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**CHAMPAIGN COUNTY MENTAL HEALTH BOARD  
BOARD MEETING**

*Minutes—May 18, 2016*

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

*5:30 p.m.*

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**MEMBERS PRESENT:** Astrid Berkson, Susan Fowler, Thom Moore, Judi O'Connor, Elaine Palencia, Julian Rappaport, Anne Robin, Deborah Townsend, Margaret White

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

**STAFF EXCUSED:** Shandra Summerville

**OTHERS PRESENT:** Luis Cuza, St. Patrick's Catholic Church, Juli Kartel, Sheila Ferguson, Community Elements (CE); Patsi Petrie, Champaign County Board; Lisa Benson, Kari May, Regional Planning Commission (RPC); Sue Suter, Joyce Dill, Phil Krein, CCDDDB; Dale Morrissey, Patty Walters, Danielle Matthews, Developmental Services Center (DSC); Sheryl Bautch, Family Service (FS); Nancy Greenwalt, Promise Healthcare; Brandi Granse, Head Start; Beth Chato, League of Women Voters (LWV); Sherri Rudicil, Carol Bradford, Prairie Center Health Systems (PCHS); Marcius Moore, Mahomet Area Youth Club (MAYC); Jennifer Knapp, Rebecca Obuchowski, Linda Tortorelli, Larissa Kramer, Community Choices (CC); James Kilgore, Charles Davidson, Marlin Mitchell, Tamika Davis, First Followers; Tanya Diaz-Kozlowski, The UP Center; Stephanie Record, Crisis Nursery (CN); Andy Kulczycki, Community Services Center of Northern Champaign County (CSCNCC); Sam Banks, Don Moyer Boys and Girls Club (DMBGC); Adelaide Aime, Children's Advocacy Center (CAC)

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**CALL TO ORDER:**

Dr. Townsend, President, called the meeting to order at 5:30 p.m.

**ROLL CALL:**

Roll call was taken and a quorum was present.

**CITIZEN INPUT / PUBLIC PARTICIPATION:**

None.

**ADDITIONS TO AGENDA:**

None.

**CCDDB INFORMATION:**

Dr. Krein stated the CCDDB met this morning and made funding decisions based on staff recommendations and Board review.

**APPROVAL OF MINUTES:**

Minutes from the 4/20/16 Board meeting were included in the Board packet for approval.

**MOTION: Ms. Palencia moved to approve the minutes from 4/20/16. Ms. White seconded the motion. A voice vote was taken and the motion passed.**

**PRESIDENT'S COMMENTS:**

Dr. Townsend reminded Board members of the upcoming winetasting fundraiser for the 10<sup>th</sup> Annual disAbility Expo on June 9<sup>th</sup>.

**EXECUTIVE DIRECTOR'S COMMENTS:**

Mr. Tracy thanked the staff for their work on the funding applications.

**STAFF REPORTS:**

None. The work of staff members has focused on application reviews and allocation recommendations.

**CONSULTANT'S REPORT:**

None.

## **BOARD TO BOARD:**

Ms. Palencia attended the April Board meeting of Developmental Services Center (DSC).  
Margaret White attended the April Board meeting of Promise Healthcare.

Dr. Rappaport attended the Crisis Intervention Team (CIT) Steering Committee meeting along with Lynn Canfield and Mark Driscoll.

## **AGENCY INFORMATION:**

Jennifer Knapp from Community Choices announced she would be leaving the community on June 30<sup>th</sup>.

## **FINANCIAL INFORMATION:**

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

**MOTION: Dr. Moore moved to accept the claims as presented. Dr. Robin seconded the motion. A voice vote was taken and the motion passed unanimously.**

## **NEW BUSINESS:**

### **FY17 Allocation Decisions:**

A Decision Memorandum was included in the Board packet. The intent of the memorandum was to offer staff recommendations for FY17 (July 1, 2016 through June 30, 2017) funding allocations for the consideration of the Champaign County Mental Health Board (CCMHB). Final funding decision authority rests with the CCMHB and their sole discretion and judgment concerning the most appropriate and efficacious use of available dollars based on assessment of community needs, best value, alignment with decision support criteria, pricing and affordability and reasonable distribution of funds across disability areas.

The Champaign County Mental Health Board (CCMHB) policies on funding are predicated on the requirements of the Illinois Community Mental Health Act (405 ILCS 20 / Section 0.1 et.seq.). All funds shall be allocated within the intent of the controlling act as codified in the laws of the State of Illinois. The recommendations included in this memorandum, opinions and comments are based on our assessment of how closely applications align with statutory mandates, CCMHB funding policies, approved decision support criteria and priorities. Best and Final Offers may be sought as part of the negotiation process for authorized FY17 contracts. The CCMHB reserves the right to refrain from making an award when it is deemed to be in the best interest of the county.

The final funding decisions rest solely with the CCMHB and their judgment concerning the most appropriate and efficacious use of available dollars based on assessment of community needs, equitable distribution across disability areas, and 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 mental health, developmental disability and substance abuse treatment needs in our community.

A significant number of the allocation recommendations included in the decision section of this memorandum are provisional with funding contingent on the completion of successful contract negotiation, revision, and/or inclusion of special provisions. This can include significant modification of the budget, program plan, and personnel matrix in order to align the contract more closely with CCMHB planning, budget and policy specifications. If selected for contract negotiations, the applicant may be required to prepare and submit additional information prior to final contract execution, in order to reach terms for the provision of services that are agreeable to both parties. Failure to submit required information shall result in cancellation of the award of a contract.

The recommendations in this decision memorandum are based on revenue estimates which will not be finalized until the CCMHB budget is approved by the Champaign County Board in November 2016. For this reason all FY17 CCMHB contracts shall be subject to possible reductions in contract maximums necessary to compensate for any CCMHB revenue shortfall. These reductions shall be documented by contract amendment at the discretion of the CCMHB executive director with every effort made to maintain the viability and integrity of prioritized contracts. The FY17 contract boilerplate shall also include the following provision:

Obligations of the Board will cease immediately without penalty or further payment being required if in any fiscal year the tax that is levied, collected and paid into the "Community Mental Health Fund" is judged by the CCMHB executive director not to be sufficient for payment as delineated in the terms and conditions under this Contract.

Historically, the level of approved CCMHB funding has gone from \$3,189,290 in FY12 to \$3,320,475 in FY16. For future years we project the amount to be approved in FY17 (i.e., the base) will increase by 1.5% each year for FY18 and FY19. These projections will be reevaluated and adjusted as necessary in response to changing economic conditions which effect property tax levies.

The staff recommendations are organized into tiers as a means of facilitating discussion and moving forward with decisions predicated on CCMHB commitments, set-asides, and priorities. "Tier One" is reserved for our commitments for I/DD allocations as identified under Priority #1: Collaboration with the Champaign County Developmental Disabilities Board. "Tier Two" represents set-asides associated with Priority #2 – System of Care for Youth and Families. "Tier Three" is tied to commitments associated with the criminal justice system and includes Priority #3 – Behavioral Health Services and Supports for Adults with a Behavioral Health and Criminal Justice Interface as well as juvenile justice system related interventions and supports. "Tier Four" are programs and supports which are judged to be of moderate priority recommended for funding. "Tier Five" are applications which are not recommended for funding due to Board priorities and fiscal constraints.

Note: some programs recommended for funding are at FY16 levels due to funding constraints. The reduced funding level will be addressed during contract negotiations. All programs subject to contract negotiations and/or that require revised program or financial plans will be notified through the award letter.

**Tier One – Intellectual and Developmental Disabilities** SUBTOTAL \$633,073

CILA Expansion - CCMHB Commitment	\$ 50,000
Champaign County Head Start – Social Emotional Disabilities Services	\$ 55,645
Community Choices – Customized Employment	\$ 70,000
Community Choices – Self Determination Support	\$ 70,000
Developmental Services Center – Individual and Family Support	\$387,428

**Tier Two – System of Care for Youth and Families** SUBTOTAL \$428,189

Champaign Urbana Area Project – CU Neighborhood Champions	\$ 19,189*^
Champaign Urbana Area Project – TRUCE	\$ 75,000*^
Don Moyer Boys and Girls Club – CU Change	\$100,000*
Don Moyer Boys and Girls Club - Youth and Family Organization	\$160,000*
Mahomet Area Youth Club – BLAST	\$ 15,000*
Mahomet Area Youth Club – MAYC Members Matter!	\$ 12,000*
TAP In Leadership Academy - The Kickback Lounge	\$ 35,000*
Urbana Neighborhood Connections Center - Community Study Center	\$ 12,000*

\*Champaign Community Coalition

^Special Initiative

**Tier Three – Behavioral Health Services and Supports with a Criminal Justice Interface**  
SUBTOTAL \$1,921,107

Community Elements – Criminal Justice	\$284,080
Community Elements – Crisis, Access, Benefits, & Engagement	\$255,440
Community Elements – Parenting with Love and Limits-Front End	\$282,663
Community Elements – TIMES Center (Screening MI/SA)	\$ 70,000
CCRPC – Youth Assessment Center	\$ 26,000
First Followers – Peer Mentoring for Reentry	\$ 29,764
Prairie Center – Criminal Justice Substance Use Treatment	\$ 10,300
Prairie Center – Fresh Start	\$ 75,000*^
Prairie Center – Parenting with Love and Limits-Extended Care	\$300,660
Prairie Center – Specialty Courts	\$199,050
Prairie Center – Youth Services	\$108,150
Promise Healthcare – Mental Health Services with Promise	\$222,000
Promise Healthcare – Promise Healthcare Wellness & Justice	\$ 58,000

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^Special Initiative

**Tier Four – Moderate Priority and Criteria Alignment SUBTOTAL \$620,430**

Champaign Co. Children’s Advocacy Center – Children’s Advocacy Center	\$ 37,080
Community Elements – Early Childhood Mental Health and Development	\$ 75,000
Community Service Center of North. Champaign Co. - Resource Connection	\$ 65,290
Courage Connection – Courage Connection	\$ 66,948
Crisis Nursery – Beyond Blue-Champaign County	\$ 70,000
ECIRMAC – Family Support & Strengthening	\$ 19,000
Family Service of Champaign County – Counseling	\$ 20,000
Family Service of Champaign County – Self-Help Center	\$ 28,928
Family Service of Champaign County – Senior Counseling & Advocacy	\$142,337
Prairie Center – Prevention	\$ 58,247
RACES – Counseling and Crisis Services	\$ 18,600
UP Center – Children, Youth, and Families Program	\$ 19,000

**TOTAL FY17 FUNDING RECOMMENDED - \$3,602,799**

**Tier Five – Exceeds Allocation Parameters**

Intellectual and Developmental Disabilities applications not included in Tier One are subject to integrated planning with the Champaign County Developmental Disabilities Board (CCDDDB).

All other applications with one exception are recommended to be funded, although some are funded at lower than requested levels and are subject to contract negotiation. The exception is Community Foundation-DREAAM House which is not recommended for funding.

**DECISION SECTION**

Motion to approve CCMHB funding as recommended for Tier One subject to the caveats as presented in this memorandum: **Dr. Fowler moved to approve and Ms. Palencia seconded. All members voted aye in a roll call vote and the motion passed.**

- Approved**
- Denied
- Modified
- Additional Information Needed

Motion to approve CCMHB funding as recommended for Tier Two subject to the caveats as presented in this memorandum: **Dr. Rappaport moved to approve and Ms. O’Connor seconded. All members voted aye in a roll call vote and the motion passed.**

- Approved**
- Denied
- Modified
- Additional Information needed

Motion to approve CCMHB funding as recommended for Tier Three subject to the caveats as presented in this memorandum: **Dr. Robin moved to approve and Ms. Palencia seconded. All members voted aye in a roll call vote and the motion passed.**

**Approved**  
 Denied  
 Modified  
 Additional Information needed

Motion to approve CCMHB funding as recommended for Tier Four subject to the caveats as presented in this memorandum: **Ms. White moved to approve and Dr. Moore seconded the motion. All members voted aye in a roll call vote and the motion passed.**

**Approved**  
 Denied  
 Modified  
 Additional Information needed

Motion to authorize the executive director to conduct contract negotiation as specified in this memorandum: **Dr. Berkson moved to approve and Dr. Rappaport seconded the motion. All members voted aye in a roll call vote and the motion passed.**

**Approved**  
 Denied  
 Modified  
 Additional Information needed

Motion to authorize the executive director to implement contract maximum reductions as described in the "Special Notification Concerning FY17 Awards" section of this memorandum: **Dr. Fowler moved to approve and Ms. White seconded the motion. All members voted aye and the motion passed.**

**Approved**  
 Denied  
 Modified  
 Additional Information needed

## **OLD BUSINESS:**

### **Executive Director Search:**

A Decision Memorandum to approve a Consulting Agreement with Mr. Tracy was included in the Board packet for approval.

**MOTION: Dr. Moore moved to approve and authorize a Consulting Agreement with Peter Tracy from July 1, 2016 to December 31, 2016 and shall be limited to 600 hours at the current hourly rate of \$68.12. Dr. Berkson seconded the motion. A roll call vote was taken and the motion passed unanimously.**

**CCMHB 2015 Annual Report:**

The FY2015 CCMHB Annual Report was included in the Board packet for review and Board action.

**MOTION: Dr. Fowler moved to untable the motion to accept the 2015 Annual Report as presented. A voice vote was taken and the CCMHB FY2015 Annual Report was accepted as presented.**

**CILA Update:**

The second house is being occupied this week.

**BOARD ANNOUNCEMENTS:**

None.

**ADJOURNMENT:**

The meeting adjourned at 6:45 p.m.

Respectfully

Submitted by: Stephanie Howard-Gallo  
CCMHB/CCDDB Staff

*\*Minutes were approved at the June 22, 2016 CCMHB meeting.*