If agencies have challenges with quarterly reporting, creating a system (automated, if possible) that summarizes data on a monthly basis may help meet quarterly reporting requirements. Assistance with data visualization for reporting was mentioned as an area for support.
- **Improved data collection and management systems.** Staff reported a need for improved data collection and management systems to organize and streamline evaluation processes such as electronic client surveys. These systems would help make evaluation processes more efficient. User-friendly databases without redundancy were also suggested. Trainings related to data management and best practices in data collection are an area for growth.
- **Collaboration or consolidation across platforms and metrics.** Staff responses showed that different databases and outcome metrics are used by different agencies. Although they recognized one-size does not fit all, staff were interested in a common database or system. Having one or a few common data management and tracking systems may be helpful for agencies, especially those that lack platforms or systems. Staff also observed that agencies collect very specific data and expressed interest in having agencies collect some common metrics (e.g., have a few required), and the results could be shared by the board annually.
- **Human infrastructure.** Related to capacity building but specific to data and evaluation, participants noted that increased staff training, communication, and external supports (e.g., independent evaluators or data analysts) have helped or could help support agency evaluation activities. When asked about strengths and supports agencies brought to their evaluations, several noted a dedicated team or person in the agency focused on data and evaluation. For agencies without this resource, when asked about how agencies would like to see evaluation practices change, several desired dedicated staff/individuals focused on evaluation.

Additional information is needed about specific infrastructure needs and possibilities. For example, the evaluation team will explore whether common metrics and systems are feasible.

# Promoting Alignment and Collaboration

Staff responses suggested a need to **align values, motivations, and day-to-day realities** across agencies and funders, and integrate with evaluation practice. Participant responses emphasized that agency staff prioritize the success of clients, wellbeing of the community, and multi-sector collaboration over evaluation when resources (e.g., time, staff, funding) are limited. Staff responses also indicated that these priorities are not always reflected by reporting requirements or cannot be fully realized based on funding allocations or practices. Although participants agreed that agencies and funders shared similar values, there may be a **disconnect** related to on-the-ground expertise versus external perceptions and allotment of resources. Increasing alignment between values, motivations, and realities may help to ease the burden of evaluation expressed by many participants.

- **Benefits and barriers to cross-agency collaboration.** Participants identified many **benefits** to collaboration. Several participants indicated already engaging in significant collaboration, but this was not the norm. **Barriers** to collaboration centered on competition and lack of time and staff. Competition included seeking funding from similar sources and competing for referrals. Several participants noted that funding specifically designated for cross-agency collaboration would help promote collaboration.
- A **desire for increased cross-agency collaboration** was reported by most participants. Some suggested more in person meetings and opportunities for connection and communication would improve collaboration. As noted previously, several staff indicated they already engaged in significant collaborations.
- **Community involvement and storytelling** were highlighted by participants as important methods for conveying the potential impact of programming. The importance of stories as indicators of program success was highlighted by participants but may be lost during evaluation or reporting processes that heavily rely on quantitative data.
- **Communicating day-to-day program realities and successes.** Staff welcome the opportunity to effectively communicate about the goals, implementation, outcomes, and impacts of their programs. They reported struggles with this because existing metrics (mostly quantitative) do not adequately capture these programming aspects. Qualitative measures, when valued, are useful for conveying rich information programs and client experiences.



Promoting alignment and collaboration requires an openness to working together, time, and effective communication, including the skill and art of storytelling. Integrating both quantitative and qualitative data into evaluation plans will assist agencies in effectively communicating what they do and how their programs affect change in the community and among their clients.



# Suggested Action Items

In the table below, we present numerous action items for the evaluation team, agencies, and funders. These items were supported by needs assessment data to date. It is not expected that all action items are feasible or that they can be implemented right away. These are suggestions, and this is considered a working document that is subject to change.

**Table of Suggested Action Items by Action Area and Roles**

<b>Action Area</b>	<b>Evaluation Team</b>	<b>Agencies</b>	<b>Funder/s</b>
<b>Build Capacity</b>	<ul style="list-style-type: none"> <li>• Provide technical assistance to agencies over time to support evaluation</li> <li>• Develop and disseminate “microlearning” or short training modules, on topics such as:               <ul style="list-style-type: none"> <li>○ Performance versus outcome measures</li> <li>○ Basics of data management and analysis***</li> <li>○ Focusing on a few priority outcomes rather than proposing too many</li> <li>○ Data visualization best practices</li> <li>○ Improving response rates</li> <li>○ Methodology basics for qualitative and quantitative approaches</li> <li>○ Logic models</li> <li>○ Storytelling*</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Allow staff time for evaluation training and networking</li> <li>• Consider a train-the-trainer model to train new hires on evaluation skills***</li> </ul>	<p>See infrastructure action items that will support staff capacity</p> <ul style="list-style-type: none"> <li>• Include partnership/collaboration indicators in reports (frame as a success rather than a mandate)***</li> </ul>
<b>Develop Infrastructure**</b>	<ul style="list-style-type: none"> <li>• Provide recommendations for improving the efficiency of data collection and management systems</li> <li>• Facilitate communities of practice and cross-agency collaboration</li> <li>• Create data collection and reporting systems in Qualtrics (or other online survey data collection platform), if feasible</li> </ul>	<ul style="list-style-type: none"> <li>• Develop a shared evaluation strategy across the agency to increase consistency/efficiency</li> <li>• If quarterly reporting data summaries are difficult, consider monthly data analysis (automate if possible)</li> </ul>	<ul style="list-style-type: none"> <li>• Provide funds to cover the cost of quality evaluation activities, including external support (e.g., external/ dedicated evaluator time) if internal support is not available</li> <li>• Explore whether the development of a linked</li> </ul>

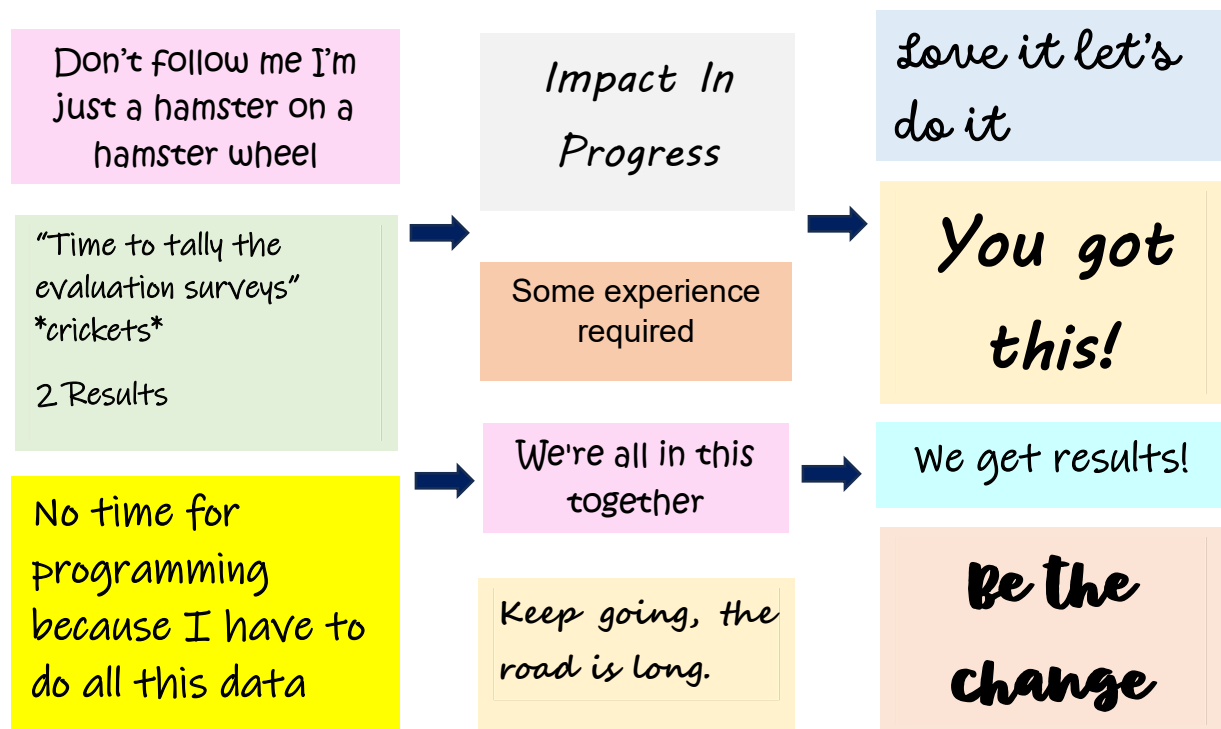
<b>Action Area</b>	<b>Evaluation Team</b>	<b>Agencies</b>	<b>Funder/s</b>
	<ul style="list-style-type: none"> <li>Utilize the shared repository of measures previously created</li> </ul>	<ul style="list-style-type: none"> <li>Seek funds for evaluation-related activities and development</li> </ul>	<p>data system where client data can be found across agencies is feasible</p> <ul style="list-style-type: none"> <li>Allow appropriate time frames to evaluate program success</li> </ul>
<b>Promote Alignment &amp; Collaboration</b>	<ul style="list-style-type: none"> <li>Develop brief videos showing on-the-ground work of agencies</li> <li>Disseminate a monthly newsletter with tips and tricks and agency highlights**</li> <li>Facilitate a learning community, virtual or in person, for interested agency staff to share insights and resources as well as to network****</li> <li>Co-host an annual gala highlighting agencies' work to celebrate successes</li> <li>Attend meetings of the board and agency executive directors</li> </ul>	<ul style="list-style-type: none"> <li>Actively participate in a community of practice</li> <li>Co-host an annual gala highlighting agency/program work and successes a year's work</li> <li>Check in with / communicate with boards to clarify expectations and touch base on progress</li> </ul>	<ul style="list-style-type: none"> <li>Ask agencies their perceptions of what is important to capture in reporting or add into applications</li> <li>Review newsletters with agency highlights and brief videos (if agreed upon and developed by the evaluation team) to stay versed in day-to-day realities of agency work</li> </ul>

Note. \* = also supports creating alignment, \*\* = also supports capacity building, \*\*\* = also supports infrastructure development, \*\*\*\* = supports all areas

# Current Agency Experiences with Evaluating Services and Programs

Evaluating services and programs is not easy, especially when providing those services and programs at the same time and waiting for the time it can take to observe outcomes and impacts. As demonstrated from their responses about their experiences with evaluating their programs and services (shown below), staff varied in their focus on challenging (left most) to pragmatic (middle) to inspirational (right most) aspects of evaluation. By putting some of the suggested action items in place for the evaluation team, agencies, and funders (because “we are all in this together”), we aim to move agency staff experiences in the direction to the right. Even if staff do not end up loving evaluation, they will get results and observe change.

Participants’ responses to prompt “Create a meme or bumper sticker that reflects your experience with evaluating your programs/services”



# Conclusion & Next Steps

Findings from the formative interviews and GLA guided the development of action items intended to improve evaluation practices among mental health and development disability agencies that align with staff values, motivations, and day-to-day realities.

Ongoing evaluation activities include:

- Initiated technical assistance for three selected programs and will work closely with those three programs to develop a plan to support outcome evaluation activities.
- Began brainstorming and outlining the first microlearning offerings related to outcomes.
- Shared preliminary action items with board staff.

Planned evaluation activities include:

- Follow up with GLA participants who indicated interest in action planning. Meeting with this group will allow for further clarification of GLA response interpretation and aligning goals as well as moving action items forward.
- Develop a community of practice to network, share experiences and resources, and promote collaboration. This will begin with a newsletter and website pages with evaluation resources.
- Develop and disseminate 2-4 recorded microlearning trainings before May 2024.

We hope these as the next steps toward moving agencies into the “love it let’s do it” experience with evaluation.

# Acknowledgements

We recognize and express gratitude to those who partnered (and will continue to partner) with us through this process.

- **Agency staff** for their active engagement and thoughtful insights. We thank them for taking time to complete the pre-session survey, spending three hours to generate ideas, suggestions, and solutions during the session and agreeing to continue to collaborate on action planning.
- **Board members and board staff** who highlighted the need for and value of centering staff voice in the needs assessment. We thank all board members for being open to these recommendations and recognizing their role in supporting evaluation capacity building.
- **Kelli Martin** for partnering with us on a Group Level Assessment process with which she had no previous experience. We thank her for her openness to the process and generously giving her time and invaluable insights from an agency perspective.
- **Sarah Dodoo and Yuliana Soto** for assisting with the planning, implementation, and preliminary analysis of the GLA session. Thank you for your commitment to this participatory strategy and your perspectives.

Suggested report citation:

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## Family Resiliency Center



# 2023 **DISABILITY** Resource Expo Year End Report



December 10<sup>th</sup>, 2023

## Table of Contents

<b>Summary.....</b>	<b>2</b>
<b>Registered Exhibitors.....</b>	<b>3</b>
<b>Results from the Exhibitor Evaluations.....</b>	<b>5</b>
<b>Results from the Participant Evaluations.....</b>	<b>11</b>
<b>Sponsors.....</b>	<b>16</b>
<b>Marketing.....</b>	<b>18</b>
<b>Profit and Loss Statement.....</b>	<b>20</b>
<b>Conclusion.....</b>	<b>25</b>

## Summary

Planning of the 2023 **DISABILITY** Resource Expo went considerably smoother compared to last year. We were in our second year of coordinating the Expo and, after all of the hurdles that were thrown at us, we were confident that we could face just about anything. The concourses of Market Place Mall was again rented out at the very affordable rate of \$3,000. October 28, 2023 was chosen as the date, mainly because there was not a University of Illinois home football game. With Halloween being so close to the date of the Expo, the Steering Committee decided to lean into the holiday by encouraging attendees to dress in costume. Oberweis was generous enough to donate a great deal of coupons for free kid's ice cream cones, which we gave out to children in costume. We also had a face painter stationed near the AIR artists, adding to the Halloween atmosphere.

Last year, Signature Events was chosen as the decor contractor despite past history because price-wise the company worked for the Expo budget and few other options remained. Signature Events's communication and execution was not up to satisfactory standards, which led to the Steering Committee members, volunteers, and available mall personnel rearranging and reconstructing many booths. This year, we were able to return to our usual choice for exhibition services: Best Expo. The entire experience from start to finish with Best Expo was much better than with Signature Events. The morning of the 2023 Expo was much less stressful seeing that everything was set up correctly. As a bonus, Best Expo charged us \$1,284 less than Signature Events.

As they did last year, the team at Market Place went above and beyond. They could not have been more supportive of the Expo of the team behind it. The team at Market Place once again set up the additional accessible parking days before the Expo. Additionally, the mall's security staff assisted Steering Committee members in keeping a close eye on the AIR artists' tables. We are happy to report that there were no stolen property complaints and there were several artists that made more than \$100 in sales.

The 2023 **DISABILITY** Resource Expo was a success, with 67 exhibitors registered and there were a few more organizations which came on too late in the process to squeeze in. Approximately 900 people attended, with the weather likely suppressing this number by several hundred. Feedback from both parties, which was mostly positive, will be detailed in this report. Sponsors, marketing and promotional efforts, and a profit and loss sheet are also included. Lastly, a short conclusion detailing recommendations that the Expo Coordinators have for next year (our 15th annual!) is included.



## Registered Exhibitors

Amazing Sensory Designs  
AMBUCS, Greater Champaign County  
Arc of Illinois, The  
\*\*\*Ascend Consultation in Health Care  
Aspire  
C-U Able  
\*\*\*CaptionCall by Sorenson  
Carle Community Wellness and Faith Community Health Services  
CCRPC - Developmental Disabilities Services  
CCRPC - Early Childhood Education Program  
Champaign Community Advocacy and Mentoring Resources (CCAMR)  
Champaign County Clerk and Recorder's Office  
Champaign County Health Care Consumers  
Champaign-Urbana Autism Network (CUAN)  
Champaign-Urbana Multiple Sclerosis Support Group  
Champaign-Urbana Special Recreation  
\*\*\*City of Champaign Equity and Engagement  
Community Choices  
Crisis Nursery  
Cunningham Children's Home  
Depression Bipolar Support Alliance Urbana-Champaign  
Developmental Services Center (DSC)  
Division of Rehabilitation Services (DRS)  
Eden Supportive Living  
Elliott Counseling Group  
Envision Unlimited  
Epilepsy Advocacy Network  
Equability LLC  
Equip for Equality  
\*\*\*Excel Prep Schools  
\*\*\*Experience C-U  
Family Service Center of Champaign County  
GROW in Illinois  
Health Alliance

Human Rights Authority (IGAC)  
Illinois Epilepsy Project (Blue Tower Solutions)  
Illinois Home Care Ombudsman Program  
Illinois Radio Reader  
Illinois Respite Coalition  
\*\*\*Immigrant Services of Champaign-Urbana  
Land of Lincoln Goodwill Industries  
LifeLinks  
Mass Transit District - Paratransit & C-CARTS  
MedServ Equipment Corporation  
NAMI of Champaign County  
PACE, Inc. & ITAC  
\*\*\*Paralyzed Veterans of America - Vaughan Chapter  
Pavilion Behavioral Health System, The  
Place for Children with Autism, The  
Promise Healthcare  
Quality Med Transport  
Rape Advocacy, Counseling & Education Services (RACES)  
Rosecrance  
Social Champaign  
STAR NET Regions I and III  
\*\*\*State Senator Paul Faraci  
Stephen's Family YMCA / Larkin's Place  
Swann Special Care Center  
The Autism Program at UIUC  
Thrivent Financial  
Tom Jones Challenger League  
\*\*\*Uniting Pride of Champaign County  
\*\*\*University of Illinois - Audiology & Speech Language Pathology Clinic  
University of Illinois - Center on Health, Aging, and Disability (CHAD)  
Urbana Early Childhood School & CU Early  
Urbana Free Library, The  
\*\*\*Urbana Police Department, The

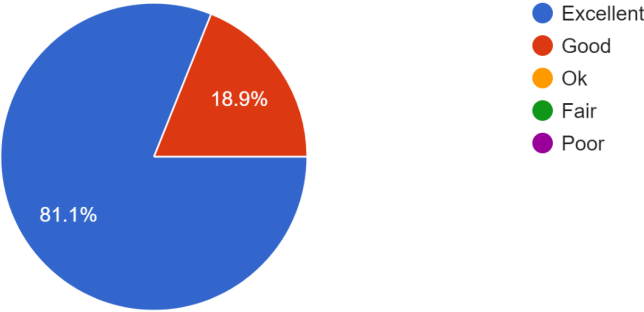
\*\*\* - NEW to the Expo (11 total)

# Results from the Exhibitor Evaluations

Exhibitors were asked to fill out an evaluation to get their feedback on their experiences with this year’s Expo. Exhibitors were encouraged to complete their evaluations during the Expo. Those that did were entered into a raffle for one of two gift baskets, from Olive Garden and Perkins. Out of 67 exhibitors, 37 completed the evaluation. Results were overwhelmingly positive. Below is a summary of those results.

How would you rate pre-event communication?

37 responses

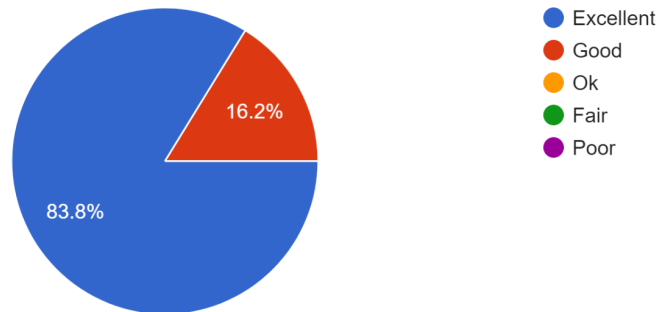


Comments on pre-event communication:

- Very thorough.
- Very detailed and well thought out. Thank you!
- Give specific check in time.
- Excellent!
- Unknown of where to enter the mall on arrival.
- The parking and check in map was very helpful.
- Answered all questions.

### How would you rate the check-in process today?

37 responses

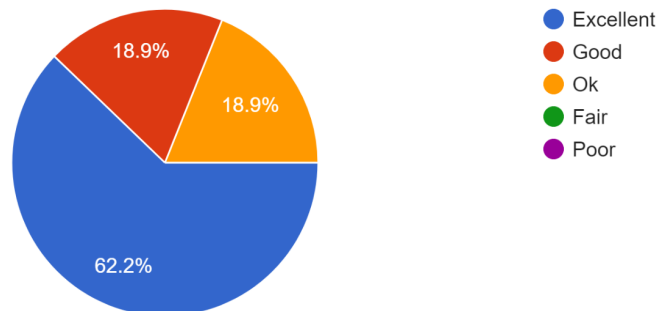


### Comments on the check-in process:

- Staff was very helpful.
- Smooth, easy, and quick. Thank you!
- Went very smooth.
- It would help if the check-in entrance was at a door with an accessible push button in the future.
- Superb
- Didn't know where to go until I asked.
- Good, clear instructions
- Very easy.
- Easy.
- Everyone was helpful and clear directions were given.

### How would you rate the activities and entertainment?

37 responses

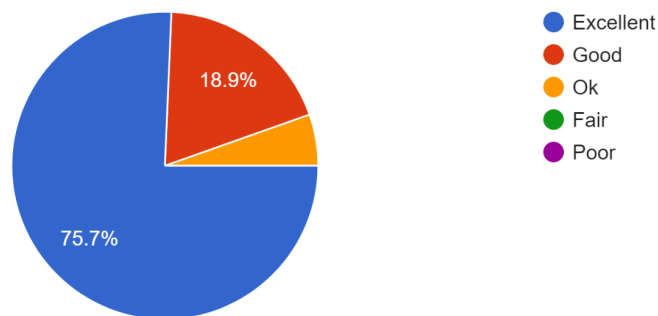


### Comments on the activities and entertainment:

- I was unaware of activities and entertainment.
- Loved the face paint!
- Amazing! Loved the face painter and art booths.
- Thank you so much for providing water and snacks.
- A lot of wonderful venues.
- I didn't notice any activities or entertainment.

### How would you rate the setting for the event?

37 responses

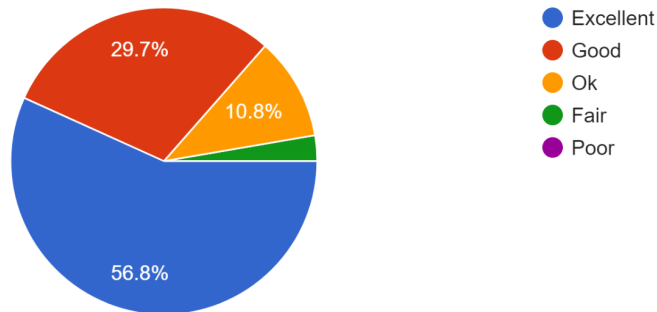


### Comments on the event setting:

- Great location. Thank you for snacks and refreshments.
- The space itself works great, though Marketplace Mall might be difficult to access for some folks.
- Good crowd throughout the day, not sure if you could pick a better location!
- Engaging.
- Love the amount of space and amount of booths represented.
- Reaches a wide audience; very accessible.
- Nice and wide space.
- Nice location to reach a large group of people. Restrooms were very spread out.
- Loved the set up this year.
- We enjoyed a lot of room and space for our booth.
- It's a little crowded in the walkway.
- Great setting; lots of traffic coming through.

### How would you rate the traffic flow to your booth?

37 responses

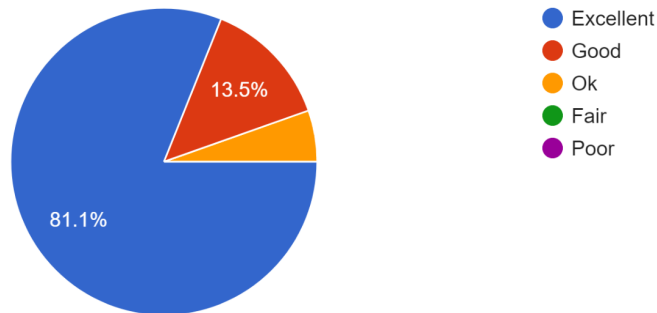


### Comments on booth traffic flow:

- Nice, central location with lots of traffic.
- Nice to be in front of stores to get more traffic.
- High traffic and plenty of space.
- Talked to a lot of people.
- Excellent - lots of traffic.

### How would you rate the Expo overall?

37 responses



What did you like best about the Expo?

- Networking.
- Diversity of exhibitors.
- Allowing people with disabilities to have their freedom.
- A lot of vendors.
- I love the fact that there's a well-organized and large event for the purpose of connecting folks with disabilities to local resources.
- The organization and the variety of services and organizations here.
- Connecting with families and networking.
- The experience.
- It was a very organized, friendly atmosphere, and there was a good variety of exhibitors.
- All the available resources and making connections with exhibitors and attendees.
- It reaches the community and I liked how it allowed not only visitors to know about services, but also exhibitors to learn about each other's programs to integrate services. It has a welcoming, busy environment, which is nice too.
- Met a lot of great people and made a lot of connections within the community.
- Very spacious setup and near popular stores to get more foot traffic. Easy check in and lots of help with water all day, which was very nice.
- This Expo allows us to network with so many individuals seeking services and organizations providing services as well.
- Great for marketing and getting services out to families.
- Community coming together.
- Our booth workers enjoyed networking with other participants, meeting and talking with members of the community and visiting all the booths.
- I liked that it was at a venue that had lots of parking.
- All the different vendors in one place.

What would you suggest to improve future events?

- Better advertising for the event.
- Change of venue
- Would Lincoln Square Mall work as a location? It might be more accessible to many folks.
- Change hours of 9-4 also hold it twice per year - Spring and Fall.
- Definitely market it out to the community as best as possible. The expo itself I think ran very smoothly.

- Offer a networking hour for all the exhibitors so we aren't rushing around while trying to cover the booth -- that would be so convenient and help us learn about each other.
- Someone to come around and pick up trash.
- Shorten the length of the event.
- Rearrange booths so that there is more room for patrons to get by.
- Packets of information for ease of flow. That way, you can grab info and go.

Are there other exhibitors we should invite in the future?

- None I can think of off the top of my head.
- More service and advocacy organizations.
- LifeAlert Systems is something similar.
- I will email you my suggestions.
- Currently seems to be a wide range of organizations; both ones that we are familiar and unfamiliar with. Unsure of other exhibitors that should be invited.
- A suggestion was made by a visitor for next year to include a service animal or emotional support animal education booth or information.



## Results from the Participant Evaluations

This year, we continued to have participant evaluations on Google Forms. Participants were able to access the form via a QR code. This QR code was on the inside of the front inside cover of the Expo Resource Book and was on laminated sheets available at the welcome tables and several volunteers carried them around trying to encourage patrons to fill out the forms. Two tablets (obtained through a Thrivent sponsorship) were also taken around by volunteers, who tried to help participants fill out evaluations. Due to last year's difficulties getting participants to fill out the online evaluation, we printed 150 paper copies.

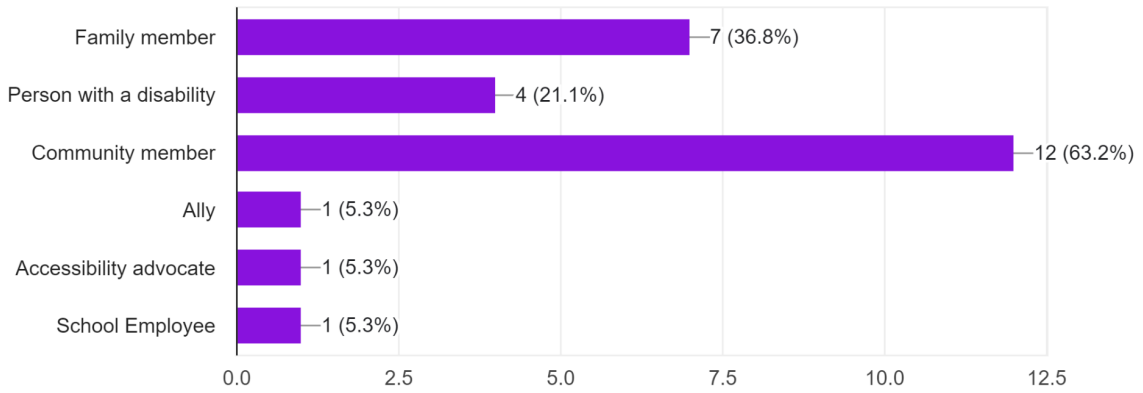
The Google Form was kept open until 11:59pm on November 6, 2023 to allow participants to complete their evaluations at home after the Expo. Completing the evaluation before it closed allowed the participants to enter into a raffle to win gift cards and coupons donated by local businesses. We also had a tablet for the grand prize. Around 200 gift cards and coupons were donated. For participants that had technical difficulties completing the evaluation on their phones, or did not have a phone with them, 150 paper copies of the evaluation were made available at the Information and Accessibility booth.

Despite the effort to make the participant evaluations more accessible and having volunteers walk around and assist with accessing the evaluation, only 19 responses were received. The very low response rate may be due to a few reasons. In past years, the participant evaluations were paired with that year's scavenger hunt, which was not a part of the Expo due to lack of community nominations. Additionally, in the past, participants would turn in their completed evaluations to the prize table. The Steering Committee chose not to have a prize table to limit the spread of germs. Finally, there were unforeseen difficulties filling out the evaluation while connecting to Market Place Mall's WiFi. The mall got rid of their WiFi in September, however this was not made aware to the Expo's Co-Coordinator until the day of the Expo. These issues, coupled with last year's low response rate, will likely mean returning to having the evaluation only available on paper. We will also be strategizing how to increase response rates.

Even though the response rate was low, the results are still worth reviewing. Please see the results below:

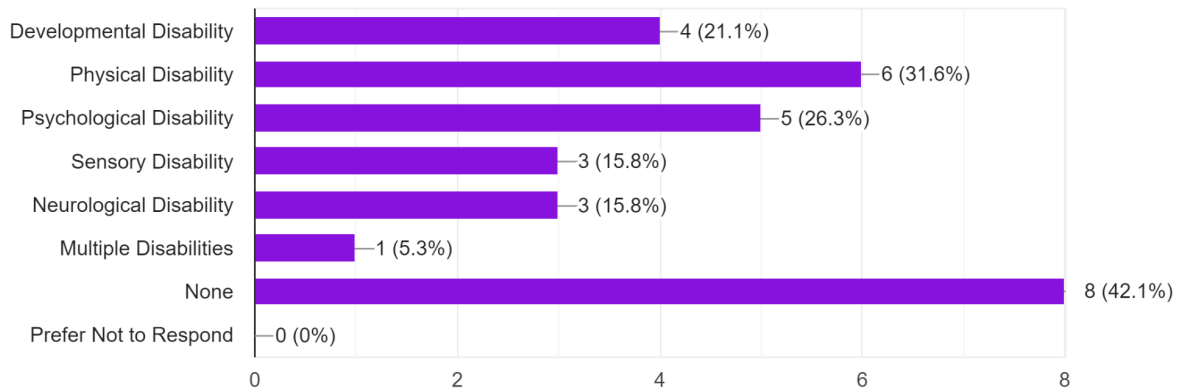
### How would you describe yourself (check all that apply)?

19 responses



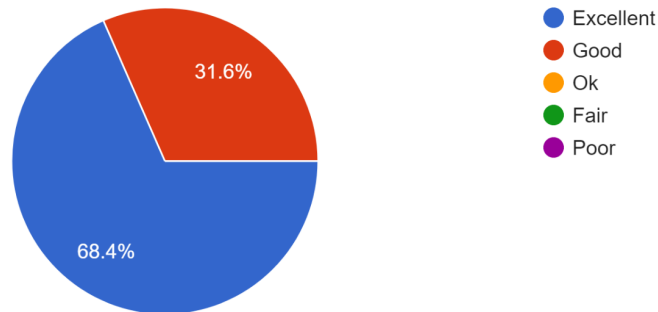
### Do you or a family member have a disability (check all that apply)?

19 responses



### How would you rate the Exhibitors' information?

19 responses

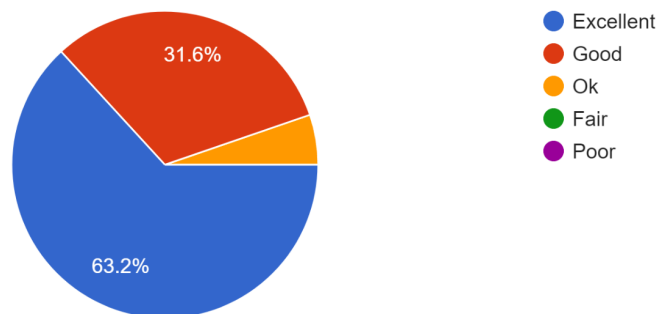


### Comments on the Exhibitors information:

- The volunteers were very informative.
- Very diverse and useful.
- Excellent.

### How would you rate accessibility for the event?

19 responses

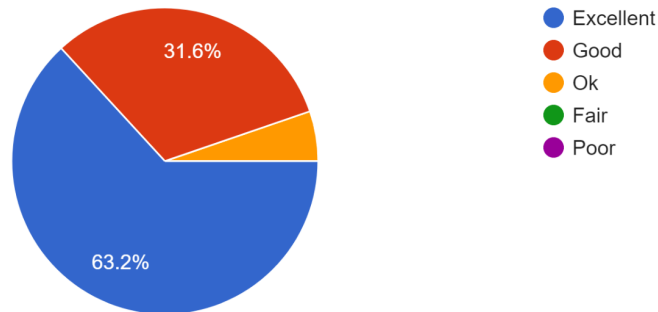


### Comments on accessibility for the event:

- I don't have a disability so I can't speak to this in all areas.
- It was good, but the inherently high foot traffic did create a bit of a hectic environment.
- Wasn't sure about wheelchair accessibility. I know some were available but would they be larger sizes? I didn't feel comfortable asking.
- Great Job!
- Parking was kind of an issue as the parking lots were full in some areas.
- Good location.

### How would you rate the organization of the event?

19 responses

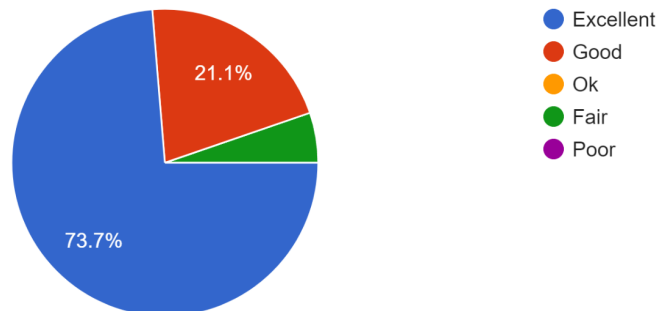


### Comments on the organization of the event:

- Keep up the good work!
- It was easy to find the booth and volunteer check in. The reminders were good.
- Good ideas.

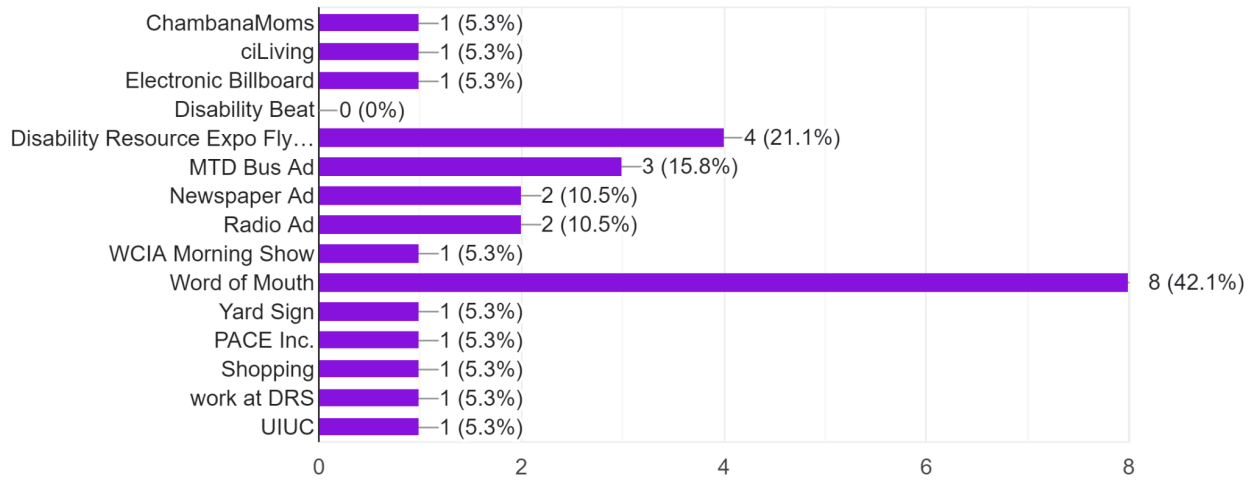
### How would you rate the Expo overall?

19 responses



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

19 responses



Are there any organizations not at today's Expo that you'd like to have invited next year?

- C-U autism group. I was sad they couldn't be here.
- A church.
- Champaign Early Childhood.

Do you have any additional comments?

- I'm interested in low vision resources and advocacy resources.
- Can you provide more activities for the kids?
- Great info and ideas for assistance.

## Sponsors

### **DIAMOND LEVEL (\$1,000+)**

Carle  
Champaign County Developmental Disabilities Board  
Champaign County Mental Health Board  
\*\*\* City of Champaign Equity and Engagement  
Martin One Source  
Mass Transit District of Champaign-Urbana  
\*\*\* National Seating and Mobility  
Quality Med Transport  
Smile Politely  
Stevie Jay Broadcasting  
Thrivent Financial

### **PLATINUM LEVEL (\$500+)**

Adams Outdoor Advertising  
Blue Tower Solutions, Inc.  
\*\*\* Champaign County Down Syndrome Network  
Champaign-Urbana Special Recreation  
Developmental Services Center  
Eden Supportive Living  
Elliott Counseling Group  
Greater Champaign County AMBUCS  
MedServ Equipment Corp.  
The News-Gazette

### **GOLD LEVEL (\$300-\$499)**

\*\*\* Ascend Consultation In Health Care  
Amazing Sensory Designs  
\*\*\* Crane Feeding & Speech  
\*\*\* Excel Prep  
First Federal Savings Bank of Champaign-Urbana  
Health Alliance  
\*\*\* Immigrant Services of Champaign Urbana  
\*\*\* PonyCycle  
The Pavilion Hospital  
The Place for Children with Autism  
WEFT Community Radio

### **SILVER LEVEL (\$150-\$299)**

Andrew White Dentistry  
\*\*\* CU Speech Therapy

First Mennonite Church Champaign-Urbana  
The Arc of Illinois  
Thrivent Community Action Team  
\*\*\* University of Illinois - School of Social Work - Community Learning Lab  
\*\*\* Visit Champaign County  
Oberweis  
\*\*\* Workability  
Meijer

**BRONZE LEVEL (\$100-\$149)**

Community Plus First Federal Credit Union  
\*\*\* CushPocket  
\*\*\* Heartland Coke  
Phoenix Theatres - Savoy 16  
STAR NET Regions I & III  
Steve Tarrant Insurance Agency, Inc.

**FRIENDS LEVEL (UNDER \$100)**

Biaggi's  
\*\*\* Dave's Hot Chicken  
\*\*\* Jarlings  
Longhorn Steakhouse  
Minuteman Press  
\*\*\* Orange Theory  
Outback Steakhouse  
\*\*\* Perkin's  
Project Te  
\*\*\* Red Robin  
\*\*\* Slim Chickens  
\*\*\* Sweet Basil Cafe  
The Urbana Free Library  
\*\*\* Urbana Garden Family Restaurant

\*\*\* - NEW Expo Sponsor

Thanks to these generous sponsors, a total of \$15,716 worth of monetary funds and in-kind donations were collected to help make the 2023 **DISABILITY** Resource Expo a reality. This amount is slightly *higher* than last year!

## Marketing

The following is a list of advertising and marketing strategies used to promote the 2023 DISABILITY Resource Expo.

- **Adams Outdoor Advertising - Digital Advertising** - The Expo was given digital advertising “filler space” on their digital billboards. **Total cost to the Expo was \$0.** Estimated value was \$500.
- **Chambana Moms - Featured Website/Email Listing** - The Expo purchased a featured listing the week of the Expo on the Chambana Moms website, social media blast and email distribution list. **Total cost to the Expo was \$250.** No discount was given.
- **Champaign County Fair - Information Booth** - The Expo had an information booth at the Champaign County Fair’s Senior Day where we passed out information about the event. **Total cost to the Expo was \$0.**
- **Champaign-Urbana Autism Network Walk & Resource Fair - Information Booth** - The Expo had an information booth at the Committee on Aging Summer Senior Event where members of the Steering Committee passed out information about the event. **Total cost to the Expo was \$40.** No discount was given.
- **Champaign-Urbana Theatre Company** - Purchased an ad in the playbill of the Penguin Project’s *Finding Nemo* play. **Total cost to the Expo was \$250.**
- **Champaign-Urbana Special Recreation - Advertising** - CUSR’s sponsorship came in the form of the use of their billboard on the corner of Prospect Avenue and Church Street for the month of October. **Total cost to the Expo was \$0.** Total value was \$500.
- **Community Connections Corner** - Event put on by the UIUC Department of Social Work’s Community Learning Lab for its community partners. Committee members passed out info about the Expo. **Total cost to the Expo was \$0.**
- **Down Syndrome Buddy Walk** - The Expo had an information booth at the Buddy Walk where members of the Steering Committee passed out information about the Expo. **Total cost to the Expo was \$0.**
- **EbertFest - Information Booth** - The Expo had an information booth at EbertFest where members of the Steering Committee passed out information about the Expo. **Total cost to the Expo was \$0.**
- **Martin One Source - Printing** - MOS was used to print/create yard signs, English and Spanish bi-fold brochures, postcards, foam core posters, double sided flyers, and resource books. **Total cost to the Expo was \$2,350.** MOS gave us a significant discount but the exact percentage is unknown to us. It was likely around 40%. Additionally, the yard signs were purchased by Joe Matta of Quality Med Transport.



- **Mass Transit District of Champaign-Urbana - Advertising** - The Expo purchased ad space on the rear and street-sides of buses as well as inside of buses. Additionally, the Expo purchased digital ad space at their bus stops that had digital kiosks. **Total cost to the Expo was \$3,762.50.** CUMTD gave us another \$1,000 as an in-kind sponsorship.
- **News-Gazette - Advertising** - Multiple ads in the smaller rural newspapers in October. Additionally, the Expo purchased 15,000 impressions on the News-Gazette website. **Total cost to the Expo was \$600.** The News-Gazette gave the Expo another \$600 as an in-kind sponsorship.
- **Pride Fest - Information Booth/Digital Ad** - The Expo had an information booth at Pride Fest where members of the Steering Committee passed out information about the Expo. **Total cost to the Expo was \$106.20.** No discount was given.
- **Rantoul Family Resource Day** - The Expo had an information booth at the Resource Day where members of the Steering Committee passed out information about the Expo. This event was not well attended. **Total cost to the Expo was \$0.**
- **Social Media - Advertising** - Account management and posting 5 to 8 times daily on Expo Facebook, Twitter, and Instagram accounts for three months prior to the Expo. **Total cost to the Expo was \$0.**
- **Scott Bennett Family Resource Day** - The Expo had an information booth at the Resource Day where members of the Steering Committee passed out information about the Expo. This event was very well attended. **Total cost to the Expo was \$0.**
- **Stevie Jay Broadcasting - Advertising** - Radio spots across the four networks (400 spots over the month prior to the Expo) and two radio interviews. **Total cost to the Expo was \$1,000.** Stevie Jay Broadcasting gave the Expo another \$1,000 as an in-kind sponsorship.
- **Smile Politely - Digital Advertising & Article** - Full color ad space on desktop and mobile devices plus a detailed article. **Total cost to the Expo was \$1,000.** Smile Politely gave the Expo another \$1,000 as an in-kind sponsorship.
- **Tolono Fun Days** -The Expo had an information booth at the Tolono Fun Days where members of the Steering Committee passed out information about the Expo. **Total cost to the Expo was \$0.**
- **Unit 4 Back to School Event** - The Expo had an information booth at the Back to School event where members of the Steering Committee passed out information about the Expo. This event was very well attended. **Total cost to the Expo was \$0.**
- **WCIA - TV Interviews** - The Expo Co-Coordinator were invited to be guests on both The Morning Show and ciLiving where we were asked questions about the Expo. **Total cost to the Expo was \$0.**
- **WEFT - Advertising and Interview** - Multiple radio spots and an in-depth radio interview on Disability Beat. **Total cost to the Expo was \$0.** Total value \$500.

## Profit and Loss Statement

DATE	ITEM	FROM/FOR	NOTE	AMOUNT
3/29/2023	Coming Soon Flyers	Martin One Source	500 Double-Sided Flyers	-\$176.46
6/16/2023	Advertising	Uniting Pride of Champaign County	Pride Fest Booth Fee	-\$106.20
7/5/2023	Sponsorship Brochures	Martin One Source	150 Sponsorship Brochures	-\$154.57
7/10/2023	Sponsorship	Community Plus Federal Credit Union	Bronze Sponsorship	\$100.00
7/17/2023	Booth Fee	CSCNCC	Booth Fee	\$50.00
7/17/2023	Booth Fee	The Urbana Free Library	Booth Fee	\$50.00
7/19/2023	Sponsorship + Booth Fee	Eden Supportive Living	Platinum Sponsorship	\$500.00
7/24/2023	Sponsorship + Booth Fee	Blue Tower Solutions, Inc.	Platinum Sponsorship	\$600.00
7/24/2023	Sponsorship + Booth Fee	City of Campaign, Equity & Engagement	Diamond Sponsorship	\$1,200.00
7/24/2023	Booth Fee	Community Choices, Inc.	Booth Fee	\$50.00
7/26/2023	Booth Fee	Promise Healthcare	Booth Fee	\$50.00
7/26/2023	Advertising + Sponsorship	SmilePolitely	Includes a \$1000 In Kind Sponsorship	-\$1,000.00
7/26/2023	Sponsorship + Booth Fee	The Arc of Illinois	Silver Sponsorship	\$200.00
7/31/2023	Booth Fee	CCHCC	Booth Fee	\$50.00
8/3/2023	Booth Fee	Envision Unlimited	Booth Fee	\$50.00
8/3/2023	Booth Fee	Human Rights Authority, IGAC	Booth Fee	\$50.00
8/7/2023	Sponsorship	First Federal Savings Bank of C-U	Gold Sponsorship	\$300.00
8/7/2023	Booth Fee	The UP Center of Champaign County	Booth Fee	\$50.00
8/11/2023	Advertising	Chambana Moms	Featured ads	-\$250.00
8/11/2023	Booth Fee	LifeLinks	Booth Fee	\$50.00
8/16/2023	Booth Fee	Immigrant Services of C-U	Booth Fee	\$50.00

8/18/2023	Advertising	Champaign-Urbana Theatre Company	Playbill in the Penguin Project's Finding Nemo Play	-\$250.00
8/25/2023	Booth Fee	Senator Paul Faraci	Booth Fee	\$50.00
8/28/2023	Sponsorship	Andrew White Dentistry	Silver Sponsorship	\$200.00
8/28/2023	Sponsorship + Booth Fee	Carle Health	Diamond Sponsorship	\$1,000.00
8/28/2023	Booth Fee	Equip for Equality	Booth Fee	\$50.00
8/28/2023	Booth Fee	RACES	Booth Fee	\$50.00
8/28/2023	Booth Fee	RPC Early Childhood Education Program	Booth Fee	\$50.00
8/28/2023	Sponsorship + Booth Fee	The Place for Children with Autism	Gold Sponsorship	\$300.00
8/30/2023	Booth Fee	Champaign-Urbana MS Support Group	Booth Fee	\$50.00
8/30/2023	Sponsorship	Steve Tarrant Insurance Agency	Bronze Sponsorship	\$149.00
8/30/2023	Sponsorship	Thrivent	Platinum Sponsorship	\$500.00
8/30/2023	Booth Fee	Tom Jones Challenger League	Booth Fee	\$50.00
8/30/2023	Booth Fee	UIUC Center on Health, Aging, & Disability	Double Booth Fee	\$90.00
8/31/2023	Sponsorship + Booth Fee	The Pavilion Foundation	Gold Sponsorship	\$300.00
9/2/2023	Booth Fee	PVA - Vaughan Chapter	Booth Fee	\$50.00
9/5/2023	Sponsorship + Booth Fee	DSC	Platinum Sponsorship	\$500.00
9/8/2023	Booth Fee	Land of Lincoln Goodwill Industries	Booth Fee	\$50.00
9/12/2023	Booth Fee	CCAMR	Booth Fee	\$75.00
9/12/2023	Booth Fee	NAMI of Champaign County	Booth Fee	\$50.00
9/13/2023	Booth Fee	CU Able	Booth Fee	\$50.00
9/13/2023	Sponsorship + Booth Fee	Greater Champaign County AMBUCS	Platinum Sponsorship	\$500.00
9/14/2023	Booth Fee	Crisis Nursery	Booth Fee	\$75.00
9/14/2023	Booth Fee	GROW in Illinois	Booth Fee	\$75.00

9/18/2023	Booth Fee	Depression Bipolar Support Alliance Urbana Champaign	Booth Fee	\$50.00
9/19/2023	Booth Fee	Swann Special Care Center	Booth Fee	\$50.00
9/20/2023	Postcards	Martin One Source	400 Double Sided English/Spanish Postcards	-\$120.00
9/22/2023	Face Painting	Fun Faces Stamps Music	3 Hours of Face Painting at a 10% Discount	-\$337.50
9/22/2023	Booth Fee	RPC Developmental Disability Services	Booth Fee	\$50.00
9/25/2023	Booth Fee	Stephens Family YMCA	Booth Fee	\$75.00
9/25/2023	Booth Fee	Urbana Early Childhood and CU Early	Booth Fee	\$50.00
9/27/2023	Booth Fee	Illinois Respite Coalition	Booth Fee	\$50.00
9/28/2023	Rental Contract	Market Place Shopping Center	Rental Contract	-\$3,000.00
10/2/2023	Advertising + Sponsorship	Mass Transit District of Champaign Urbana	Includes a \$1000 In Kind Sponsorship	-\$3,762.50
10/2/2023	Sponsorship + Booth Fee	MedServ Equipment Corporation	Platinum Sponsorship	\$600.00
10/2/2023	Booth Fee	Rosecrance	Booth Fee	\$75.00
10/4/2023	Sponsorship	CU Speech Therapy	Silver Sponsorship	\$150.00
10/5/2023	Sponsorship	Crane Feeding & Speech	Bronze Sponsorship	\$100.00
10/5/2023	Booth Fee	Social Champaign (Joan Gorsuch)	Booth Fee	\$50.00
10/6/2023	Sponsorship + Booth Fee	Elliott Counseling Group	Gold Sponsorship	\$300.00
10/6/2023	Booth Fee	Epilepsy Advocacy Network	Booth Fee	\$50.00
10/6/2023	Sponsorship	National Seating & Mobility (Todd Miller)	Diamond Sponsorship	\$1,000.00
10/10/2023	Sponsorship + Booth Fee	Equability (Hilary Pham)	Gold Sponsorship	\$300.00
10/16/2023	Booth Fee	Family Service of Champaign County	Double Booth	\$90.00
10/16/2023	Sponsorship	Meijer	Silver Sponsorship (\$200 In Kind)	\$0.00
10/18/2023	Booth Fee	PACE	Double Booth	\$100.00

10/19/2023	Sponsorship	First Mennonite Church Champaign-Illinois	Silver Sponsorship	\$150.00
10/23/2023	Booth Fee	Sorenson	Booth Fee	\$300.00
10/26/2023	Yard Signs	Martin One Source	60 Yard Signs Paid by Quality Med Transport	\$0.00
10/27/2023	Various Copying Jobs	Minuteman Press		-\$211.15
10/30/2023	Sponsorship + Booth Fee	Amazing Sensory Designs	Gold Sponsorship	\$400.00
10/30/2023	Booth Fee	Aspire	Booth Fee	\$75.00
10/30/2023	Resource Books	Martin One Source	1000 Books	-\$2,350.00
11/1/2023	Advertising + Sponsorship	Christian FM 95.3 (Stevie J Broadcasting)	Includes a \$250 In Kind Sponsorship	-\$250.00
11/1/2023	Advertising + Sponsorship	Country US 105.9 (Stevie J Broadcasting)	Includes a \$250 In Kind Sponsorship	-\$250.00
11/1/2023	Advertising + Sponsorship	ESPN Radio 93.5 (Stevie J Broadcasting)	Includes a \$250 In Kind Sponsorship	-\$250.00
11/1/2023	Advertising + Sponsorship	Q 96.1 FM (Stevie J Broadcasting)	Includes a \$250 In Kind Sponsorship	-\$250.00
11/2/2023	Booth Fee	UIUC - Audiology and Speech Language Pathology Clinic	Booth Fee	\$50.00
11/3/2023	Expositional Services	Best Expo	Expo Setup	-\$6,060.00
11/3/2023	Foam Board Posters	Martin One Source	4 Posters	-\$210.00
11/6/2023	Advertising + Sponsorship	The News Gazette	Includes a \$600 In Kind Sponsorship	-\$600.00
11/17/2023	Sponsorship	Baxter's	\$50 x 4 Gift Cards	\$0.00
11/17/2023	Sponsorship	Biaggi's	\$20 Gift Card	\$0.00
11/17/2023	Sponsorship	Dave's Hot Chicken	\$5.69 x 10 Free Slider or Tender	\$0.00
11/17/2023	Sponsorship	Los Zarapes	\$25 x 2 Gift Cards	\$0.00
11/17/2023	Sponsorship	Oberweis Dairy	\$2.50 x 100 Kid's Cones	\$0.00

11/17/2023	Sponsorship	Old Orchard Lanes and Links	\$25 x 2 Gift Cards	\$0.00
11/17/2023	Sponsorship	Orangetheory	\$69 Free 1-Month Membership	\$0.00
11/17/2023	Sponsorship	Outback Steakhouse	\$10 x 20 Free Bloomin' Onion	\$0.00
11/17/2023	Sponsorship	Philo Tavern	\$25 x 2 Gift Cards	\$0.00
11/17/2023	Sponsorship	Phoenix Theaters (Savoy 16)	\$11.50 x 10 Free Movie Passes	\$0.00
11/17/2023	Sponsorship	Red Robin	\$25 x 2 Gift Cards	\$0.00
11/17/2023	Sponsorship	Rod Sickler	\$50 Gift Card + \$10 x 100 Gift Cards	\$0.00
11/17/2023	Sponsorship	Slim Chickens	\$25 x 2 Gift Cards	\$0.00
11/17/2023	Sponsorship	Urbana Garden Family Restaurant	\$25 x 2 Gift Cards	\$0.00
11/28/2023	Contractors	Boot, Boot, Bressner	Doesn't include ASL interpreters or personal assistants	-\$45,000.00
11/28/2023	Contractors		Includes ASL interpreters and personal assistants	-\$770.00

Total money in, including sponsorships and in-kind donations: \$18,510.67. This is a 20.2% increase over 2022.

Total money out: \$65,358.68. This is a 6.8% decrease over 2022.

These numbers are as of 12/2/23. There are outstanding booth fees totaling \$1,050.00 and payments to two ASL interpreters that have yet to be counted.

## Conclusion

The 2023 **DISABILITY** Resource Expo was a success. There were more exhibitors than the previous year. The amount of money raised through marketing, sponsorships, in-kind donations, booth fees and advertising fees for ads placed in the Resource Book this year saw an increase of more than 20% over the previous year. Over the same time period, we were able to reduce our costs by nearly 7%. In relation to volunteers, the volunteer subcommittee had a much easier time filling all of the Expo's volunteer needs. Best Expo returning to provide our expositional services needs made things much easier for the Steering Committee and we received a great deal of extremely positive feedback, especially about the piping and draping around the exhibitor booths. The relationship between the Expo has with Market Place Mall has strengthened and will undoubtedly become stronger over time.

Though there is much to celebrate regarding the 2023 Expo, improvements can always be made. Strategies on how to acquire more participant evaluations over the last two years have not worked, so we will likely be returning to using just paper evaluations next year. During the 2023 exhibitor registration period, a couple exhibitors sent in their booth fees but either did not submit their registration or exhibitors thought that their registration had been submitted and it fell through the cracks on our end. More checkpoint procedures will be developed to prevent situations like these from happening. We want to be sure that as many organizations as possible can be exhibitors at the Expo so that our participants will have access to the most information possible.

Next year will be the 15th annual **DISABILITY** Resource Expo and the Steering Committee will be working diligently to make next year's Expo the biggest yet. We plan to find a company/organization to be our Title Sponsor. Ideally, we would love to have WCIA in this role. Market Place Mall had Dick's House of Sports open up this fall and we want to work with them to showcase some adaptive sports the day of the Expo. We are also in the planning stages on an adaptive clothing fashion show. Maurice's has already expressed interest and has offered to try and get other clothing stores in the mall involved. One of our new exhibitors, Equability, specializes in making clothing accessible based on the needs of the customer. We are hopeful to have their support as well.

Feedback regarding the 2023 Expo from the Champaign County Mental Health & Developmental Disabilities Boards is welcomed and will be shared with the Steering Committee. If you have ideas for next year's 15th annual Expo, we are open to those as well. The Steering Committee has, unfortunately, lost some key members recently and needs to find some new members to bring some fresh energy. Any suggestions for new members will be welcomed. Finally, on behalf

of the Steering Committee, the Expo Co-Coordinator would like to thank members of the boards for continuing to fund the **DISABILITY** Resource Expo and allowing the Steering Committee to fulfill its mission to give people with disabilities in East Central Illinois and surrounding communities, as well as their loved ones and caregivers, easy access to the resources needed for a great quality of life.



2023

# Community Health Plan Manager Annual Report

By JR Lill

## Community Health Plan Manager Year 2023 Updates

Greetings!

What a year 2023 was! As community health plan manager for Champaign and Vermilion counties, I made a decided effort to continue relationship building, initiate new projects, and begin organizing for the 2025 Community Health Needs Assessment.

Throughout the year I attended 143 community meetings. These meetings had at least 3 representatives from different agencies or associations. My level of participation in each of these meetings ranged from being a direct organizer to meeting note taker.

Community meetings in this count included:

Healthy Champaign County, Champaign County Behavioral Health Workgroup, Champaign County Community Coalition, Race-Relations Subcommittee, Champaign County United Way Community Solutions Team. Feeding Champaign County Food Summit, Vermilion County Behavioral Health Initiative, Live Well Vermilion County, Vermilion County Violence Prevention Task Force, Vermilion County Income / Poverty Workgroup, Champaign County United Way Executive Meeting

As a result of the work in these community meetings, I helped to organize 2 conferences held in champaign county.

I was the lead organizer for the Feeding Champaign County Food Summit held in April 2023. The Summit brought together leaders from health institutions, food banks, food pantries, farms, community gardens, the University of Illinois, and local nonprofit organizations to better address systematic problems with distribution of food to people without access.

In September 2023, I worked with Donna Tanner-Harold for the Black Mental Health and Wellness Conference to host a resource fair alongside the day's events.

As a community Health worker, I believe that it is important to help train the upcoming workforce. As such, I mentored 8 IPLAN community health Interns in 2023 from University of Illinois Community Health, Northern Illinois Public Health, and Illinois State University Family Life Sciences. The interns worked on a variety of projects including Park Mapping, Education on Food Apps, Database building, partnership Development, Survey Creating, Data Analysis for the Food Summit, and Creation of Health Education Materials.

Following in this report are goals for 2024, Current Partners, Maps for Champaign and Vermilion Counties, links and information on state and national health improvement efforts, timelines for the 2025 Community Health needs Assessment, Information on the Priority Areas of health, and IPLAN workgroups for Champaign and Vermilion Counties

Perhaps most importantly included are the MAPP 2.0 checklists. These will be used to best create and make use of our 2025 CHNA to develop a community health plan that is useful and successful.

Here is to another year of learning and success!



## 2024 Community Health Plan Manager Goals

### Community Surveying

During the distribution of the 2025 CHNA Survey, special care should be taken to reach community members from all different groups. To do this, translators for as many languages as possible should lead in-person surveying.

Surveying should take place County-Wide to include rural communities.

Interns should be recruited to have greater reach in survey distribution.

Each Member of the Champaign – Vermilion Executive Committee should provide staffing, assist with site identification, and target under-represented sites for community surveying.

### Community Partnerships

Continuously Maintain and develop community health partnerships through the Regional Champaign – Vermilion Executive Committee

Attend community meetings and provide technical assistance as needed.

Improve note taking skills to better identify action items and follow up with project leads.

### Reporting

Compile weekly newsletter starting Tuesday January 9<sup>th</sup>. Newsletter will contain information relating to the priority areas of health.

Generate quarterly progress reports due by the 1<sup>st</sup> of April, July, and November 2024.

Distribute annual report due January 2025.

## Regional Champaign - Vermilion Executive Committee

### Regional Champaign - Vermilion Executive Committee

#### Champaign County

Champaign County United Way

Champaign County Mental Health Board

Champaign County Developmental Disability Board

Champaign-Urbana Public Health District

Carle Health

OSF

#### Vermilion County

United Way Danville Area

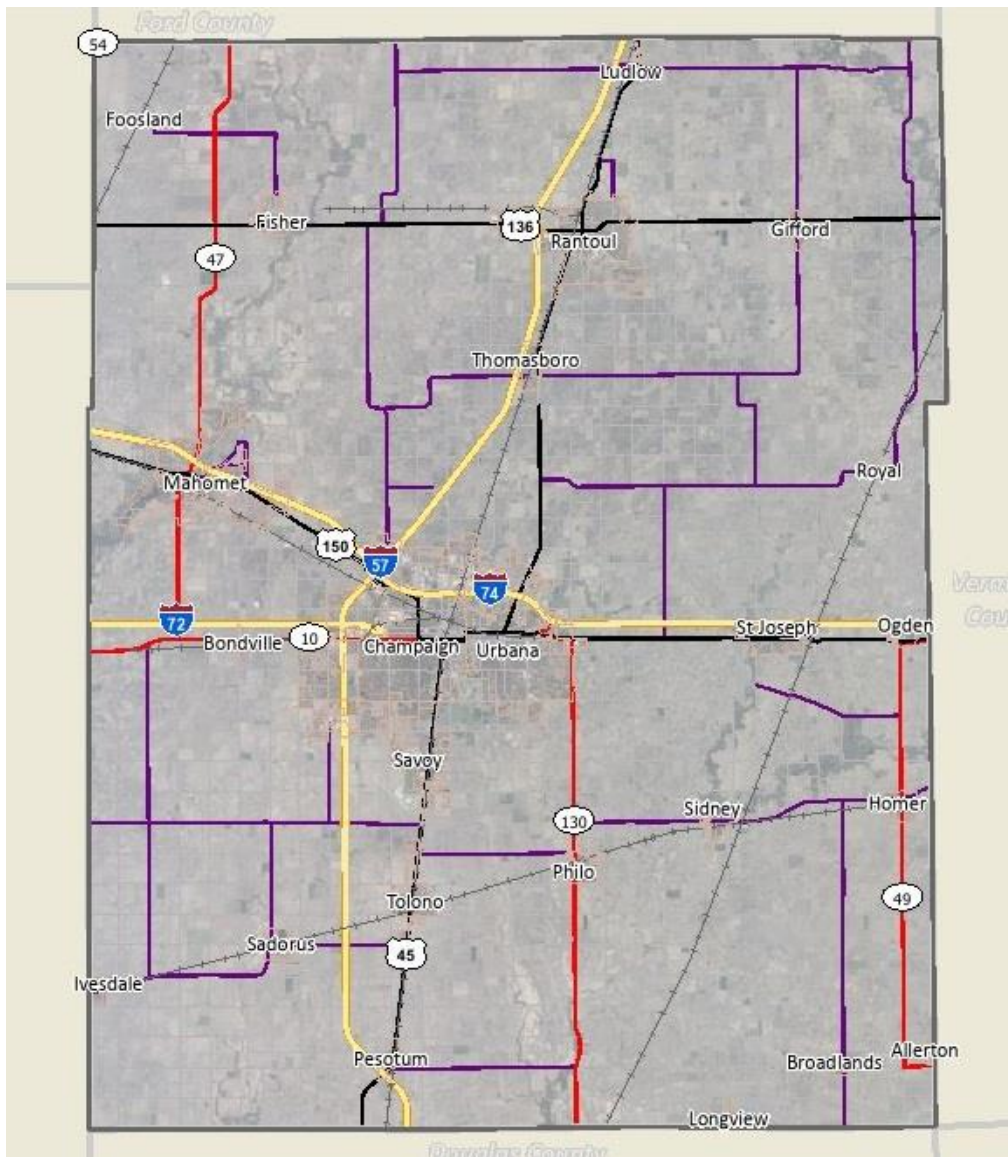
Vermilion County Mental Health Board 708

Vermilion County Health Department

OSF

Carle Health

# Map of Champaign County



# Map of Vermilion County



# Healthy People 2030 – Social Determinants of Health – State Health Improvement Plan

Healthy People 2030 <https://health.gov/healthypeople>

## Social Determinants of Health

“Social determinants of health (SDOH) are the conditions in the environments where people are born, live, learn, work, play, worship, and age that affect a wide range of health, functioning, and quality-of-life outcomes and risks.”

## 5 Domains of the Social Determinants of Health

### Economic Stability

<https://health.gov/healthypeople/objectives-and-data/browse-objectives/economic-stability>

### Education Access and Quality

<https://health.gov/healthypeople/objectives-and-data/browse-objectives/education-access-and-quality>

### Health Care Access and Quality

<https://health.gov/healthypeople/objectives-and-data/browse-objectives/health-care-access-and-quality>

### Neighborhood and Built Environment

<https://health.gov/healthypeople/objectives-and-data/browse-objectives/neighborhood-and-built-environment>

### Social and Community Context

<https://health.gov/healthypeople/objectives-and-data/browse-objectives/social-and-community-context>

## Healthy Illinois State Health Improvement Plan

<https://dph.illinois.gov/content/dam/soi/en/web/idph/files/publications/ship-final.pdf>

## MAPP 2.0 – Health Equity

Follow the MAPP 2.0 Handbook. Below are steps taken from this handbook.

### Phase 1 Build the Community Health Improvement Foundation

Goals :

Involve Community members who represent populations experiencing inequities to guide and participate in MAPP Planning.

Build Strategic relationships with new and existing partners to engage throughout MAPP.

Establish the MAPP Core Group and Steering Committee that represent the community.

Develop a shared understanding of MAPP and the community's vision for the future.

Evaluate what resources are available and needed to achieve MAPPS goals effectively.

Create workgroups to build the infrastructure of CHI.

### Outcome Metrics

# of New and existing community organizations partners re/engaged with MAPP

# of community organizations represented on the steering committee

% of steering committee members from community experiencing inequities

# of workgroups established for CHI infrastructure priorities

### Steps

1. Do a stakeholder and Power Analysis
2. Establish or Revisit CHI Leadership Structures
3. Engaged and Orient the steering committee
4. Establish Administrative Structures for MAPP
5. Develop the Community Vision
6. Do the Starting Point Assessment
7. Identify CHI Infrastructure Priorities and Develop Workgroups
8. Develop the Workplan and Budget



## MAPP 2.0 – Health Equity

Follow the MAPP 2.0 Handbook. Below are steps taken from this handbook.

### Phase 2 Tell the Community Story

#### Goals:

Engage the Community in developing a comprehensive and timely CH[N]A

Identify the top population health priorities and health inequities in the community including their root causes

#### Outcome Metrics:

# of sub-populations that were given power to shape the CH[N]A

# of community members that understood the importance and effects of the CH[N]A

#### Steps

1. Form the Assessment Design Team
2. Design the Assessment Process
3. Do the Three assessments
  - a. Community Partner Assessment (CPA)
  - b. Community Status Assessment (CSA)
  - c. Community Context Assessment (CCA)
4. Triangulate Data, Identify Themes, and Develop Issue Statements
5. Develop Issue Profiles through Root Cause Analysis
6. Share CH[N]A Findings

## MAPP 2.0 – Health Equity

Follow the MAPP 2.0 Handbook . Below are steps taken from this handbook.

### Phase 3 Continuously Improve the Community

Goals:

Identify strategic priorities for the CHIP across the health equity action spectrum that meet community needs

Strategically align partner organizations to priority issues by developing priority issue subcommittees

Develop shared measures to track CHIP activities across partners

Develop an action plan to achieve the community vision and MAPP goals effectively

Do CQI on strategies as they are carried out

### Steps

1. Prioritize issues for the CHIP
2. Do a power analysis of each issue
3. Set up Priority Issue Subcommittees
4. Create Community Partner Profiles
5. Develop Shared Goals and Long – Term Measures
6. Select CHIP Strategies
7. Develop Continuous Quality Improvement Action Planning Cycles
8. Monitor and Evaluate the CHIP

## Community Health Needs Assessment Timeline

Preliminary 2025 Schedule By Jake Ozier

Survey modification	Nov 1, 2023 – Feb 28, 2024
Survey build and pilot	March 1 – May 31, 2024
Sample-size strategy	May 15 – May 30, 2024
Launch survey	June 1, 2024
Survey data collection	June 1 – Aug 31, 2024
Collection of secondary data	Aug 1 – Oct 31, 2024
Complete CHNA working drafts	Nov 1, 2024 – Jan 31, 2025
Prioritization meetings	Feb 15 – April 30, 2025
Begin Implementation Strategies	May 1, 2025
Presentation to the Board	Approx. 7/25/25 (OSF) 12/31/25 (Carle)

## Priority Areas of Health

### 2022 Champaign County CHNA Priority areas of health

Healthy Behaviors and Wellness

Behavioral Health – including mental health and substance abuse

Violence

### 2022 Vermilion County CHNA Priority areas of health

Violence

Income/Poverty

Healthy Behaviors

Behavioral Health – including mental health and substance abuse

### Expanded Priority Area of Health Updates

Active Living	Biking, Walking, Running, Active Living for People with Disabilities, Active Living for people with Chronic Illness, Accessibility,
Healthy Eating	Nutrition Education, Access to Quality – Healthy Foods
Food Environment	Food Security, Food Eco System, Local Food Production
Maternal and Child Health	Child Nutrition, Breast Feeding
Health and Aging	Congregate Meal Sites, Nursing Homes, Memory Care
Substance Use	Counseling, Overdoses Prevention and Response, Narcan Education, Harm Reduction, ROSC – Recovery Oriented System of Care, Recovery
Mental Health and Wellness	Suicide Prevention, Paraprofessionals, Worker Burnout, Counseling, Institutionalization, Building Support Networks, Concept Mapping, Supporting
Violence Prevention	Blueprint to end gun violence, Domestic Violence Prevention
Income / Poverty	Homelessness, Home Ownership, Family Shelter
Obesity	
Structural Racism	

## IPLAN Workgroups

### Champaign County Workgroups

Behavioral Health Workgroup –  
Hosted by Champaign Urbana Public Health District  
Co – Facilitators: Tajal Patel, JR Lill, Javaite Burton

Champaign County Community Coalition  
Hosted by City of Champaign  
Facilitator: Tracy Parsons

Healthy Champaign County  
Facilitator: Jeanine Benskin

### Vermilion County Workgroups

Income/Poverty  
Hosted by IGrow  
Facilitator: Niah Hamilton

Vermilion County Mental Health Initiative  
Hosted by Mental Health Board 708 Behavioral Health Workgroup  
Facilitator: Jim Russell

Vermilion County Violence Prevention Task Force  
Hosted by Survivor Resource Center  
Facilitator: Kris Bell

Live Well Vermilion County  
Hosted by Danville YMCA  
Co-Facilitators: Mia Harrier, Joyce Bruett, Jacob Ozier, JR Lill

## IPLAN Data Requests

Community partners may place a data request by contacting [IPLAN@C-UPHD.ORG](mailto:IPLAN@C-UPHD.ORG). The community health plan manager and IPLAN interns can research topics, find compatible programs and methodologies, consult on community health issues, and provide grant writing technical assistance. Data requests should be oriented towards the above-listed expanded priority areas of health.

## Thank You!

Thank you for reading this annual report through to the end! If you have any questions, comments, concerns, suggestions, or if you'd like further information about how to be a part of the 2025 Community Health Planning Process, please feel free to contact JR Lill at [JLILL@C-UPHD.ORG](mailto:JLILL@C-UPHD.ORG).

**CCMHB Liaison Choices 2024**

	Jane Sprandel	Daphne Maurer	Chris Miner	Elaine Palencia	Jen Straub	Jon Paul Youakim	Joe Orm-Osagie	Molly McRay	Lisa Liggins-Chal
Courage Connection (4th Mon., 5:30pm)									
CCRPC (Head Start and Community Services)									
Cunningham Children's Home (meets qtrly)									
Children's Advocacy Ctr (4th Thurs., 9 am)									
CC Health Care Consumers(4th Thurs., 6 p.m.)									
Christian Health Center (last Sat., 10 a.m.)									
Community Service Ctr (3rd Thurs., 4:30 pm)									
Crisis Nursery (2nd Wed., 5:30 pm)									
CU at Home (4th Wed., 8 am)									
CU Early (Unit 116 mtg)									
Don Moyer (3rd Tues., 7 am)									
DSC (4th Thurs., 5:30 pm)									
ECIRMAC (Refugee Ctr (2nd Tues., 4 pm)									
Family Service (2nd Mon., noon)									
First Followers (generally 3rd Fri., 5 pm)									
GROW in IL (last Mon., 7 pm)									
Immigrant Services of CU									
Promise Healthcare (4th Tues., 6 pm)							X		
RACES (3rd Thurs., 6 pm)									
Rosecrance (last Tues, 4:30 pm)									
Terrapin Station Sober Living									
UP Center (2nd Wed., 6:30 pm)									
WIN Recovery (2nd Monday, 5:30 p.m.)									
County Board Opioid Settlement Task Force								X	
Community Coalition (2nd Wed., 3:30pm)									
Expo Committees (various)									
Student Mental Health Collab (1st Mon., 11AM, in person 2-3x/semester)	X								
									X