

**ADDENDUM to the April 21, 2021
Regular Meeting of the
Champaign County Mental Health Board**

1. Family Service – Counseling, Self-Help Center, and Senior Counseling & Advocacy - staff error in program summaries
2. Family Service – Senior Counseling & Advocacy – staff error in program summary

Lynn Canfield

From: Lynn Canfield <lynn@ccmhb.org>
Sent: Wednesday, April 14, 2021 10:00 AM
To: 'Sheryl Bautch'; 'Leon Bryson'; 'Donna Anglin'
Cc: 'Stephanie@ccmhb.org'; 'Shandra Summerville'; 'chris@ccmhb.org'; 'Kim Bowdry'
Subject: RE: CCMHB Program Summaries

Dear Sheryl:

Thank you for the clarification. You are correct that this is a mistake on our part. We will make sure to share this information with the full board and at the meeting.

Lynn Canfield

From: Sheryl Bautch <sbautch@familyservicecc.org>
Sent: Wednesday, April 14, 2021 8:38 AM
To: Leon Bryson <leon@ccmhb.org>; Donna Anglin <danglin@familyservicecc.org>
Cc: 'Lynn Canfield' <lynn@ccmhb.org>; Stephanie@ccmhb.org; 'Shandra Summerville' <shandra@ccmhb.org>; chris@ccmhb.org; 'Kim Bowdry' <kim@ccmhb.org>
Subject: RE: CCMHB Program Summaries

Hi Leon-

Thank you for sharing our program summaries. I appreciate the time and hard work that goes into preparing these! I did find a factual error that appears in all three of our program summaries in the Audit Findings section, which currently states: **Audit Findings:** *The audit revealed material weakness regarding segregation of duties related to the organization's accounting procedures and processes.* That is not correct. I have attached a copy of our FY20 audit. The relevant information is on p.15 where it states: "Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. **Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses**" (emphasis added). Please let me know if we need to provide any additional information to resolve this matter.

Thank you!

Sheryl

Sheryl Bautch
Executive Director
Family Service of Champaign County
405 South State Street
Champaign, IL 61820
217-352-0099
sbautch@familyservicecc.org
www.famservcc.org

From: Leon Bryson [<mailto:leon@ccmhb.org>]
Sent: Tuesday, April 13, 2021 5:11 PM
To: Sheryl Bautch; Donna Anglin
Cc: 'Lynn Canfield'; Stephanie@ccmhb.org; 'Shandra Summerville'; chris@ccmhb.org; 'Kim Bowdry'

Subject: CCMHB Program Summaries

Importance: High

Dear Executive Director,

Your program summary represents our initial review of your organization's application for PY2022 funding for Mental Health and Substance Abuse services from the Champaign County Mental Health Board (CCMHB). Your organization's program summary is attached, and can be found online within the April 21, 2021 CCMHB Board Packet at:

http://www.co.champaign.il.us/mhbddb/agendas/mhb/2021/210421_Meeting/210421_Agenda.pdf

The documents are marked "DRAFT" and should be considered a work in progress and are subject to additions and corrections. You are encouraged to review the document and notify the CCMHB Executive Director in writing if there are factual errors, not differences of opinion, which should be corrected prior to completion of the award process.

The application was reviewed and evaluated by CCMHB staff, board members, and an independent reviewer using guidelines approved by the CCMHB (i.e., decision memoranda titled "CCMHB Program Year 2022 Allocation Priorities and Decision Support Criteria"). A copy of the criteria is accessible through the on-line system at ccmhddbbrds.org.

The Champaign County Mental Health Board meeting on Wednesday, April 21, 2021 at 5:45 PM and the study session scheduled for Wednesday, April 28, 2021 at 5:45 PM will include a review of the program summaries. Agency executive directors and other representatives are encouraged to attend the virtual CCMHB meeting (<https://us02web.zoom.us/j/81393675682>) and study session (<https://us02web.zoom.us/j/81393675682>) and be prepared to answer questions that may be directed to them by the CCMHB members or staff.

The final staff recommendations will be formatted in a decision memorandum for the May 19, 2021 CCMHB meeting.

We appreciate the time and effort involved in the preparation of your application and thank you for your interest in working with the Champaign County Mental Health Board.

Thank you!

Leon Bryson

Associate Director

CCMHB/CCDDB

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Family Service - Senior

Lynn Canfield

From: Lynn Canfield <lynn@ccmhb.org>
Sent: Wednesday, April 14, 2021 11:50 AM
To: 'Sheryl Bautch'; 'Leon Bryson'; 'Donna Anglin'
Cc: 'Stephanie@ccmhb.org'; 'Shandra Summerville'; 'chris@ccmhb.org'; 'Kim Bowdry'
Subject: RE: CCMHB Program Summaries

Dear Sheryl:

This is a very helpful clarification and one which the Board should also see. I will forward and share with other responses as addenda to the meeting materials.

Thank you so much for noticing this and letting us know.

Lynn Canfield

From: Sheryl Bautch <sbautch@familyservicecc.org>
Sent: Wednesday, April 14, 2021 11:27 AM
To: Leon Bryson <leon@ccmhb.org>; Donna Anglin <danglin@familyservicecc.org>
Cc: 'Lynn Canfield' <lynn@ccmhb.org>; Stephanie@ccmhb.org; 'Shandra Summerville' <shandra@ccmhb.org>; chris@ccmhb.org; 'Kim Bowdry' <kim@ccmhb.org>
Subject: RE: CCMHB Program Summaries

Hello again-

After reviewing our program summaries a second time I noticed one small additional error, although I don't know if it is significant. In the summary for our Senior Counseling & Advocacy program, in the Resource Leveraging section, it states: **Resource Leveraging:** *While not used as match for another grant, this contract is 33% of total program revenue, with many other sources of support (most grants).* In fact, as noted in our budget narrative, CCMHB funds are used to help meet the required local match for two of the other grants, the Title XX grant and the ECIAAA Title III Counseling (PEARLS) grant.

Thanks, and let me know if there any questions regarding this clarification.

Sheryl

Sheryl Bautch
Executive Director
Family Service of Champaign County
405 South State Street
Champaign, IL 61820
217-352-0099
sbautch@familyservicecc.org
www.famservcc.org

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Thank you!

Leon Bryson
Associate Director
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