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

*Minutes –September 23, 2020*

*This meeting was held remotely and with  
representation at the Brookens Administrative Center.*

**9:00 a.m.**

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**MEMBERS PRESENT:** Gail Kennedy, Anne Robin, Deb Ruesch, Georgiana Schuster, Sue Suter

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

**OTHERS PRESENT:** Danielle Matthews, Laura Bennett, Vicki Tolf, Scott Burner, Sarah Perry, Heather Levingston, Patty Walters, Annette Becherer, DSC; Becca Obuchowski, Hannah Sheets, Community Choices; Katie Harmon, Thomas Bates, Regional Planning Commission (RPC); Imelda Liong, PACE; Mary Rasher, CCRPC; Kaitlyn Puzey, CU Able; Mary Ellen Wuellner, Bobbie Herakovich, Champaign County Forest Preserves; Nicole Allen, University of Illinois; Julie Palermo CU Autism Network; Sheila Krein, Citizen

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**CALL TO ORDER:**

Dr. Robin called the meeting to order at 9:03 a.m.

**ROLL CALL:**

Roll call was taken and a quorum was present. Executive Director Canfield was present in the Lyle Shields Room at the Brookens Administrative Center per the Open Meetings Act.

**APPROVAL OF AGENDA:**

The agenda was in the packet for review. There was a request from Dr. Robin for the DSC presentation to be prior to the UI Evaluation presentation. The agenda, with the change, was approved.

## **CITIZEN INPUT:**

Bobbie Herakovich from the Forest Preserve District spoke regarding an upcoming referendum and asked for people's support.

## **PRESIDENT'S COMMENTS:**

Dr. Robin thanked everyone for attending. She provided clarification on email communications and the Open Meetings Act. She reported the CCDDDB were unanimous on the approval of the Executive Director's performance and will indicate such in her yearly evaluation.

## **EXECUTIVE DIRECTOR'S COMMENTS:**

Director Lynn Canfield reviewed the agenda and recent staff activities.

## **APPROVAL OF CCDDDB MINUTES:**

Minutes from July 15, 2020 were included in the Board packet.

**MOTION: Ms. Suter moved to approve the CCDDDB minutes from July 15, 2020. Dr. Kennedy seconded the motion. A roll call vote was taken and the motion was passed unanimously.**

## **EXPENDITURE LIST:**

The "Expenditure Approval List" was included in the packet. Staff members were able to provide clarifications regarding the document.

**MOTION: Ms. Suter moved to accept the Expenditure Approval List as presented in the packet. Ms. Ruesch seconded the motion. A roll call vote was taken and the motion passed unanimously.**

## **NEW BUSINESS:**

### **DSC Community First Presentation:**

DSC staff provided an overview of results of the Community First survey. Board members were given an opportunity to ask question following the presentation.

### **UIUC Building Program Evaluation Capacity Report:**

Dr. Nicole Allen presented a report on activities undertaken and engagement with CCDDDB funded programs to develop evaluation capacity and performance outcome measurement during PY20. A copy of the report was included in the packet.

**CILA Ownership Transfer:**

A Decision Memorandum on the transfer of title of CILA properties from the CCMHB to CCDDDB was included in the Board packet. If each Board agrees, the attorneys will complete transfer of titles on the two properties currently used as CILA homes, from the Champaign County Mental Health Board to the Champaign County Developmental Disabilities Board.

If authorized, and once the transfers are completed, related agreements for services should be revised to name the CCDDDB as owner. In addition, a lower rental amount may be negotiated if IAG agrees to perform some maintenance tasks, lowering property management costs.

In the event IAG elects not to enter into lease agreements in 2021, the Boards may choose to sell these properties or to issue a new Request for Proposals, to identify a similar provider to continue offering CILA services in these houses. Because the RFP process takes some time, staff would prepare relevant documents and timeline upon direction from the Boards.

**MOTION: Dr. Kennedy to authorize transfer of title for each property from the CCMHB to the CCDDDB as described, pending approval by the CCMHB. Ms. Schuster seconded the motion. A roll call vote was taken and the motion was unanimously approved.**

**MOTION: Ms. Suter moved to authorize the CCDDDB/CCMHB Executive Director to revise the related agreements as described, pending similar action by the CCMHB. Dr. Kennedy seconded the motion. A roll call vote was taken and the motion was unanimously approved.**

**MOTION: Ms. Ruesch moved to authorize the CCDDDB/CCMHB Executive Director and staff to prepare a Request for Proposals to continue the CILA Facilities project, pending similar direction from the CCMHB. Ms. Suter seconded the motion. A roll call vote was taken and the motion was unanimously approved.**

**Review of Funding Priorities and Three-Year Plan:**

A Briefing Memorandum was included in the packet to set the stage for evaluating and planning Champaign County's system of supports and services for its residents who have intellectual and developmental disabilities.

**Rosecrance Service Claims Update:**

A Briefing Memorandum was included in the Board packet, reflecting a correction in claims entered into the Online claims system for Rosecrance Coordination for Services: DD/MI program for PY20.

**Successes and Other Agency Information:**

Becca Obuchowski from Community Choices, Annette Becherer from DSC, and Mel Liong from PACE provided updates.

## **OLD BUSINESS:**

### **Mini Grant Update:**

A Decision Memorandum offered updates and a request for modifications of award, on behalf of two recipients.

**MOTION:** Ms. Ruesch moved to approve extension to the term of the Mini-Grant Agreement for Applicant #17 to December 31, 2021. Dr. Kennedy seconded the motion. A roll call vote was taken and the motion passed unanimously.

**MOTION:** Ms. Suter moved to approve use of allotted Camp New Hope funds to purchase speech therapy sessions for Applicant #44. Ms. Ruesch seconded the motion. A roll call vote was taken and the motion passed unanimously.

### **CCDDB Draft Budget:**

A Decision Memorandum and FY2021 CCDDB and CILA Draft Budgets were included in the Board packet.

**MOTION:** Ms. Suter moved to approve the presented 2021 CCDDB Budget, with anticipated revenues and expenditures of \$4,386,283. Ms. Ruesch seconded. A roll call vote was taken and the motion was unanimously approved.

**MOTION:** Ms. Ruesch moved to approve the presented 2021 CILA Fund Budget, with anticipated revenues and expenditures of \$72,000. Payment to this fund is consistent with the terms of the Intergovernmental Agreement between the CCDDB and CCMHB. Full approval is contingent on CCMHB action. Dr. Kennedy seconded the motion. A roll call vote was taken and the motion passed unanimously.

### **disABILITY Expo Update:**

A report was included in the Board packet. Ms. Suter provided some additional information.

### **Agency PY2020 4<sup>th</sup> Quarter Program Reports:**

4<sup>th</sup> Quarter Program Reports were included in the packet for information only.

**PY2020 Service Data:**

A report of PY20 service hours and activities was included in the Board packet for information only.

**Meeting Schedules:**

CCDDB and CCMHB meeting schedules were included in the packet for information only. The schedule of meetings was briefly discussed.

**Acronyms:**

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

**CCMHB Input:**

The CCMHB will meet later in the day. They will have many of the same agenda items as the CCDDB.

**STAFF REPORTS:**

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

**BOARD ANNOUNCEMENTS:**

None.

**ADJOURNMENT:**

The meeting adjourned at 11:13 a.m.

Respectfully Submitted by: Stephanie Howard-Gallo

*\*Minutes were approved at the 10/21/20 CCDDB meeting..*