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

Minutes –November 20, 2019

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

8:00 a.m.

MEMBERS PRESENT: Gail Kennedy, Anne Robin, Sue Suter

MEMBERS EXCUSED: Deb Ruesch

STAFF PRESENT: Kim Bowdry, Lynn Canfield, Mark Driscoll, Stephanie Howard-Gallo, Shandra Summerville, Chris Wilson

OTHERS PRESENT: Danielle Matthews, Patty Walters, Annette Becherer, Heather Levingston, DSC; Becca Obuchowski, Hannah Sheets, Community Choices; Mary Rascher, Regional Planning Commission (RPC); Mel Liong, Jermaine Warren, PACE

CALL TO ORDER:

Dr. Kennedy called the meeting to order at 8:05 a.m.

ROLL CALL:

Roll call was taken and a quorum was present.

APPROVAL OF AGENDA:

The agenda was in the packet for review. The agenda was approved.

CITIZEN INPUT:

None.

PRESIDENT’S COMMENTS:

None.

EXECUTIVE DIRECTOR’S COMMENTS:

None.

APPROVAL OF CCDDDB MINUTES:

Minutes from October 23, 2019 were included in the Board packet.

MOTION: Ms. Suter moved to approve the CCDDDB minutes from October 23, 2019. Dr. Robin seconded the motion. A voice vote was taken and the motion was passed.

FINANCIAL INFORMATION:

A copy of the claims report for two months was included in the Board packet for review and approval.

MOTION: Ms. Suter moved to accept the claims report as presented. Dr. Robin seconded the motion. A voice vote was taken and the motion passed.

NEW BUSINESS:

Board Direction:

No comments.

Successes and Agency Information:

An edited newsletter from Individual Advocacy Group (IAG) was included in the packet. Annette Becherer from DSC announced The Crow at 110 Open House generated \$750 in art sales. Becca Obuchowski from Community Choices reported on a job placement. Patty Walters from DSC announced the Tree of Hope event. Mel Liong from PACE reported on recent job placements.

UCP-LL Vocational Contract Unused Funds and Unmet Need:

A Decision Memorandum with options for redirection of unused funds was included in the packet.

The CCDDDB PY2020 Vocational Services contract with UCP Land of Lincoln paid \$20,000 prior to contract termination. The total amount awarded for that program was \$60,000, through a fee for service contract. Our approach to fee for service is to ‘advance and reconcile,’ meaning that the first six monthly payments are each equal to 1/12 of the contract maximum and paid prior to services, and the second six payments are based on billings which have been submitted and approved; these payments also adjust for any ‘overpayment’ which may have occurred in the first six months. After receiving UCP-LL’s 30-day notice terminating the program and contract, billings were reviewed and reconciled against the four months of advance payment, so that \$2,480 is to be returned to the CCDDDB, leaving \$42,480 unspent of the total amount awarded for agency allocations in May 2019. The Board has expressed an interest in innovative funding to support individuals who have I/DD. The return of unspent revenue presents an opportunity to develop and consider options.

Possible Options:

1. The remaining \$42,480 could be used to support the 20 PUNS-eligible people who were enrolled with UCP-LL’s Vocational Services program. The Independent Service Coordination (ISC) unit is already involved with most of these individuals and could take on the rest under their PY2020 contract with the CCDDDB, helping these individuals find other services and supports for the remainder of this program year (to June 30, 2020). The amount of money available for the rest of the contract year equates to \$2,124 per person. Each could be offered the opportunity to direct the CCDDDB, with guidance from the ISC, to purchase services or supports on their behalf from an appropriate provider who agrees. With approval of the client and the ISC, the provider would contract with the CCDDDB and make necessary information available to CCDDDB and the County in order to receive payment for services.
2. If all of the individuals agreed to use one vocational provider, per their service plans with ISC support, and if the provider agreed to offer the indicated services, individual amounts could be combined for PY2020 contract of \$42,480 with that provider, with Board approval. CCDDDB staff have asked directors of Community Choices and DSC about their capacity to add any or all of the 20 people under their current contracts. DSC may have capacity within PY2020 Community Employment but would consider each individual’s situation before offering services. Community Choices does not have capacity under the PY2020 Customized Employment program, but if all or a majority of the 20 individuals agreed to their services, the agency may be in a position to increase staff if the contract maximum were increased.
3. The Board might instead increase the mini-grant total amount, especially if eligible mini-grant applications exceed the \$55,460 set aside for allocation. As with Option 1 above, the individual mini-grant is meant to support self-determined services and individual budgeting, very new strategies for funding.
4. The Board might choose not to reallocate the unspent \$12,480 of the 2019 portion of this grant and instead allow it to increase the fund balance. During 2019, it was necessary to spend from fund balance and to borrow from the CCMHB, as tax revenue distributions occurred later than usual. The state’s role in local tax determination was a factor, out of our control, and could again result in late payments and the need to spend fund balance.

If the board chooses Option 1 or 2, subsequent board action will be requested and based on recommendations developed with input from ISC staff, the individuals who had been served by UCP, and other agency service providers. If the board chooses Option 3, subsequent action will be requested through an increased total award amount for the current individual mini-grant application process.

If the board chooses Option 4, no additional board action will be required. The unspent 2019 amount (\$12,480) will go into fund balance, and the other \$30,000 reallocated in 2020.

Due to termination of the UCP-LL contract for Vocational Services, a total of \$42,480 is available, with \$12,480 to be spent during 2019 and up to \$30,000 during 2020. Given the timing, it is not very likely that the 2019 amount can be spent during 2019 if Option 1, 2, or 3; however, it is a very small amount compared to total Contributions and Grants amount budgeted for 2020, and the value of continuing the commitment to these individuals, through self-directed planning, is worth the risk.

Board members discussed the impact on the 20 individuals that are not receiving services from UCP. Kim Bowdry will organize a meeting with the ISC's to review the needs of the 20 individuals and keep services to them operating.

MOTION: Dr. Robin moved to approve the Executive Director and CCDDDB Staff to implement Option 1 as described in the memorandum. Ms. Suter seconded the motion. A roll call vote was taken. All members voted nay. The motion failed.

MOTION: Ms. Suter moved to approve the Executive Director and CCDDDB Staff to implement Option 2 as described in the memorandum with the following modification: Option 2--If all of the individuals agreed to use *more than* one vocational provider, per their service plans with ISC support, and if the provider agreed to offer the indicated services, individual amounts could be combined for PY2020 contract of \$42,480 with that provider, with Board approval. CCDDDB staff have asked directors of Community Choices and DSC about their capacity to add any or all of the 20 people under their current contracts. DSC may have capacity within PY2020 Community Employment but would consider each individual's situation before offering services. Community Choices does not have capacity under the PY2020 Customized Employment program, but if all or a majority of the 20 individuals agreed to their services, the agency may be in a position to increase staff if the contract maximum were increased. A roll call vote was taken. All members voted aye. The motion passed.

Individual Mini-Grant Update:

A Briefing Memorandum that summarized activities to date and next steps was included in the Board packet. Board and staff discussed the potential for additional funds to be allocated based on the number of requests and the dollar amount requested.

OLD BUSINESS:**CCDDB Three-Year Plan with FY2020 Objectives:**

The final draft of the CCDDB Three-Year Plan was presented. A Decision Memorandum was included in the Board packet.

MOTION: Ms. Suter moved to accept the CCDDB Three-Year Plan with FY2020 Objectives as presented. Dr. Robin seconded the motion. A voice vote was taken and all members voted aye. The motion passed.

PY2021 CCDDB Allocation Priorities:

A CCDDB Decision Memorandum with proposed final draft of allocation priorities and decision support criteria for Program Year 2021 was included in the packet.

MOTION: Ms. Suter moved to accept the final draft of PY2021 CCDDB Allocation Priorities as presented. Dr. Robin seconded the motion. A voice vote was taken and the motion passed unanimously.

PY2021 CCMHB Allocation Priorities:

A Decision Memorandum on CCMHB Allocation Priorities for 2021 was included in the Board packet for information only.

First Quarter Program Reports:

Included in the Board packet for information only.

First Quarter Service Data:

Included in the Board packet for information only

Meeting Schedules:

CCDDB and CCMHB meeting schedules were included in the packet for information only.

Acronyms:

A list of commonly used acronyms was included in the packet.

CCMHB Input:

The CCMHB will meet later in the day.

STAFF REPORTS:

Reports from Lynn Canfield, Kim Bowdry, Stephanie Howard-Gallo, and Shandra Summerville were included in the packet for review.

BOARD ANNOUNCEMENTS:

None.

ADJOURNMENT:

The meeting adjourned at 9:05 a.m.
Respectfully Submitted by: Stephanie Howard-Gallo

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