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

Minutes –January 18, 2012

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

8:00 a.m.

MEMBERS PRESENT: Joyce Dill, Elaine Palencia, Mike Smith

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

OTHERS PRESENT: Vicki Tolf, Patty Walters, Annette Becherer, Scott Turner, Laura Bennett, Developmental Services Center (DSC); Dennis Carpenter, Melissa McDaniel, Charleston Transitional Facility (CTF); Barb Bressner, Consultant; Sally Mustered, C-U Autism Network; Jennifer Knapp, Rebecca Thinnes, Linda and Pat Tortorelli, Jamie Stevens, Tiffany Dean, Community Choices; Lynn Watson, Head Start; Tracy Parsons, Shandra Summerville, ACCESS Initiative of Champaign County

CALL TO ORDER:

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

ROLL CALL:

Roll call was taken and a quorum was present.

ADDITIONS TO AGENDA:

None.

CITIZEN INPUT:

Two clients of Community Choices, Ms. Tiffany Dean and Mr. Pat Tortorelli, spoke regarding their positive experiences working with the agency.

CHAMPAIGN COUNTY MENTAL HEALTH BOARD (CCMHB) INPUT:

The CCMHB will meet later in the day.

APPROVAL OF MINUTES:

Minutes from the November 16, 2011 Board meeting were included in the packet.

MOTION: Ms. Dill moved to approve the minutes from the November 16, 2011 Board meeting. Ms. Palencia seconded and the motion passed unanimously.

PRESIDENT'S COMMENTS:

None.

EXECUTIVE DIRECTOR'S REPORT:

Mr. Tracy announced he will be meeting with Ms. Holly Jordan in the near future to discuss possible changes in the Memorandum of Understanding (MOU) between the CCMHB and the CCDDDB regarding administrative costs.

STAFF REPORT:

A report from Ms. Canfield was included in the packet.

AGENCY INFORMATION:

Ms. Dill asked agency representatives for verbal reports on the impact of the State of Illinois budget on their agencies. Mr. Dennis Carpenter and Ms. Patty Walters reported on slow payments from the state, which generally run three to five months late. Slow payments make program planning difficult and staff wage increases non-existent.

FINANCIAL INFORMATION:

Approval of Claims:

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

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

NEW BUSINESS:

Financial site Visit Protocol:

A Briefing Memorandum and a draft of staff protocol for monitoring financial procedures was included in the Board packet. The Protocol is a tool that is intended to be used by staff to improve and ensure an adequate level of financial accountability with our funded agencies.

FY2013 Contract Boilerplate:

A draft of the FY2013 Contract Boilerplate was included in the packet. Proposed changes in the document were highlighted in italics. Ms. Palencia suggested the document be more specific regarding what specifications in the contract are mandatory and what are suggested or encouraged. Mr. Tracy stated staff would consider her suggestion and will review the Contract Boilerplate further.

Ligas Consent Decree:

A Briefing Memorandum informing the Board of developments in Ligas v. Hamos was included in the Board packet.

Notice of Funding Availability:

A copy of the Notice of Funding Availability (NOFA) for CCMHB/CCDDB/Quarter Cent for Public Safety Funds that was published in the News Gazette on December 11, 2011 was included in the packet for information only.

Cultural and Linguistic Competence Plan:

The Cultural and Linguistic Competence Plan was included in the packet. The Plan is part of FY2013 application materials. A copy of a quarterly monitoring tool was included in the packet as well. Ms. Shandra Summerville, the Cultural and Linguistic Competency Coordinator from the ACCESS Initiative of Champaign County, provided additional explanation of the documents and offered technical assistance to anyone interested.

Anti-Stigma Alliance:

Ms. Lynn Canfield briefly discussed plans for Ebertfest 2012.

OLD BUSINESS:

Anti-Stigma Memorandum:

A draft memorandum focusing on stigma associated with developmental disabilities was included in the packet for information only.

BOARD ANNOUNCEMENTS:

None.

ADJOURNMENT:

The meeting adjourned at 8:47 a.m.

Respectfully Submitted by: Stephanie Howard-Gallo

**Minutes were approved at 2/22/12 CCDDDB meeting.*