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

Minutes –November 18, 2020

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

9:00 a.m.

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

OTHERS PRESENT: Scott Burner, Sarah Perry, Danielle Matthews, Laura Bennett, Gregory Schroeder, Heather Levingston, Patty Walters, Annette Becherer, DSC; Katie Harmon, Regional Planning Commission (RPC); Imelda Liong, PACE; Kaitlyn Puzey, Diane Gordon, CU Able; Becca Obuchowski, Hannah Sheets, Community Choices; Hilary Charlet, EPIC Host Homes;

CALL TO ORDER:

Dr. Robin called the meeting to order at 9:00 a.m.

ROLL CALL:

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

APPROVAL OF AGENDA:

The agenda was in the packet for review. The agenda was approved unanimously by a roll call vote.

CITIZEN INPUT:

Diane Gordon from CU Able did a brief presentation on their website.

Hilary Charlot from EPIC Host Homes introduced herself and provided a brief overview of their services.

PRESIDENT’S COMMENTS:

Dr. Robin thanked everyone for attending. She reviewed the agenda and provided an update on Director Canfield’s contract renewal. Mr. Mark Driscoll was congratulated on his upcoming retirement.

EXECUTIVE DIRECTOR’S COMMENTS:

Director Lynn Canfield reviewed the agenda and recent staff activities.

APPROVAL OF CCDDDB MINUTES:

Minutes from October 21, 2020 were included in the Board packet.

MOTION: Ms. Suter moved to approve the CCDDDB minutes from October 21, 2020. Ms. Ruesch 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.

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

NEW BUSINESS:

CU Able and Down Syndrome Network Requests:

CU Able and Down Syndrome Network each had COVID-19 related requests. A Decision Memorandum detailing the requests was included in the Board packet.

MOTION: Ms. Suter moved to approve CU Able to use \$1,500 originally budgeted for the Mom’s Retreat to provide monthly meals for up to 30 families and to serve 25 people with

disabilities at the drive-through holiday event in collaboration with CCDSN. Ms. Schuster seconded the motion. A roll call vote was taken and the motion passed unanimously.

MOTION: Ms. Schuster moved to approve CC Down Syndrome Network to redirect funds originally supporting an in-person workshop during PY2021 to support a new approach to holiday celebration and outreach to families and individuals in the community. Ms. Ruesch seconded the motion. The motion passed unanimously.

Local Impacts of COVID-19:

A Briefing Memorandum regarding the impacts of COVID-19 on funded programs was included in the Board packet.

Successes and Other Agency Information:

Annette Becherer from DSC provided updates on holiday items available for sale at the Crow at 110. Becca Obuchowski spoke regarding the Speak Up, Speak Out conference being held virtually this year.

OLD BUSINESS:

CCDDB Three Year Plan with FY2021 Objectives:

A Decision Memorandum was included in the packet. A draft of the CCDDB Three Year Plan with FY2021 Objectives was included in the packet.

MOTION: Ms. Suter moved to accept the CCDDB Three-Year Plan with FY2021 Objectives as presented. Ms. Ruesch seconded. A roll call vote was taken and the motion passed unanimously.

PY2022 CCDDB Allocation Priorities:

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

MOTION: Dr. Kennedy moved to approve the CCDDB Program Year 2022 Allocation Priorities and Decision Support Criteria as presented. Ms. Ruesch seconded the motion. A roll call vote was taken and all members voted aye. The motion passed.

PY2022 CCMHB Allocation Priorities:

A copy of the proposed final draft of CCMHB allocation priorities and decision support criteria was included in the packet for information only.

CCDDB Mini-Grant Update:

A Decision Memorandum included requests for extensions to Mini-Grant Agreements.

MOTION: Ms. Suter moved to approve extension to the terms of the Mini-Grant Agreements for Applicants #25, 33, 34, 44, 48, 49, 51, and 55 and approval to use up to \$9,045 allocated for use in fiscal year 2020 in 2021. Ms. Schuster seconded the motion. A roll call vote was taken and the motion passed unanimously.

DSC Community First Program Update:

Written answers from DSC posed by the CCDDB after the September Community First presentation were included in the packet. DSC staff members were present to provide additional information.

PY2021 1st Quarter Program Reports:

Reports were included in the packet for information only

PY2021 1st Quarter Service Data:

Reports were included in the 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. The December regular business meeting will be canceled.

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, Shandra Summerville, and Chris Wilson were included in the Board packet. Kim Bowdry provided additional information on the PUNS information in her report.

BOARD ANNOUNCEMENTS:

Ms. Suter announced the second Third Thursday Resource Roundup being held tomorrow, November 19, 2020.

OTHER BUSINESS:

Employment of the Executive Director:

MOTION: Ms. Schuster moved to offer Lynn Canfield a contract to serve as CCMHB/CCDDB Executive Director from January 1, 2021 to December 31, 2022, as negotiated and finalized with the Presidents of each Board. Dr. Kennedy seconded the motion. A roll call vote was taken and the motion passed unanimously.

ADJOURNMENT:

The meeting adjourned at 10:17 a.m.

Respectfully Submitted by: Stephanie Howard-Gallo

**Minutes were approved at the January 20, 2021 CCDDB meeting.*