



## CHAMPAIGN COUNTY BOARD COMMITTEE AGENDA

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### JUSTICE & SOCIAL SERVICES COMMITTEE

Brookens Administrative Center, Lyle Shields Meeting Room  
1776 E. Washington, Urbana  
Monday, November 6, 2006 – 7:00 p.m.

CHAIR: Jan Anderson

MEMBERS: Carter, Greenwalt, Hogue, Hunt, James, Putman, Sapp, Tapley

<u>ITEM</u>	<u>PAGE NO.</u>
I. <u>CALL TO ORDER</u>	
II. <u>ROLL CALL</u>	
III. <u>APPROVAL OF AGENDA/ADDENDUM</u>	
IV. <u>APPROVAL OF MINUTES</u>	
a. Justice & Social Services Committee Regular Session Minutes of June 22, 2006	1-2
b. Justice & Social Services Committee Regular Session Minutes of October 2, 2006	3-8
c. Performance Appraisal Subcommittee Regular Session Minutes of September 14, 2006 1:00 p.m.	9
d. Performance Appraisal Subcommittee Regular Session Minutes of September 14, 2006 1:35 p.m.	10
V. <u>PUBLIC PARTICIPATION</u>	
VI. <u>MONTHLY REPORTS</u>	
a. Animal Control – September 2006	
b. Coroner – May 2006 & June 2006	
c. Emergency Management Agency – September 2006 & October 2006	
d. Public Defender – September 2006	
VII. <u>ANIMAL CONTROL</u>	
a. Approval of Intergovernmental Agreement for Animal Impoundment Services with the Village of Ludlow	11-15
b. Approval of Intergovernmental Agreement for Animal Control Services with the Village of Ludlow	16-17
VIII. <u>HEAD START</u>	
a. Monthly Report ( <i>To be distributed</i> )	
IX. <u>NURSING HOME</u>	
a. Monthly Report ( <i>To be distributed</i> )	
b. Update on Operational Audit Process	

**X. JUVENILE DELINQUENCY GRANTS**

- a. Status Report from Peter Tracy (*To be distributed*)

**XI. CHAIR'S REPORT**

**XII. OTHER BUSINESS**

**XIII. APPROVAL OF CLOSED SESSION MINUTES**

- a. Justice & Social Services Committee Closed Session Minutes of October 2, 2006  
b. Performance Appraisal Subcommittee Regular Session Minutes of September 14, 2006 1:00 p.m.  
c. Performance Appraisal Subcommittee Regular Session Minutes of September 14, 2006 1:35 p.m.

**XIV. DESIGNATION OF ITEMS TO BE PLACED ON COUNTY BOARD  
CONSENT AGENDA**

**XV. ADJOURNMENT**

## CHAMPAIGN COUNTY BOARD COMMITTEE MINUTES

### Justice & Social Services Committee

June 22, 2006 – 6:45 p.m.

Meeting Room 2, Brookens Administrative Center

**MEMBER PRESENT:** Anderson (Chair), Carter, Hogue, James, Putman, Sapp

**MEMBERS ABSENT:** Greenwalt, Tapley

**OTHERS PRESENT:** Denny Inman, Andrew Buffenbarger

### Call to Order

Chair Anderson called the meeting to order at 6:50 p.m. A roll call confirmed a quorum present.

### Approval of Agenda/Addendum

**MOTION** by Carter to approve the agenda; seconded by Putman. There was no addendum for the meeting. **Motion carried.**

### Public Participation

There was no public participation

### Nursing Home

#### **Approval of Lease/Purchase of Laundry Equipment from Loomis Commercial, Inc. for the Champaign County Nursing Home**

Mr. Inman pointed out that the information provided says Loomis Commercial when it should say King Commercial and he asked that the change be made.

Mr. Inman explained that RFP 2006-002 was put out in May for the lease of nursing home laundry equipment, 5 commercial size washers and dryers. Loomis, who currently has the equipment in the nursing home as well as the satellite and downtown jails, was the only firm to respond to the RFP. He stated that Ms. McGrath has reviewed all documents and is in concurrence with this recommendation. When asked about monthly payments, he explained the payments for this equipment will be paid out of nursing home construction fund and it is a 5 year lease at \$2,039 per month.

Ms. Putman asked Mr. Inman to explain what lease/purchase actually means.

Mr. Inman explained the lease agreement allows a buyout of \$1.00 at the end of the term of the lease, if the County chooses to do so. The total value of the equipment is \$106,005 and we have to maintain the equipment for 5 years while we are renting it although all maintenance and services are included in the lease. When asked about space for this many machines, Mr. Buffenbarger stated they do have room for this equipment in the new facility and he feels 5 machines is sufficient to serve the residents.

**MOTION** by James to recommend County Board approval of the Lease/Purchase of Laundry Equipment from Loomis Commercial, Inc. for the Champaign County Nursing Home, as amended; seconded by Hogue. **Motion carried.**

**Other Business**

There was no other business

**Adjournment**

Chair Anderson declared the meeting adjourned at 7:00 p.m.

Respectfully Submitted,

Tiffany Talbott  
Administrative Secretary

CHAMPAIGN COUNTY BOARD  
**COMMITTEE MINUTES**

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**JUSTICE & SOCIAL SERVICES COMMITTEE**

**Monday, October 2, 2006**

**Lyle Shields Meeting Room, Brookens Administrative Center  
1776 E. Washington St., Urbana**

7:00 p.m.

**MEMBERS PRESENT:** Anderson (Chair), Carter, Greenwalt, Hunt, James, Putman, Tapley

**MEMBERS ABSENT:** Hogue, Sapp

**OTHERS PRESENT:** Kat Bork (Recording Secretary), Andrew Buffenbarger (Nursing Home Administrator), Deb Busey (County Administrator of Finance & HR Management), Linda Frank (Circuit Clerk), Kathleen Liffick (Head Start Director), John Owen (Head Start Family Services Manager), Marilyn Garmon (C-U Area Project)

**CALL TO ORDER**

Anderson called the meeting to order at 7:02 p.m.

**ROLL CALL**

The Recording Secretary called the roll. Anderson, Carter, Greenwalt, Hunt, James, and Tapley were present at the time of the roll call. Anderson declared a quorum and proceeded with the meeting.

**APPROVAL OF AGENDA/ADDENDUM**

**MOTION** by Carter to approve the agenda; seconded by Greenwalt. **Motion carried.**

**APPROVAL OF MINUTES**

**MOTION** by James to approve the minutes of September 6, 2006; seconded by Greenwalt. **Motion carried.**

**PUBLIC PARTICIPATION**

Linda Frank spoke about the file folders used in the Circuit Clerk's Office because Putman raised some questions about the folders at the September meeting. Frank described the different types of folders and how the color tabs change according to year and case type as designated by the Administrative Office of the Illinois Courts. The traffic folders have a jacket on the front for the traffic ticket. DUI folders have a pocket for the offender's driver's license.

Putman entered at 7:06 p.m.

Anderson allowed Putman to ask questions during public participation. Frank answered Putman's questions about how long the files are kept and how they are stored.

James asked if he could access the Circuit Clerk's files. Frank said the files are available for public viewing unless a judge orders otherwise. The Courthouse has a viewing room for this purpose.

### **MONTHLY REPORTS**

**MOTION** by Tapley to receive and place on file the Animal Control August 2006 report, Circuit Clerk August 2006 report, Court Services August 2006 report, and the Public Defender August 2006 report; seconded by Hunt. **Motion carried.**

### **ANIMAL CONTROL**

**Approval of Intergovernmental Agreement for Animal Impoundment Services with the Village of Pesotum and Intergovernmental Agreement for Animal Control Services with the Village of Pesotum**

**MOTION** by James to approve the Intergovernmental Agreement for Animal Impoundment Services with the Village of Pesotum and the Intergovernmental Agreement for Animal Control Services with the Village of Pesotum; seconded by Greenwalt.

Greenwalt asked if the agreements reflect the true cost of services with an adjusted rate. Busey said the first contract for all the villages is done at a consistent rate in fairness to the villages. Once the contracts expire, the rate will be adjusted. The rates for the Cities of Urbana and Champaign will be adjusted in June 2007.

James asked if the County would negotiate the price if the village or city decided not to renew the contract. Busey stated both the Cities of Urbana and Champaign expect the price to increase next year because they were aware the first year would document the true costs of providing services. There is not any other alternative for impoundment in the county at this time. The Humane Society has not expressed any interest in providing to impoundment services again. The cost to the villages and cities is based on the true cost of providing those services. James said the cities or villages could set up their own pound if they saw an increase to the animal control fees. Busey said the villages could make that choice and it would allow the County's Animal Control Department to scale back. She does not think a village could set up their own pound at a price comparable to what they pay the County to provide the service on an as-needed basis.

**Motion carried.**

Greenwalt asked if Stephanie Joos would be getting back to the committee about her proposed adoption plan. Busey reported they had a meeting today with the Humane Society and CARE, a group who is trying to form a coalition about this issue. This matter needs to undergo more discussion with the Humane Society before something can be brought before the Justice & Social Services Committee.

### **CHILDREN'S ADVOCACY CENTER**

**Request Approval, and if Awarded Acceptance, of National Children's Alliance Program Support Grant**

**MOTION** by Tapley to approve, and if awarded accept, the National Children's Alliance Program Support Grant; seconded by Greenwalt. **Motion carried.**

### **HEAD START**

**Monthly Report**

**MOTION** by James to receive and place on file the Head Start September report; seconded by Putman.

Liffick introduced John Owen, the Head Start Family Services Manager. Owen will be attending future committee meetings in place of Liffick because she will be taking Spanish classes.

Putman applauded Liffick for taking Spanish classes since becoming bilingual is important in the education field. She asked about Head Start enrollment. Owen said Head Start enrollment was at 91% as of this morning.

James asked about staffing levels. Liffick said there are six openings for teaching staff. A number of staff left the program after the end of the school year, resulting in an usually high turnover rate.

**Motion carried.**

**NURSING HOME**  
**Monthly Report**

**MOTION** by Greenwalt to receive and place on file the Nursing Home September monthly report; seconded by Tapley.

Greenwalt asked if this report was posted at the Nursing Home. Buffenbarger said the staff members commended in his report each month receive copies. Busey confirmed the report is posted on the County's website.

Putman asked if other Champaign County employees could give the technical support needed for the clinical and financial software package. Buffenbarger said the technical support needed was specific to the software package and has to be operated on by the employees of the software company.

**Motion carried.**

**Recommendation and Request for Special County Board Meeting on October 11, 2006 for Presentation by Consulting Firms to Provide Operational Audit of Champaign County Nursing Home**

Busey explained this request has changed slightly since the agenda was prepared. It is a request for a special Justice & Social Services Committee meeting on October 11, 2006 to hear presentations by consulting firms to provide an operational audit of the Nursing Home. A proposed evaluation form was distributed to the committee to evaluate the consulting firms at the October 11th meeting. Busey requested the committee approve the evaluation form so it could be provided to the consulting firms so they would know what the County is looking for. Busey strongly encouraged all County Board members attend the special meeting and participate in the evaluation of the consulting firms. This method is consistent with how the County Board has selected architects and engineering firms for construction projects. The initial recommendation is made at the committee level with all County Board members present able to participate in the process.

Anderson stated she spoke to the County Board Chair, Barbara Wysocki, who noted it might be difficult to achieve a quorum of the full Board because some members farm and it is harvest time. Anderson said she would be out of town the week of October 11th and unable to attend the meeting. Hunt stated he would not be able to attend the meeting due to a prior obligation. Anderson was uncertain if Hogue would be able to attend a meeting due to health concerns. Busey said five members of the committee would need to commit to attending the meeting in order to achieve the quorum necessary to hold a meeting.

**MOTION** by Greenwalt to hold a Justice & Social Services Committee meeting on October 11, 2006; seconded by Tapley.

James said he thought an operational audit was premature because the Nursing Home will be moving into a new building and the change of location could change the evaluation. He would like to see this item deferred for at least six months. He realizes an operational audit could be beneficial to Buffenbarger, but thought a new building will create new aspects to operations and new problems. He said the Nursing Home

staff is hired to tackle operational problems and consultants should only be employed when the County is in a serious bind. James said he is not against the idea of hiring a consulting firm, he felt the money could be used for other things at this point. He would like to see how the Nursing Home functions in the new building before considering a consulting firm. He stated if the motion passes he probably would not come to the October 11th meeting because he is against it.

Buffenbarger explained he selected now as the time to move forward with an operational audit because the Nursing Home is preparing to move into a new building. His efforts and the efforts of his management team to date have not stemmed the Nursing Home's losses to the degree which they should have, so they are looking for new ideas to attack the problems. He feels confident from speaking with the companies that they would be able to help the Nursing Home. Buffenbarger stated he has a great deal of experience in this field, but it never hurts to hear from someone with more experience who has had success in similar situations. He wants the Nursing Home to hit the new building with their feet running and knowing where they should be headed.

Greenwalt asked if Buffenbarger explained to the firms that the Nursing Home is months away from moving from an old facility to a brand new facility and if the firms thought the timing was appropriate. Buffenbarger said he requested the firms be able to provide an audit prior to the move so management would have that operational information with which to move forward. Greenwalt asked if the firms would be looking at the new building. Buffenbarger said yes.

Hunt said he would prefer the committee wait before proceeding on this matter.

Buffenbarger said the committee could hear the presentations and either select the best firm or select none of the firms. He has narrowed the field down to three candidates.

James asked what operational issues the consulting firms would be examining. Based on the financial information presented to the County Board, he inferred the biggest expense at the Nursing Home was the staff. Buffenbarger said that was correct. James said sometimes consultants are brought in because tough decisions need to be made in an organization and it is easier to hear difficult news from a consultant. He thought Buffenbarger has been dealing with the staffing issues and cuts had been made where possible. James thought the new building would bring new issues and right before a move would not be the best time for an operational audit.

Buffenbarger was optimistic that a consulting firm could point out some new revenue streams or how the Nursing Home could maximize its current revenue streams.

Greenwalt urged her fellow committee members to attend the special meeting and hear the presentations. *The committee is not required to select any of the firms if they decide an audit would not be useful.* She did not know why the County needed to lose more money or lose potential income for another six more months until pursuing this option.

Hunt asked about the wording of the agenda. Busey confirmed item C was off of the agenda. She explained when Buffenbarger spoke to the firms; he was told the audit could be completed in a six-week timeframe. This would enable the Nursing Home to have the results to maximize space in the new facility and make any operational changes that could be beneficial. Busey also noted the AFSCME contract for the Nursing Home is being negotiated in the next several weeks. By hearing the presentations by the firms, the County Board would be gaining more information about what an operational audit would mean, they would not be committing to hiring a firm.

Anderson asked if the presentations would cost the County any money. Buffenbarger confirmed no money would be spent for the presentations. Putman suggested including the option of "None of the Above" on the selection form for it was clear to committee members that they did not have to hire one of the firms. Putman

mentioned the County Board has retained consultants whose advice resulted in savings to the County. James said he was concerned the study would not justify the money spent, especially after some employees had been laid off.

Carter exited the meeting at 7:51 p.m.

Putman said she trusts Buffenbarger's suggestions because he is the one who has picked up extra shifts and had to lay employees off. She can support an operational audit when it is the Nursing Home Administrator suggesting it. She would like to hear what the consultants could do to help the Nursing Home before making a decision.

James requested a roll call vote.

Tapley said he understood James's argument and he is generally skeptical of consultants. Tapley explained he felt confident in Buffenbarger, but some County Board members could be more willing to listen to an outside consultant. He was willing to hear the presentations, but would remain skeptical until that time.

Putman suggested the committee hold the meeting on a date when the Committee Chair could attend the presentations. The committee discussed possible dates and conflicts. There was no other date the committee could confirm it would have a quorum to hold the meeting.

**MOTION** by Putman to refer this item to the Finance Committee; seconded by Greenwalt.

The Justice & Social Services Committee discussed whether to forward the item to the Finance Committee for the meeting on October 5, 2006. The committee members present were unable to find a date when enough could be present to establish a quorum. The committee discussed how to word an agenda for a meeting where the presentations would be made. The committee then discussed the draft evaluation form distributed by Buffenbarger.

**Motion to refer this item to the Finance Committee failed** with a vote of 3 to 3. Greenwalt, Putman, and Anderson voted in favor of the motion. Hunt, James, and Tapley voted against the motion.

Tapley asked if James would reconsider attending an October 11th meeting of the Justice & Social Services Committee so the committee would have a quorum to hear the presentations. James said he would be willing to attend the meeting to hear what the consultants might say.

The committee returned to the original motion to hold a special committee meeting on October 11th. Neither Carter nor Sapp was present to confirm if they could attend a meeting on October 11th. Tapley asked if the motion could be approved contingent on Sapp or Carter agreeing to attend the meeting. Busey said Carter and Sapp would be contacted tomorrow morning to determine if one could attend the meeting. The committee agreed to this plan.

**Motion carried.**

Tapley requested criterion No. 8 be removed from the evaluation form. The committee agreed. Greenwalt suggest criteria Nos. 3 and 6 be weighted more heavily than others. The committee agreed criteria Nos. 2, 3, 5, and 6 will be weighted as a 5. The remaining criteria would be weighted as a 3.

Recommend to the County Board Approval of Contract with Top Ranked Firm (Based on October 11, 2006 meeting) for Operational Audit of the Champaign County Nursing Home

This item was removed from the agenda.

## **JUVENILE DELINQUENCY GRANTS**

### **Status Report from Peter Tracy**

Anderson reported Peter Tracy had a family emergency and was unable to attend the meeting. No report was distributed to the committee. Garmon spoke about Tracy going on a retreat lead by Dr. Shallcross about creating a system of care in early September. A comprehensive work plan came out of the retreat. The focus continues to be youth on probation after leaving the Juvenile Detention Center and tracking recidivism. Mental Health is starting to integrate services among social service providers.

### **Disproportionate Minority Confinement for Youth Summary by Marilyn Garmon-Starks**

Putman had requested that Garmon make a presentation regarding minority confinement. Garmon provided a handout to the committee. She reviewed the definition of disproportionate minority confinement and bullet points on the handout. Garmon gave examples of reasons for disproportionate minority confinement, including poverty and availability of services. Across the state, the Illinois Juvenile Justice System is funding sites to work on this issue. There are four existing sites. C-U Area Project has applied to be a disproportionate minority site. The committee discussed the data provided by Garmon and their personal experiences in working with youth.

Greenwalt exited the meeting at 8:46 p.m. and re-entered at 8:48 p.m.

James encouraged parental involvement in all programs. Tapley advocated for improvements to the educational system.

## **CHAIR'S REPORT**

There was no Chair's report.

## **OTHER BUSINESS**

Closed session pursuant to 5 ILCS 120/2 (c) 1 to consider the employment, compensation, discipline, performance, or dismissal of employees

**MOTION** by Tapley to enter into closed session pursuant to 5 ILCS 120/2(c)1 to consider the employment, compensation, discipline, performance, or dismissal of an employee. He further moved the following individual remained present: the Recording Secretary. Motion seconded by Greenwalt. **Motion carried** with a vote of 6 to 0. The committee entered into closed session at 8:53 p.m. The committee resumed open session at 9:05 p.m.

## **DESIGNATION OF ITEMS TO BE PLACED ON COUNTY BOARD CONSENT AGENDA**

The Chair designated agenda items VII A-B and VIII A for the consent agenda.

## **ADJOURNMENT**

Meeting adjourned at 9:06 p.m.

Respectfully submitted,

Kat Bork  
Recording Secretary

*Secy's note: The minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.*

**PERFORMANCE APPRAISAL SUBCOMMITTEE  
JUSTICE & SOCIAL SERVICES  
Meeting Room 3, Brookens Administrative Center**

**September 14, 2006**

**MEMBERS PRESENT:** Anderson, Knott, Wysocki

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Bill Keller

Ms. Anderson called the meeting to order at 1:00 p.m. **MOTION** by Knott to approve the agenda; seconded by Wysocki. **Motion carried.**

**MOTION** by Wysocki to enter into closed session pursuant to 5ILCS 120/2 (c) 1 to consider the employment, compensation, discipline, performance or dismissal of any employee; seconded by Knott. **Motion carried** with a 3/0 roll call vote. Voting aye were Anderson, Knott, Wysocki.

Ms. Anderson declared the meeting in closed session.

Ms. Anderson declared the meeting in open session.

**MOTION** by Wysocki to retain Mr. Keller as EMA Director; seconded by Knott. **Motion carried.**

There was no other business. Ms. Anderson declared the meeting adjourned.

Respectfully Submitted,

Tiffany Talbott  
*Administrative Secretary*

**PERFORMANCE APPRAISAL SUBCOMMITTEE  
JUSTICE & SOCIAL SERVICES  
Meeting Room 3, Brookens Administrative Center**

**September 14, 2006**

**MEMBERS PRESENT:** Anderson, Knott, Wysocki

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Andrew Buffenbarger

Ms. Anderson called the meeting to order at 1:35 p.m. **Motion** by Wysocki to approve the agenda; seconded by Knott. **Motion carried.**

**MOTION** by Knott to enter into closed session pursuant to 5ILCS 120/2 (c) 1 to consider the employment, compensation, discipline, performance or dismissal of any employee; seconded by Wysocki. **Motion carried** with a 3/0 roll call vote. Voting aye were Anderson, Knott, Wysocki.

Ms. Anderson declared the meeting in closed session.

Ms. Anderson declared the meeting in open session.

**MOTION** by Wysocki to retain Andrew Buffenbarger as Administrator of the Champaign County Nursing Home; seconded by Knott. **Motion carried.**

There was no other business. Ms. Anderson declared the meeting adjourned.

Respectfully Submitted,

Tiffany Talbott  
Administrative Secretary

**AN INTERGOVERNMENTAL AGREEMENT  
FOR ANIMAL IMPOUNDMENT SERVICES  
(Village of Ludlow – County of Champaign)**

THIS AGREEMENT is made and entered by and between the Village of Ludlow, an Illinois Municipal Corporation, (hereinafter referred to as "Village") and the County of Champaign, (hereinafter referred to as "County").

WHEREAS, Section 10 of Article VII of the Illinois Constitution of 1970 and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq. enables the parties to enter into agreements among themselves and provide authority for intergovernmental cooperation; and

WHEREAS, the County proposes to provide an Animal Service Facility primarily for the impounding of animals for the use of local law enforcement agencies; and

WHEREAS, this Agreement is in the best interests of the Village and the County.

Also, for the purposes of this agreement, veterinary services shall be defined as rabies inoculations, health evaluations, the treatment of minor curable diseases, spaying/neutering, and euthanasia. Also, for the purposes of this agreement the term animal(s) shall be defined as dogs, cats, rabbits, small rodents, ferrets, and small reptiles. The term animal(s) does not include livestock, exotic animals, or any animal considered to be a "dangerous animal" under the Illinois Dangerous Animals Act, 720 ILCS 585/0.1 et seq., or any other federal or state law or regulation.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. **County to Provide Facilities and Services.** The County shall maintain and operate an animal services facility for the impoundment of animals that are seized by the Village pursuant to Village Ordinances. The County shall provide all services necessary for the impoundment, care, transfer, and euthanasia of all animals delivered by the Village or citizens residing within the Village limits. The County will be solely responsible for the hiring and payment of facility personnel and veterinary services. The County is required to provide the

services and other obligations in this agreement starting on the date its animal services facility opens or the date this agreement becomes effective, whichever date is later.

2. **Compliance With Laws; Inspections.** The County shall operate the facility in a humane and sanitary manner and in compliance with all applicable state and local laws, ordinances and regulations. The Chief of Police or his designee shall be entitled to inspect and examine the premises and to examine the records kept of impounded animals received from the Village to ensure compliance with this Agreement during normal business hours. Nothing contained herein shall make the Village responsible for the manner of operation or maintenance of the facilities.
3. **Hours of Operation; Access.** The facility shall be open to the public no less than 8 hours per day, Monday through Friday, excluding County holidays. The facility shall be open to the public no less than 3 hours per day on Saturday and Sunday, excluding County holidays. The County shall set the exact hours of service. Village personnel shall have access to the facilities for the purpose of delivering impounded animals at all times. The County shall provide necessary keys, access cards and/or codes to the Village for such purposes. The Village shall be responsible for securing animals delivered and securing the facilities upon departure in the event no County staff is available.
4. **Equipment.** The County shall provide adequate facilities to house the animals delivered to it in a safe and sanitary manner. The County shall endeavor to maintain a minimum of one run or cage for the proper housing and exercise of animals. The County shall maintain separate cages for animals of different species. The County shall have sufficient space to house the normal and customary number of animals that the Village generally needs held for animal control purposes. The Village must give advance notice to the County's Animal Control Director of any extraordinary event that would result in a large influx of animals, such as the arrest of an animal hoarder. The County will attempt to provide housing in such an extraordinary event but is unable to guarantee that housing will be provided to all animals in

such a circumstance. If the County is unable to provide housing in such an extraordinary event, then the Village must find housing for any animals for which the County is unable to provide housing at the Village's expense. The County will notify the Village as soon as possible in the event it does not have the capacity to house and maintain animals pursuant to this Agreement.

5. **Notice of Delivery and Special Directions.** The Village shall notify the County as soon as practical of its intent to deliver animals to the facility for impound. The Village shall provide information concerning the nature of the impoundment and indicate any special directions it believes may be necessary for the proper handling, care and treatment of the animals. The County shall keep animals impounded for bite quarantine or that are infected with a contagious disease in isolation from all other animals as required by law or in the exercise of sound veterinary practices.

6. **Hold Orders; Orders of Destruction.** In the event a hold order is issued by the Village or a court of competent jurisdiction, the County shall hold the animal and shall not make it available for redemption, adoption or euthanasia without written consent of the Village or Court issuing the hold order. In the event an Order of Destruction is issued, the County shall humanely euthanize the subject animal(s) pursuant to the Order.

7. **Transfer of Ownership.** Animals delivered to the facility shall become the property of the County after one of the following events occurs: after the expiration of any applicable redemption period; upon execution of an owner-relinquishment form of the animal's owner(s); after issuance of an order or other release authorizing the County to take ownership of the animal. The County is thereafter authorized to sell, adopt out, convey, euthanize or otherwise dispose of the animal in whatever manner it deems appropriate. The County accepts sole responsibility for its discretionary decision.

8. **Fees.** The County is authorized to collect such fees and fines as authorized by the

Champaign County Board and is authorized to collect fees and fines as stated in the Village's Code. All fines and fees collected on behalf of the Village shall be remitted monthly, to be received no later than the 15<sup>th</sup> day of each month.

9. **Payment.** The Village shall pay boarding costs for animals impounded for the Village of Ludlow. The cost of each animal impounded is \$10.00 per day of impoundment for each animal. The Village shall pay the County through the Department monthly on the 15th day of each month.

10. **Records.** The County shall keep and maintain all required records in compliance with the Ordinances of the Village and the Statutes of the State of Illinois, which shall include but not be limited to complete financial records covering fees, fines and other charges as well as records of the type and number of animals impounded. The County shall provide a monthly report of the number of animals received and the final dispositions of the animals. The Village shall provide information concerning the status of pending cases upon request.

11. **Computer Records.** The parties shall endeavor to design/evaluate, procure, implement and maintain a computer records management program. Necessary data shall include: the number of animals housed and/or received on behalf of the Village of Ludlow, boarding dates, date of final disposition, type of disposition and any fees associated therewith. Such pertinent data shall be made part of the basis in determining costs associated with the impoundment services provided by the County.

12. **Duration; Termination.** This agreement shall be effective on January 1, 2006, or the date that the last party to this agreement signs it, whichever date is later, and shall be effective until June 30, 2008. As of April 1, 2007, either party may terminate this contract by notifying the other party in writing at least ninety (90) days before termination is to become effective. The County shall provide notice to the Village of its costs based upon its records on March 1, 2007 and annually thereafter. The County shall set the Village's payment amount as

of June 30, 2007 based upon the costs attributable to the Village and shall adjust that rate annually thereafter. The written notice shall be sent first class mail, return receipt requested to:

Village Administrator  
Village of Ludlow  
202 Thomas  
Ludlow, Illinois 60949

Champaign County Administrator  
1776 East Washington Street  
Urbana, Illinois 61801

And

Chief of Police  
202 Thomas  
Ludlow, Illinois 60949

13. **Amendments.** This Agreement may be amended only by writing signed by both parties.

14. **Survival of Provisions.** Any terms of this Agreement that by their nature extend after the end of the Agreement, whether by way of expiration or termination, will remain in effect until fulfilled.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the date and year indicated herein.

VILLAGE OF LUDLOW  
An Illinois Municipal Corporation

CHAMPAIGN COUNTY

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_

ATTEST: \_\_\_\_\_

APPROVED AS TO FORM:

APPROVED AS TO FORM:

\_\_\_\_\_  
Village Attorney

\_\_\_\_\_  
State's Attorney's Office

CB 2005-\_\_\_\_\_

**INTERGOVERNMENTAL AGREEMENT  
FOR ANIMAL CONTROL SERVICES**

THIS AGREEMENT is entered into by the County of Champaign (hereinafter "County") and the Village of Ludlow (hereinafter "Village") for animal control services.

WHEREAS, Section 10 of Article VII of the Illinois Constitution of 1970 and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, enables the parties to enter into agreements among themselves and provides authority for intergovernmental cooperation; and

WHEREAS, there is a need to respond to requests for animal control services within the Village; and

WHEREAS, there is a need to remove stray dogs and other animals subject to impoundment from within the Village upon the request of the Village;

WHEREAS, the County has the ability to provide such services through the Champaign County Animal Control Department (hereinafter "Department");

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. The County agrees to provide to the Village animal control services in accordance with Village ordinances through the Department.
2. The Department will respond to requests for animal control services from the Village Police Department and village board members or authorized Village employees.
3. For services provided by the Department for the first year of this Agreement, the Village agrees to pay the County \$26.20 per hour of service, with a minimum of one hour per call. The Village shall pay the County through the Department monthly on the 15th day of each month.
4. Owned animals will be held for no longer than a period of seven days, unless otherwise directed by the Champaign County Sheriff's Department or directed by a court order.
5. The Department agrees to provide yearly reports to the Village breaking down the number of calls responded to and number of boarding days for impounded animals on the request of the Village President. The County shall adjust the fee paid by the Village annually prior to the annual renewal date based upon the costs incurred by the County in providing animal control services to the Village.
6. This agreement shall continue in effect from year to year unless terminated by either party giving written notice to the other at least thirty days prior to the annual renewal date, which shall occur annually on the anniversary of the effective date of this agreement.

7. This agreement shall become effective on the date that the last party to this agreement signs it.
8. This Agreement may be amended only by a written document signed by both parties.
9. Any terms of this Agreement that by their nature extend after the end of the Agreement, whether by way of expiration or termination, will remain in effect until fulfilled.
10. Any written notice that is required between the parties shall be sent through first class mail, return receipt requested to:

Village Administrator  
 Village of Ludlow  
 202 Thomas  
 Ludlow, Illinois 60949

Champaign County Administrator  
 1776 East Washington Street  
 Urbana, Illinois 61801

And

Chief of Police  
 202 Thomas  
 Ludlow, Illinois 60949

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the date and year indicated herein.

VILLAGE OF LUDLOW  
 An Illinois Municipal Corporation

CHAMPAIGN COUNTY

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_

ATTEST: \_\_\_\_\_

APPROVED AS TO FORM:

APPROVED AS TO FORM:

\_\_\_\_\_  
 Village Attorney

\_\_\_\_\_  
 State's Attorney's Office

**ATTACHMENTS GIVEN  
TO THE COMMITTEE  
AT THE MEETING**

**JUSTICE & SOCIAL SERVICES  
COMMITTEE  
NOVEMBER 6, 2006**

Contents:

1. Head Start October Monthly Report – Agenda Item VIII A
2. Head Start Continuation Grant – Addendum Item VIII B
3. Nursing Home October Monthly Report – Agenda Item IX A
4. Quarter Cent for Post-Detention Programs Monthly Update  
Submitted by Peter Tracy and Marilyn Garmon-Starks –  
Agenda Item X A

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# Memorandum

**To:** Policy Council, Community Services Board, Regional Planning Commissioners, Justice and Social Services Committee  
**CC:** Head Start/Early Head Start Staff  
**From:** Kathleen Liffick, Head Start Director  
**Date:** October 16, 2006  
**Re:** October Management Report

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The second month of the new school year has been very busy:

- ❖ Of our approximately 85 positions for the program, including pre-K/Preschool for All, we still have eight openings: an Assistant Child Development Specialist (assistant site director), a clerk/receptionist, two child care pre-K mentors, two pre-K teachers, a bus driver, a teacher aide and a cook. Three of these openings are the result of staff changes since the start of the new school year. We will have another opening, for an Early Head Start teacher, as of October 23<sup>rd</sup>.

We are in the process of filling some of these positions, and others we have posted just this past weekend. If you know of anyone seeking employment, please ask them to check the Champaign County Regional Planning Commission website ([www.ccrpc.org](http://www.ccrpc.org)), click on "About CCRPC," click on "Jobs" and then scroll down for more information about Head Start job openings.

As I informed you last month, we have been able to return unpaid shutdown days to this grant year's calendar due to controlling expenses for purchases such as supplies, equipment and other materials and the fact that we've had significant turnover of staff.

November 3, 2006

- ❖ On September 26 and on October 5th, management and labor met for additional contract negotiations sessions. As of the October 5th session, we have tentatively agreed to about 90 percent of the contract articles. Outstanding for resolution are several articles very specific to economics about which we have started discussion, but have not yet reached agreement. Our next scheduled negotiation is on October 30<sup>th</sup>.
- ❖ The County held its annual employee recognition event at the end of September. Several Head Start staff were recognized for their years of service. I'm attaching the program which lists all of our staff under "RPC" (and you can see all the other County employees who were honored as well).

The County's recognition of Head Start staff considers employment as of 1994, the year that Champaign County became the grantee. When we (Head Start/Early Head Start) hold our employee recognition celebrations, we count the years an individual has been with the program.

- ❖ Child Development Services Manager Kelly Russell and I have met again with the Parkland and Eastern Illinois University (EIU) program that will allow us to make a direct payment to EIU for coursework that staff take towards a degree.

Further, Kelly and I have met with Milliken University which has a program for staff interested in achieving their Type 04 teaching certificate. We are hoping that this program – set up for "non-traditional" students – will allow staff to complete the student teaching requirement while they are working in their own classroom. Courses are offered at Parkland College for this program.

- ❖ October 19<sup>th</sup> is the date by which we must complete developmental and social-emotional screenings for all children in the program, no matter which location or option. Kelly reports that teachers are finishing up the last few of these screenings and we will have 100% completion by Thursday.
- ❖ Special Services Manager Brandi Granse reports that as of October 2<sup>nd</sup>, 15% of our enrollment is of children with a delay or disability. Head Start Performance Standards require at least 10% of a program's enrollment must include children with special needs.

November 3, 2006

- ❖ Last Friday was a staff in-service day. The morning activities consisted of site meetings to work on the accreditation process (one of our strategic plan goals) and to hold site staff meetings. During lunch, we distributed the County recognition gifts to those who were not able to attend the County Employee Recognition event and we celebrated the retirement of Shirley Mock.

Shirley Mock started with this program in 1970 as a volunteer. She then became a teacher and then a site director. In 1996, Ms. Mock became a Family Advocate, the position she held upon her retirement last spring.

Regional Planning Commission CEO John Dimit presented Ms. Mock with a plaque and a Head Start watch as a token of the program's appreciation for her 36 years of service to the children and families in our community. We have included a commendation on the agenda for the upcoming meeting of the Regional Planning Commission.

- ❖ Assistant Child Development Specialist (CDS) Hollie Ronk has been promoted to Child Development Specialist for the Champaign site. As stated above, the Assistant CDS position has been posted. Hollie states that 100% of the children enrolled at the Champaign site on or before September 5 have received their developmental screenings and 95% of children enrolled since that date have received their screenings. Hollie also informs me that Parkland Early Childhood students have been coming to the center every other week to read to the children.
- ❖ Child Development Michael Hogue has filled the home visitor openings for Rantoul and Mahomet and is conducting training for these new employees. Michael is also responsible for the Head Start National Reporting System process for our program and he reports that we are finishing up the Fall data collection and entry.
- ❖ Facilities/Transportation Manager Ollie Caston and I met with the village of Savoy administrator and two engineering consultants to discuss the change out of the boiler at that site. If you will remember, we received \$50,000 from the Office of Head Start to pay a portion of the cost to replace the 45 year-old boiler at the Savoy site. The

November 3, 2006

village will pay for the remainder of the costs, which might total more than \$100,000.

- ❖ Rantoul Child Development Specialist (CDS) Edwina Caldwell states that first home visits for all the children at Rantoul are complete. The Rantoul fire department provided a fire safety presentation and book mentors visited Rantoul classrooms this month.
- ❖ Savoy CDS Dorothy Moore reports that the children in the Even Start classroom attended literacy activities with their parents at the Douglas Branch library this month and several Parkland Child Development students have visited to observe classrooms as part of their coursework.
- ❖ Family Services Manager John Owen has filled all Family Advocate openings and is conducting training for the newly hired Advocate.
- ❖ Enclosed in this mailing are two reports – the Expenditure History for Head Start and Early Head Start. This packet shows the year-end financial information for the past four grant years and the six months of the current grant year from March 1, 2006 thru August 31, 2006. This is part of the information we will discuss with you at the meeting to finalize the 2007-2008 grant application due December 1<sup>st</sup>.
- ❖ As of today, we have openings older than 30 days at our child care partners, for pregnant moms and for Rantoul and Mahomet home base.

CDS Michael Hogue supervises home-based services and collaborations and is working with staff on recruitment for these options. We are still hoping to collaborate with C-U Early for enrollment of pregnant teens in Early Head Start.

Please see the following chart for enrollment, including openings of less than 30 days.

November 3, 2006

<b>Site/Option</b>	<b>Funded Enrollment</b>	<b>Currently Entered</b>
CECC (HS + EHS)	60	60
Rantoul (HS + EHS)	104	103
Savoy	162	165
Prairie	36	36
Home base (HS + EHS)	48	37
Pregnant Moms	13	2
Collaboration(HS + EHS)	CC 75	45
	Pre-K 30	30
<b>TOTAL</b>	<b>528</b>	<b>478</b>

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**INTEROFFICE MEMORANDUM**

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**TO:** JUSTICE & SOCIAL SERVICES COMMITTEE  
**FROM:** ELIZABETH MURPHY/KATHLEEN LIFFICK  
**SUBJECT:** HEAD START CONTINUATION GRANT REDUCTION  
**DATE:** NOVEMBER 3, 2006

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Procedural guidelines from the U.S. Department of Health and Human Services require documentation of review and approval of Champaign County Head Start's continuation grant application by the governing board. The attached summary budget shows our FY07 Federal funding request in the amount of \$3,870,311 with program in-kind match of \$967,578. This budget and the related programming represent no significant changes from the Head Start continuation grant application approved by the County Board in March 2006.

We request approval of this continuation grant application.

# APPLICATION FOR FEDERAL ASSISTANCE

2. DATE SUBMITTED: 11/30/2006	Applicant Identifier 05CH6105
3. DATE RECEIVED BY STATE:	State Application Identifier
4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

1. TYPE OF SUBMISSION Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction	Preapplication <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction
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## 5. APPLICANT INFORMATION

Legal Name: Champaign County	Organizational Unit: Department: Champaign County Regional Planning Commission
Organizational DUNS: 003535551	Division: Head Start Division
Address: Street: 1776 E. Washington Street	Name and telephone number of the person to be contacted on matters involving this application (give area code) Prefix: Mrs. First Name: Kathleen
City: Urbana	Middle Name:
County: Champaign	Last Name: Liffick
State: IL Zip Code: 61803-7760	Suffix:
Country: USA	Email: kliffick@ccrpc.org

6. EMPLOYER IDENTIFICATION NUMBER (EIN) 3 7 - 6 0 0 6 9 1 0	Phone Number (give area code) 217-328-3313	Fax Number (give area code) 217-328-2426
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8. TYPE OF APPLICATION <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> Other (specify)	7. TYPE OF APPLICANT (enter appropriate letter in box) <input type="checkbox"/> B Other (specify)
--	--

9. NAME OF FEDERAL AGENCY: U.S. Dept. of Health & Human Services
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10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 9 3 - 6 0 0 TITLE (Name of Program): Head Start	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Head Start and Early Head Start Roll-Up Application
--	--

12. AREAS AFFECTED BY PROJECT (Cities, Counties, States etc.): Champaign County
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13. PROPOSED PROJECT: Start Date: 3/01/2007 Ending Date: 2/29/2008	14. CONGRESSIONAL DISTRICTS OF: a. Applicant 15 b. Project 15
---	--

15. ESTIMATED FUNDING	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?
a Federal \$ 3,870,311 .00	a. YES THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON Date 11/24/2006
b Applicant \$ 967,578 .00	b. NO <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372
c State \$ 0 .00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
d Local \$ 0 .00	
e Other \$ 0 .00	
f Program Income \$ 0 .00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes," attach an explanation. <input checked="" type="checkbox"/> No
g Total \$ 4,837,889 .00	

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED

a. Authorized Representative		
Prefix Mrs.	First Name Barbara	Middle Name
Last Name Wysocki		Suffix
b. Title Champaign County Chair	c. Telephone number 217-384-3776	
d. Signature of Authorized Representative	e. Date Signed 11/24/2006	

**BUDGET INFORMATION -Non-Construction Programs**

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1. Program Operation	93.600			\$3,809,606.00	\$967,578.00	\$4,777,184.00
2. T&TA	93.600			\$60,705.00		\$60,705.00
3.						
4.						
5. Totals				\$3,870,311.00	\$967,578.00	\$4,837,889.00
SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY					
	(1) Program Operation	(2) T&TA	(3)	(4)	Total (5)	
a. Personnel	\$2,067,909.00	\$28,307.00				\$2,096,216.00
b. Fringe Benefits	\$768,678.00	\$7,461.00				\$776,139.00
c. Travel	\$3,275.00					\$3,275.00
d. Equipment	\$10,500.00					\$10,500.00
e. Supplies	\$80,863.00					\$80,863.00
f. Contractual	\$209,000.00	\$20,731.00				\$229,731.00
g. Construction						
h. Other	\$374,381.00	\$4,206.00				\$378,587.00
i Total Direct Charges (sum of 6a - 6h)	\$3,514,606.00	\$60,705.00				\$3,575,311.00
j. Indirect Costs	\$295,000.00					\$295,000.00
k. TOTALS (sum of 6a - 6j)	\$3,809,606.00	\$60,705.00				\$3,870,311.00
7. Program Income						

Authorized for Local Reproduction

Standard Form 424A (Rev. 7-97)  
Prescribed by OMB Circular A-102

Champaign County Nursing Home  
Justice and Social Services Committee  
Monthly Report  
October 2006

October is the month of celebration for our Dietary department as we celebrate Dietary Appreciation Week. Grab bag giveaways included everything from CCNH pens/pencils to a day off with pay. Most importantly, whenever you celebrate folks who prepare meals for a living, you provide the food – and it better be good.

In a tumultuous year with the opening of our restaurant and a renewed commitment to dining excellence, we owe a great debt to those who provide CCNH residents a reason to get up each morning and something to dream about each night. Seriously, waking up to Sandy's french toast and sausages would light a fire under you on the earliest of mornings.

Update Information

- We are calling back those who were laid off in September, with a projected return to work date of December 1, 2006. The call-back is in preparation for opening the new Home early in 2007.
- Facility census has taken a seasonal dip as those who would normally benefit from our services plan to stay home for the holidays. Historically the census dip lasts until December or January. The only time in the last six years that our census was above the annual average in October and November was in 2005.
- The dress code policy for the Nursing department was revised by a group of nurses and certified nursing assistants. The new policy is considerably more liberal with regard to colors and styles, while more conservative with general appearance. Specifically mentioned – undergarments may not be visible.
- Graduate students from Columbia College in Chicago are considering the CCNH as a location for a movie. A couple of film students are completing their thesis work with a movie that includes a woman in a nursing home and her great grandchild.

Initiatives

- You'll soon see a new look on the CCNH website. Working with our outstanding IT department, we'll update our look with fresh information about the healthcare industry, recent events at the CCNH, and some other items. The site is linked to the Champaign County home page, or is viewable by typing <http://www.co.champaign.il.us/ccnh/ccnh.htm> into your browser.
- Our search for a new Environmental Services Director ended recently when the team selected Kristal Ireland. Ms. Ireland comes to us from Normal, IL where she currently leads a large environmental services department in a hospital system.

*In service to the residents of the Champaign County Nursing Home, their families, friends, and everyone whose lives they have touched, we respectfully submit this report.*

- Our payer mix is changing rapidly from private to public. In 2000 our public aid supported residents totaled 43% of our population. Today that number is at 61%. While this may not fit into the “Initiatives” section yet, we as a county will have to consider how our Home will operate long-term as our public aid supported resident population grows.

*In service to the residents of the Champaign County Nursing Home, their families, friends, and everyone whose lives they have touched, we respectfully submit this report.*



## FOCUS ON CUSTOMER SATISFACTION

Champaign County Nursing Home  
October 2006

**DISCHARGE**

**Placement / Discharge Reason:**

It was available and good reputation. She was there nine years. / Passed away October 14, 2006.

***Areas Appreciated:***

- \* This is an emotional time. They cared for her and that means so much. It was the Administration down to the janitors. Everyone just seemed to give a damn. I've saw dining staff go up to the most difficult residents who was screaming and treat them with such respect like a human being.
- \* I'm writing a letter to Mr. Buffenbarger so you called at a good time. I'm going to write one to the News Gazette too. No place is perfect but I couldn't imagine a better place.
- \* If you had a problem, you could talk to anyone and they would work on it and fix it.
- \* I made friends there with the staff that I liked and loved. When my mother died, there was a parade of people coming in to pay their respects.
- \* Any 4's I gave in survey are not a result of the staff. Any faults don't lie with the staff but with the budget.

***Recommended Improvements:***

Given their budgets probably couldn't do much better.

***Clarifiers:***

- Several had to help feed and they were wonderful.
- Qualified by budget.
- Not the result of cleaning staff but it's almost an impossible job.
- Excellent. I became good friends with the receptionists.
- Very good. They have a brutally difficult job.
- They listened to me and worked very hard to solve the problem. Put a 6 on it.
- Good Lord - Five. No matter how difficult the patient I saw the same amount of respect.

***Ratings:***

<b>Overall Quality of Stay:</b>	5
<b>Nursing Care:</b>	5
<b>Dining Service:</b>	5
<b>Quality of Food:</b>	4
<b>Facility Cleanliness:</b>	4
<b>Telephone Service:</b>	5
<b>Laundry Service:</b>	5
<b>Communication from Facility:</b>	5
<b>Response to Problems:</b>	5
<b>Treatment/Dignity:</b>	5



## FOCUS ON CUSTOMER SATISFACTION

### Champaign County Nursing Home

#### October 2006

<b>Recommend Facility to Others:</b>	5	Good Lord, YES! I can not imagine a better facility.
<b>Recreational Activities</b>	5	It was really pretty great.
<b>Professional Therapy Services:</b>	5	PT is terrific.
<b>Admission Process:</b>	ns	There nine years.
<b>Overall Safety:</b>	4	She was continually being bumped and she was fragile. Building was old and falling apart.

***How often do/did you visit/contact?***

Daily

*Rating scale based on one to five, five being the highest. NS = No Score Given.*

*For internal quality assessment purposes only. Privileged information.*

***For Facility use.***

***Update/Follow-Up Needed:***

- \*
- \*



## FOCUS ON CUSTOMER SATISFACTION

**Champaign County Nursing Home**  
October 2006

**CURRENT RESIDENT**

**Placement / Discharge Reason:** Mother has Alzheimer's.

**Areas Appreciated:**

\* I really appreciate them. They are kind and caring. I really can't say a bad thing about them.

**Recommended Improvements:**

\* I have no problems. If there were any problems, I probably would notice being there about every day.

**Ratings:**

<b>Overall Quality of Stay:</b>	5
<b>Nursing Care:</b>	5
<b>Dining Service:</b>	5
<b>Quality of Food:</b>	5
<b>Facility Cleanliness:</b>	5
<b>Telephone Service:</b>	5
<b>Laundry Service:</b>	ns
<b>Communication from Facility:</b>	5
<b>Response to Problems:</b>	5
<b>Treatment/Dignity:</b>	5
<b>Recommend Facility to Others:</b>	5
<b>Recreational Activities</b>	5
<b>Professional Therapy Services:</b>	ns
<b>Admission Process:</b>	5
<b>Overall Safety:</b>	5

**Clarifiers:**

I think it's great.  
I'm only in the ARD unit and everything seems fine.  
She seems to like it.  
Very impressed because it doesn't smell.  
I've been doing my mother's laundry but have been thinking about letting them do it with Winter coming.  
I really haven't had any problems.  
They are wonderful. I appreciate them so much.  
I think they're good too.  
She's healthy as a horse.  
They were very good about explaining everything. It went very smoothly.

**How often do/did you visit/contact?**

Everyday up until the last couple weeks.

*Rating scale based on one to five, five being the highest. NS = No Score Given.*

*For internal quality assessment purposes only. Privileged information.*

**For Facility use.**

\*  
\*

**Update/Follow-Up Needed:**



## FOCUS ON CUSTOMER SATISFACTION

Champaign County Nursing Home  
October 2006

**DISCHARGE**

**Placement / Discharge Reason:**

She had nine surgeries in two months. She was there two weeks and then went back to Provena for Rehab. She's coming home tomorrow after 4 1/2 months in hospital and nursing home.

**Areas Appreciated:**

- \* It went great. She loved it there.
- \* She's was pissed off she had to leave. She didn't want to go back to Provena.
- \* She loved her roommate. Mary Brimm

**Recommended Improvements:**

- \* It was GREAT!

**Ratings:**

<b>Overall Quality of Stay:</b>	5
<b>Nursing Care:</b>	5
<b>Dining Service:</b>	5
<b>Quality of Food:</b>	5
<b>Facility Cleanliness:</b>	5
<b>Telephone Service:</b>	5
<b>Laundry Service:</b>	5
<b>Communication from Facility:</b>	5
<b>Response to Problems:</b>	5
<b>Treatment/Dignity:</b>	5
<b>Recommend Facility to Others:</b>	5
<b>Recreational Activities</b>	ns
<b>Professional Therapy Services:</b>	5
<b>Admission Process:</b>	5
<b>Overall Safety:</b>	5

**Clarifiers:**

Great!

She loved the food.

She was there to rest and get built back up.

**How often do/did you visit/contact?**

Everyday

Rating scale based on one to five, five being the highest. NS = No Score Given.  
For internal quality assessment purposes only. Privileged information.

**For Facility use.**

- \*
- \*

**Update/Follow-Up Needed:**



## FOCUS ON CUSTOMER SATISFACTION

**Champaign County Nursing Home**  
October 2006

**CURRENT RESIDENT**

**Placement / Discharge Reason:** I heard more good things about them than anyone else.

**Areas Appreciated:**

\* I've been very happy.

**Recommended Improvements:**

\* When are they moving?

**Ratings:**

<b>Overall Quality of Stay:</b>	4
<b>Nursing Care:</b>	5
<b>Dining Service:</b>	4
<b>Quality of Food:</b>	4
<b>Facility Cleanliness:</b>	4
<b>Telephone Service:</b>	3
<b>Laundry Service:</b>	ns
<b>Communication from Facility:</b>	5
<b>Response to Problems:</b>	4
<b>Treatment/Dignity:</b>	5
<b>Recommend Facility to Others:</b>	5
<b>Recreational Activities</b>	ns
<b>Professional Therapy Services:</b>	ns
<b>Admission Process:</b>	5
<b>Overall Safety:</b>	5

**Clarifiers:**

Don't use it.

Top of the list.

Don't use them.

Very little.

**How often do/did you visit/contact?**

We try not to go everyday but we probably go 2 to 3 times a week.

*Rating scale based on one to five, five being the highest. NS = No Score Given.  
For internal quality assessment purposes only. Privileged information.*

**For Facility use.**

\*  
\*

**Update/Follow-Up Needed:**

**QUARTER CENT FOR POST-DETENTION PROGRAMS**  
**MONTHLY UPDATE – October, 2006**

*Submitted by Peter Tracy and Marilyn Garmon-Starks*

- Mrs. Garmon Starks presented a brief statistical abstract on Disproportionate Minority Confinement at the October Justice Committee Meeting at Jennifer Putman's request.
- Developed preliminary case flow chart on Quarter Cent program participants from detainment (or other approved referral source) to successful program exit. The flow chart is attached for your review.
- Peter Tracy and Marilyn Garmon-Starks attended a Project Access meeting on October 18 at the Mental Health Center. Flow Chart was shared with participants, in addition to expectation for cooperation in weekly case assignment meetings. Peter Tracy delivered a memorandum to agencies that begins to "construct the foundation for an organized, integrated system of care." Quarter Cent funded agencies will be charged to develop care plans for youth, sign a revised partnership agreement, collaborate in case assignment and engage families in the process of care plan development and implementation.
- Attended two staffing meetings (October 10 and 17<sup>th</sup>) at the Juvenile Detention Center. The meetings were held in an attempt to more succinctly channel services and move referrals of youth to Quarter Cent programs. Weekly JDC Provider meetings will be facilitated by Mrs. Garmon-Starks and Stuart Broz in order to assist the referral process in moving forward. Although youth may be referred to various services, one agency will assume primary responsibility for coordination of services to the youth participant.
- Set up training for peer jurors at Central High School. Training will be held on November 9 and facilitated by David Kidd, Teen Court Coordinator for the Decatur State's Attorney Office. Ecomet Burley, Assistant Superintendent for Pupil Services and Bill Freyman, Central High School Principal have been ongoing participants in the planning and startup implementation process for peer juries at Central.
- Attended Care Coordination meeting with Boys and Girls Club, Mental Health Center and Best Interest of Children staff. System of Care core principles were discussed, as well as the possibility of reorganizing staff at agencies that have Care Coordinators. Additionally, the role of family advocates was emphasized as important to the efficacy and sustainability of the family unit. Mrs. Garmon-Starks also contacted Regional Planning Commission staff and Mahomet Area Youth Club staff regarding updates and regular attendance at Project Access Meetings.

## Quarter Cent Administration Meeting – Updates

*Submitted by Marilyn Garmon-Starks  
October 31, 2006*

The percentage points reflect progress toward completion of each agency's proposed annual targets – gauged through their quarterly reports. At this point, all agencies should be at the 25% mark in each area. Typically, first quarter represents the most challenges to program enrollment due to program organization and outreach.

	<b>CSE</b>	<b>SC</b>	<b>NTPC</b>	<b>TPC</b>	<b>Other</b>
<i>Don Moyer Boys &amp; Girls Club</i>	Exceeds Quarterly Target	Exceeds Quarterly Target	Quarterly Target Not Met	NA	1 client
<i>Mahomet Area Youth Club</i>	NA	NA	Quarterly Target Not Met	NA	-
<i>MHC – JJCC Program</i>	Exceeds Quarterly Target	Exceeds Quarterly Target	Exceeds Quarterly Target	Exceeds Quarterly Target	-
<i>Prairie Center</i>	NA	NA	Quarterly Target Not Met	Exceeds Quarterly Target	265 addt'l contacts
<i>Best Interest of Children</i>	Exceeds Quarterly Target	Exceeds Quarterly Target	NA	NA	3 referrals – 33% overall progress towards annual target in program enrollment
<i>Regional Planning Commission</i>	Exceeds Quarterly Target	Quarterly Target Not Met	Quarterly Target Not Met	Quarterly Target Not Met	8 clients pending possible program enrollment

**CSE** = Community Service Events  
**NTPC** = Non Treatment Plan Clients

**SC** = Service/Screening Contacts  
**TPC** = Treatment Plan Clients

*Best Interest of Children* and the *Mental Health Center JJCC Program* are the only providers that have reached or surpassed all of their targets for 1<sup>st</sup> Quarter.

### **Weekly Provider Meeting**

The first Weekly Provider meeting was held October 31, 2006 at the JDC. Approximately 11 youth were released since the last Provider meeting. These youth were the first in an attempt to establish a primary agency contact. Of those 11, 4 have received CANS assessments and/or were enrolled into the JJCC program. One of these youth was a DCFS ward, and so is already receiving services through that entity; the Mahomet Area Youth Club has also established contact with this youth. One youth will receive care coordination activities from the Boys and

## **DECISION MEMORANDUM**

**DATE:** November 7, 2006  
**TO:** Members, Champaign County Mental Health Board  
**FROM:** Peter Tracy  
**SUBJECT:** FY08 Allocation Decision Support Criteria - Quarter Cent for Public Safety Juvenile Justice Post-Detention Program

### Background Information

The Champaign County Mental Health Board (CCMHB) is responsible for the management and administration of the Quarter Cent for Public Safety Funding Supporting Juvenile Justice Post Detention Programs. The basis for this responsibility is a Memorandum of Understanding (MOU) between the CCMHB and the Champaign County Board. This agreement delineates respective roles, responsibilities and financial obligations.

Applications for funding for Quarter Cent for Public Safety Funding Supporting Juvenile Justice Post Detention Programs will be assessed using the established CCMHB allocation process and applicable decision support priorities and criteria as specified in this Decision Memorandum. Staff recommendations for allocation of Quarter Cent for Public Safety Funding will be formulated based on these priorities and criteria. Our focus will be on what constitutes a best value to our community based on a combination of cost and non-cost factors, and will reflect an integrated assessment of the relative merits of applications using criteria and priorities approved by the CCMHB. The final funding decisions rest with the CCMHB and their judgment concerning the most appropriate and efficacious use of available dollars based on decision-support match up.

The CCMHB allocation of funding is a complex task predicated on multiple variables. It is important to remember that our allocation process is not a request for proposals (RFP). Applicants for funding are not responding to a common set of specifications, but rather are applying for funding to address a wide variety of services for youth involved with the juvenile justice system. In many respects our job is significantly more difficult than simply conducting a RFP. Based on past experience we can anticipate the nature and scope of applications will vary significantly and will include treatment, early intervention and prevention models. For these reasons, a numerical rating/selection methodology is not applicable and relevant to our particular circumstances. Our focus will reflect an integrated assessment of the relative merits of applications using criteria and priorities approved by the CCMHB.

The following criteria are to be used as guidance by the Board in assessing applications for Quarter Cent funding. While the criteria are to be used as guidance for funding, it is not the sole consideration taken into account in finalizing funding decisions. Other considerations would include, in the judgment of the Board and its staff, such factors as the provider's ability to implement the program and services proposed, the soundness of the proposed methodology, and the administrative and fiscal capacity of the agency.

#### **Primary FY08 Decision Support and Priority Considerations**

The items included in this section represent the factors that are of most interest and significance to the CCMHB and therefore will be weighted accordingly in the award decision process.

1. The primary focus of applications shall relate directly to post detention programming for youth (and their families). The target population in order of priority may include (a) youth discharged from the Champaign County Juvenile Detention Center (JDC), (b) youth "released without detention from the JDC, (c) youth detained and station-adjusted by local law enforcement agencies, and (d) youth referred directly from the 6<sup>th</sup> Circuit Court.
2. The application shall describe how the proposed program will reduce the recidivism rate for the target population.
3. Alignment with our community's Substance Abuse and Mental Health Services Administration (SAMHSA) Children's Initiative Application and efforts to implement system of care components as delineated in the application and the Shallcross consultations.
4. Programs and services that promote access for underserved populations identified in the Surgeon General's Report on Mental Health: Culture, Race, and Ethnicity and the consultation with Carl Bell, M.D. In addition, emphasis will be given based on the quality of the applicant's "Cultural Competence Plan" and progress made in implementing the Plan.
5. Programs and services that promote and enhance access to services for all youth included in the target population regardless of where they reside in Champaign County.
6. Budget and program connectedness and clarity for all grant based applications. Applications that clearly explain the relationship between budgeted costs and program components receive additional consideration. "What is the Board buying?" is the salient question that must be answered in the proposal.

#### **Secondary FY08 Decision Support and Priority Criteria**

The items included in this section will be used as important discriminating factors that lead to final allocation decision recommendations.

Minimal responsiveness: Applications that do not meet these thresholds are "non-responsive" and will be returned to the applicant.

1. Eligible applicant – based on the Organization Eligibility Questionnaire.
2. Compliance with the application deadline. Late applications will not be accepted.

3. Application must relate directly to the primary Quarter Cent for Public Safety Juvenile Justice Post-detention program target population.
4. Application must be appropriate to this funding source and shall provide evidence that other funding sources are not available to support this program/service.

Incumbent Program: Applications from current Quarter Cent for Public Safety contracts shall receive additional consideration, but this factor will only be applied when comparing applications for similar programs and services.

Approach/Methods: Applications citing evidence based or research based approaches shall receive additional consideration.

Innovation: Applications demonstrating creative and/or innovative approaches to meet defined community need will receive additional consideration.

Staff Credentials: Applications that address and highlight staff credentials and specialized training will receive additional consideration.

Shallcross Consultation: Applications will receive additional consideration if the following system of care characteristics are specifically addressed in the application:

1. Child centered – all domains with integrated assessment and service planning.
2. Family focused – engage family in service planning and focus on family goals.
3. Strength based – identifying child, family and community strengths as cornerstone of service planning.
4. Culturally competent – sensitive to needs and concerns of child’s culture.
5. Community based – offering services in neighborhoods and communities for improved access.
6. Coordination across child-serving systems – development of a fully integrated service plan across systems with common goals and treatment strategies.
7. Realignment and development of services for children identified by the juvenile justice system and education.
8. Collaboration with the Faith Community.

Application Quality: Applications will be evaluated based on the criteria listed below. It is recognized that a rating system of this type allows for a level of subjectivity. In addition, comparison of applications from different organizations also influences individual ratings (i.e., “grading on a curve”). If the quality of an organization’s applications is exceptionally high, this tends to “raise the bar” to a higher level of expectation for all applications.

- High compliance applications were judged to have fully addressed all of the requirements of the application process.
- Moderate compliance applications covered all requirements, but were conceptually lacking in detail.

- Needs improvement applications attempted to address all requirements, but fell short in some areas.
- Unresponsive applications either did not address requirements or were inappropriately priced.

**Caveats:**

Application Costs – the CCMHB will not be responsible for any expenses associated with completion of an application for funding.

Final Decision Authority – The CCMHB will make the final decision concerning all application for funding, taking into consideration staff recommendations, defined decision support criteria, best value, availability of funds and equitable distribution of funds between disability areas.

The CCMHB reserves the right to refrain from making an award when it is deemed to be in the best interests of the county.

Applications become the property of the CCMHB and as such, are public documents that may be copied and made available upon request after allocation decisions have been made.

Best and Final Offers may be sought as part of the negotiation process for FY08 contracts as approved by the CCMHB.

**Decision Section:**

Motion to approve the FY08 Allocation Decision Support Criteria as described in this memorandum.

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied

\_\_\_\_\_ Modified

\_\_\_\_\_ Additional Information Needed



**CHAMPAIGN COUNTY BOARD  
COMMITTEE ADDENDUM**

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**JUSTICE & SOCIAL SERVICES COMMITTEE**

**Brookens Administrative Center, Lyle Shields Meeting Room**

**1776 E. Washington, Urbana**

**Monday, November 6, 2006 – 7:00 p.m.**

**CHAIR:** Jan Anderson

**MEMBERS:** Carter, Greenwalt, Hogue, Hunt, James, Putman, Sapp, Tapley

**ITEM**

**VIII. HEAD START**

b. Head Start Continuation Grant 2007-2008 (*To be distributed*)