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

*Minutes –May 18, 2011*

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

*8:00 a.m.*

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**MEMBERS PRESENT:** Holly Jordan, President; Mike Smith, Joyce Dill

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

**STAFF EXCUSED:** Nancy Crawford

**OTHERS PRESENT:** Dennis Carpenter, Charleston Transitional Facility (CTF); Patty Walters, Danielle Matthews, Felicia Gooler, Ron Bribriesco, Vicki Tolf, Laura Bennett, Dale Morrissey, Jennifer Carlson, Developmental Services Center (DSC); Pam Klassert, Glenna Tharp, Persons Assuming Control of their Environment(PACE); Sally Mustered, C-U Autism Network; Vicki Niswander, Linda Tortorelli, Community Choices; Lynn Watson, Head Start

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**CALL TO ORDER:**

Ms. Holly Jordan, Board President, called the meeting to order at 8:00 a.m.

**ROLL CALL:**

Roll call was taken and a quorum was present.

**ADDITIONS TO AGENDA:**

None.

**CITIZEN INPUT:**

None.

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

The CCMHB will meet later today.

**APPROVAL OF MINUTES:**

Minutes from the April 20, 2011 Board meeting were included in the packet.

**MOTION: Ms. Dill moved to approve the minutes from the April 20, 2011 Board meeting. Mr. Smith seconded and the motion passed unanimously.**

**PRESIDENT'S COMMENTS:**

No Comments.

**EXECUTIVE DIRECTOR'S REPORT:**

No Report.

**STAFF REPORT:**

A report from Ms. Canfield was included in the packet. Ms. Canfield announced there would be a study session regarding diet and mental health immediately following the Champaign County Mental Health Board meeting on June 22, 2011.

**AGENCY INFORMATION:**

None.

**FINANCIAL INFORMATION:**

**Approval of Claims:**

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

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

## **NEW BUSINESS:**

### **FY12 Allocation Decisions:**

Mr. Tracy provided Board members with a brief review of the application process. A Decision Memorandum regarding the staff's recommendations for FY12 funding was included in the Board packet. The memorandum's intent was to offer staff recommendations for FY12 (July 1, 2011 through June 30, 2012) funding allocations for the consideration of the Champaign County Developmental Disabilities Board (CCDDB). These recommendations are predicated on a thorough evaluation of applications using decision support criteria approved by the CCDDB in November 2010. Final funding decision authority rests with the CCDDB and their sole discretion and judgment concerning the most appropriate and efficacious use of available dollars based on assessment of community needs, best value, alignment with decision support criteria, pricing and affordability and reasonable distribution of funds across disability areas.

All recommendations included in the decision section of the memorandum are provisional with funding contingent on the completion of successful contract negotiation. This can include significant modification of the budget, program plan, and personnel matrix in order to align the contract more closely with CCDDB planning, budget, and policy specifications. If selected for contract negotiations, the applicant may be required to prepare and submit additional information prior to final contract execution, in order to reach terms for the provision of services that are agreeable to both parties. Failure to submit required information shall result in cancellation of the award of a contract.

The funding decisions recommended in the decision memorandum are based on revenue estimates which will not be finalized until the CCDDB budget is approved by the Champaign County Board in November 2011. For this reason all FY12 CCDDB contracts shall be subject to possible reductions in the contract maximums to compensate for any CCDDB revenue shortfall. These reductions shall be documented by contract amendment at the discretion of the CCDDB executive director with every effort made to maintain the viability and integrity of contracts approved for funding. The FY12 contract boilerplate shall also include the following provision:

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

The staff recommendations are based on decision support criteria match up and a variety of other factors outlined in this memorandum. For additional information, please refer to the application Program Summaries presented at the April 2011 CCDDB Meeting.

Autism Society of Illinois - C-U Autism Network

Funding request is for \$12,000. The recommendation is to fund the proposal to continue outreach and support for parents and families with autistic children. Family support is one of the five primary categories identified by the CCDDB.

Recommend: \$12,000

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

Champaign County Down Syndrome Network – Down Syndrome Network  
Funding request is for \$15,000. The recommendation is to fund the proposal to continue outreach and support for parents and families of children with Down Syndrome. Family support is one of the five primary categories identified by the CCDDDB. Consultation with Cultural and Linguistic Competence Coordinator is recommended to address underserved populations.

Recommend: \$15,000

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

Champaign County Head Start/Early Head Start  
Funding request is for \$41,675. The recommendation is to fund the proposal to maintain and expand this program which enhances early intervention services for young children in Champaign County and their families. This is one of the five priority categories identified by the CCDDDB.

Recommend: \$41,675

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

Charleston Transitional Facility (CTF) – Residential  
Funding request is for \$38,000. The recommendation is to fund the proposal to maintain support of one resident of seven in CILA home located in Champaign. This is one of the five priority areas identified by the CCDDDB. Requires contract negotiation to strengthen performance measures, resolve budget forms, and address board composition.

Recommend: \$38,000

**MOTION: Ms. Dill moved to approve funding of \$38,000 as recommended for Charleston Transitional Facility (CTF) - Residential as presented in the memorandum. Mr. Smith seconded the motion. A roll call vote was taken and the motion passed unanimously.**

Charleston Transitional Facility (CTF) – Nursing  
Funding request is for \$20,204. The recommendation is to fund the proposal to maintain and expand support for nursing services in the residential program, which includes annual medication training for staff. Nursing services included in the state rate are not adequate to cover actual

costs, and some residents have a greater need for support as they grow older. Requires contract negotiation to strengthen performance measures, resolve budget forms, and address board composition.

Recommend: \$20,204

**MOTION: Ms. Dill moved to approve funding of \$20,204 as recommended for Charleston Transitional Facility (CTF) - Nursing as presented in the memorandum. Mr. Smith seconded the motion. A roll call vote was taken and the motion passed unanimously.**

Community Choices, Inc. – Customized Employment

Funding request is for \$30,000. The recommendation is to fund the proposal to maintain this program, which utilizes a creative, consumer-driven approach to employment support consistent with the Illinois Council on Developmental Disabilities “Blueprint for System Redesign in Illinois.”

Recommend: \$30,000

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

Community Elements, Inc. – Coordination of Services – DD/MI

Funding request is for \$51,775. Although this application proposes a needed service and furthers continuity of care, it is not affordable in the current climate of fiscal austerity. The recommendation is not to fund this application due to low revenue projections and other fiscal considerations.

Recommend: Do not fund.

**MOTION: Ms. Dill moved to deny funding of \$51,775 as requested by the Community Elements, Inc. – Coordination of Services – DD/MI as presented in the memorandum. Mr. Smith seconded the motion. A roll call vote was taken and the motion passed unanimously.**

Developmental Services Center – Apartment Services

Funding request is for \$411,328. The recommendation is to fund this proposal to maintain support of apartment services as part of the continuum of residential services offered for people with developmental disabilities in Champaign County; consumer driven planning is featured. Requires contract negotiation to strengthen performance measures and a special provision for additional reporting.

Recommend: \$411,328

**MOTION: Ms. Dill moved to approve funding of \$411,328 as recommended for Developmental Services Center – Apartment Service as presented in the memorandum. Mr. Smith seconded the**

**motion. A roll call vote was taken and the motion passed unanimously.**

Developmental Services Center – Client and Family Support Services

Funding request is for \$396,212. The recommendation is to fund this proposal to maintain support of the program, which features case management services such as intake screening, advocacy, assessment, information and referral, linkage, coordination and monitoring of person-centered individual service plans, some direct support, and crisis intervention. Requires a special provision for additional reporting.

Recommend: \$396,212

**MOTION: Ms. Dill moved to approve funding of \$396,212 as recommended for Developmental Services Center – Client and Family Support Services as presented in the memorandum. Mr. Smith seconded the motion. A roll call vote was taken and the motion passed unanimously.**

Developmental Services Center – Clinical Support Services

Funding request is for \$177,966. The recommendation is to fund this proposal to maintain and expand the program, which matches up well with criteria and addresses one of the five priority categories identified by the CCDDDB. The program addresses needs that overlay some criteria areas identified by both the CCMHB and CCDDDB. Requires contract negotiation related to strengthening performance measures and a special provision for additional reporting.

Recommend: \$177,966

**MOTION: Ms. Dill moved to approve funding of \$177,966 as recommended for Developmental Services Center – Clinical Support Services as presented in the memorandum. Mr. Smith seconded the motion. A roll call vote was taken and the motion passed unanimously.**

Developmental Services Center – CILA Residential Services

Funding request is for \$158,620. The recommendation is for partial funding of this proposal, which addresses the primary area of long term commitment to residential care. CCDDDB funding supports program-wide residential capacity. Requires contract negotiation related to strengthening performance measures and a special provision for additional reporting.

Recommend: \$154,000

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

Developmental Services Center – Developmental Training/Employment Services  
Funding request is for \$1,202,014. The recommendation is for partial funding of the proposal, to sustain the operational activities of these large programs. Developmental Training and Employment Services are among the five priority areas identified by the CCDDDB, and consumer driven service planning is highlighted. Requires contract negotiation related to strengthening performance measures and special provision for additional reporting.  
Recommend: \$1,182,706

**MOTION: Ms. Dill moved to approve funding of \$1,182,706 as recommended for Developmental Services Center – Developmental Training and Employment Services as presented in the memorandum. Mr. Smith seconded the motion. A roll call vote was taken and the motion passed unanimously.**

Developmental Services Center – Family Development Center  
Funding request is for \$381,435. The recommendation is to fund this proposal to maintain and expand efforts to make a range of early intervention services available for children age 0 to 5 with developmental disabilities and delays. Early intervention is one of the five priority categories identified by the CCDDDB. Requires special provision related to additional reporting.  
Recommend: \$381,435

**MOTION: Ms. Dill moved to approve funding of \$381,435 as recommended for Developmental Services Center – Family Development Center as presented in the memorandum. Mr. Smith seconded the motion. A roll call vote was taken and the motion passed unanimously.**

Developmental Services Center – Individual and Family Support  
Funding request is for \$338,324. The recommendation is to fund this program to maintain and expand flexible, comprehensive support to families, driven by consumer choice. The proposal matches up well with criteria and addresses one of the five priority categories identified by the CCDDDB. Requires contract negotiation related to strengthening performance measures and special provision for additional reporting.  
Recommend: \$338,324

**MOTION: Ms. Dill moved to approve funding of \$338,324 as recommended for Developmental Services Center – Individual and Family Support as presented in the memorandum. Mr. Smith seconded the motion. A roll call vote was taken and the motion passed unanimously.**

Developmental Services Center – Individual and Family Support Expansion  
Funding request is for \$60,000. Although the proposal seeks to expand a sought after, flexible, comprehensive, consumer and family driven program, it is not affordable in the current climate of fiscal austerity. The recommendation is not to fund this request.  
Recommend: Do not fund due to budgetary constraints.

**MOTION: Ms. Dill moved to deny funding of \$60,000 as recommended for Developmental Services Center – Individual and Family Support Expansion as presented in the memorandum. Mr. Smith seconded the motion. A roll call vote was taken and the motion passed unanimously.**

Persons Assuming Control of Their Environment (PACE) – Opportunities for Independence Funding request is for \$59,546. The recommendation is to fund this program which addresses core areas, makes consumer participation central to service planning, and enhances options for people with developmental disabilities to acquire independent living skills. Requires minor revision of budget and/or program forms.  
Recommend: \$59,546

**MOTION: Ms. Dill moved to approve funding of \$59,546 as recommended for Persons Assuming Control of Their Environment (PACE) – Independent Living Coordination Champaign County as presented in the memorandum. Mr. Smith seconded the motion. A roll call vote was taken and the motion passed unanimously.**

**MOTION: Ms. Dill moved to authorize the executive director to implement contract maximum reductions as described in the “Special Notification Concerning FY11 Awards” section of the memorandum that reads:**

*The recommendations in this decision memorandum are based on revenue estimates which will not be finalized until the CCDDDB budget is approved by the Champaign County Board in November 2011. For this reason all FY12 CCDDDB contracts shall be subject to possible reductions in contract maximums necessary to compensate for any CCDDDB revenue shortfall. These reductions shall be documented by contract amendment at the discretion of the CCDDDB executive director with every effort made to maintain the viability and integrity of contracts approved for funding. The FY12 contract boilerplate shall also include the following provision:*

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

**Mr. Smith seconded the motion. A roll call vote was taken and the motion passed unanimously.**

**OLD BUSINESS:**

**Disability Resource Expo:**

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

**Anti-Stigma Alliance Event Wrap-Up:**

News articles regarding Anti-Stigma Alliance activities were included in the Board packet.

**BOARD ANNOUNCEMENTS:**

Mr. Smith thanked Ms. Holly Jordan for her service on the CCDDDB and for her many years of dedication to developmental disability advocacy in Champaign County. Ms. Jordan will leave the Board in June 2011.

**ADJOURNMENT:**

The meeting adjourned at 8:40 a.m.

Respectfully Submitted by: Stephanie Howard-Gallo

*\*Minutes were approved at the 6/22/11 CCDDDB meeting.*