



CHAMPAIGN COUNTY MENTAL HEALTH BOARD

CHAMPAIGN COUNTY BOARD FOR CARE AND TREATMENT OF PERSONS WITH A DEVELOPMENTAL DISABILITY

REMEMBER this meeting is being audio recorded. Please speak clearly into the microphone during the meeting.

REVISED AGENDA

Champaign County Mental Health Board (CCMHB)

WEDNESDAY, February 19, 2020

Brookens Administrative Center, **Lyle Shields Room**

1776 E. Washington St. Urbana, IL

5:45 p.m.

1. Call to Order – Joe Omo-Osagie, President
2. Roll Call
3. Citizen Input/Public Participation
The CCMHB reserves the authority to limit individual public participation to 5 minutes and limit total time to 20 minutes.
4. Approval of Agenda*
5. President's Comments
6. Executive Director's Comments
7. New Business
 - A. Champaign County Regional Planning Commission Mid-Year Report Presentation: Homeless Services System Coordination
Presentation by Coordinator Thomas Bates and Human Services Director Lisa Benson
 - B. Champaign County Health Care Consumers Mid-Year Report Presentations: 1. CHW Outreach and Benefit Enrollment; 2. Justice Involved CHW Services and Benefits
Presentation by Executive Director Claudia Lennhoff
 - C. PY21 Application List (**pages 1 and 2**)
List of applicants and amounts requested by program is included in the packet.
 - D. Carle Foundation Property Tax Case Ruling (**page 3**)
Memorandum from Champaign County Deputy Director of Finance is included in the packet for information only. While there is an impact on the Mental Health Fund, no action is required.

8. Agency Information

The CCMHB reserves the authority to limit individual public participation to 5 minutes and limit total time to 20 minutes.

9. Old Business

A. Family Model Planning Process **(page 4)**

Written progress report on the work by Cunningham Children's Home to implement the family model included in the packet for information only.

B. Financial Assurances and Supports **(pages 5-28)**

A Briefing Memorandum on funded agency financial accountability and capacity is accompanied by the Online Registration agencies complete prior to applying for funding and by the CCMHB Funding Guidelines document approved in 2018.

C. Schedules & Allocation Timeline **(pages 29-33)**

Updated CCMHB and CCDDDB meeting schedules and allocation timeline are included in the packet.

10. CCDDDB Information

11. Approval of CCMHB Minutes **(pages 34-37)***

Minutes from January are included in the Board packet.

12. Staff Reports **(pages 38-46)**

Written staff reports from Kim Bowdry, Mark Driscoll, and Shandra Summerville are included in the packet.

13. Board to Board Reports

14. Board Announcements

15. Other Business – Closed Session

A motion to enter into executive session pursuant to ILCS 120/2(c)(11) to consider litigation that is probable or imminent against or on behalf of the Champaign County Mental Health Board and that the following individuals remain present: members of the Champaign County Mental Health Board, Executive Director Canfield, and Associate Director Driscoll.

16. Adjournment

***Board action**

#7.C.

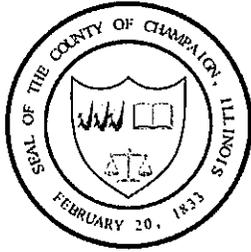
DRAFT

TCCMHB AGENCY PROGRAM FY2021 APPLICATION LIST		PY 2020 Award	PY 2021 Request	PY20 MHB Contract Extended PY21 term	Notes
Agency	Program				
CCMHB/CCDDB CILA Expansion	CILA Fund contribution	\$50,000	\$50,000		
CCRPC - Community Services	Decision Support for DD/Person Centered Planning	\$424,738	\$311,488		
	Homeless Services System Coordination	\$51,906	\$53,877		
	Justice Diversion Program	\$75,308	\$75,308	\$75,308	
	Youth Assessment Center	\$76,350	\$76,350	\$76,350	
CU Able, NFP Inc.	CU Able Community Outreach	\$17,275	\$17,200		
CU Autism Network	Community Outreach Programs		\$15,000		
Champaign County Children's Advocacy Center	Children's Advocacy	\$52,754	\$52,754	\$52,754	
Champaign County Christian Health Center	Mental Health Care at CCCHC	\$13,000	\$33,000		
Champaign County Down Syndrome Network	Champaign County Down Syndrome Network	\$15,000	\$15,000		
Champaign County Head Start/Early Head Start	Early Childhood Mental Health Services	\$214,668	\$209,906		
	Social-Emotional Disabilities Services	\$24,402	\$121,081		
	Social-Emotional Disabilities Services	\$87,602			
Champaign County Health Care Consumers	CHW Outreach and Benefit Enrollment	\$59,300	\$77,960		
	Justice Involved CHW Services & Benefits	\$54,775	\$75,140		
Champaign Urbana Area Project	TRUCE	\$75,224	\$67,596	\$67,596	\$50,000 + \$25,224 matching funds
Community Choices	Community Living	\$81,000	\$89,000		
	Customized Employment	\$98,900	\$182,000		
	Self-Determination Support	\$138,000	\$146,000		
Community Svc. Center of Northern Champaign Co.	Resource Connection	\$67,596	\$67,596		
Courage Connection	Courage Connection	\$127,000	\$127,000		
Crisis Nursery	Beyond Blue-Champaign County	\$75,000	\$75,000	\$75,000	
Cunningham Childrens Home	ECHO Housing and Employment Support	\$95,773	\$101,604		
	Parenting Model Planning/Implementation	\$280,955	\$403,107		
DREAM House	DREAM House	\$80,000	\$80,000	\$80,000	
Developmental Services Center	Community Living (previously Apartment Services)	\$442,757	\$456,040		
	Clinical Services	\$174,000	\$174,000		
	Community Employment	\$361,370	\$361,370		
	Community First (was Integrated/Site Based)	\$822,970	\$847,659		
	Connections	\$85,000	\$85,000		
	Employment First	\$80,000	\$80,000		
	Family Development Center	\$579,148	\$596,522		
	Individual and Family Support	\$416,561	\$429,058		
	Service Coordination	\$423,163	\$435,858		
Don Moyer Boys and Girls Club (DMBGC)	C-U CHANGE	\$100,000	\$100,000	\$100,000	
	CUNC	\$110,195	\$130,181		
	Community Coalition Summer Initiatives	\$107,000	\$107,000	\$107,000	
	Youth and Family Services	\$160,000	\$160,000	\$160,000	
East Central IL Refugee Mutual Assistance Center	Family Support & Strengthening	\$56,440	\$56,440	\$56,440	
Family Service of Champaign County	Counseling	\$30,000	\$30,000	\$30,000	
	Self-Help Center	\$28,430	\$28,930	\$28,930	
	Senior Counseling & Advocacy	\$162,350	\$162,350	\$162,350	

CCMHB AGENCY PROGRAM FY2021 APPLICATION LIST (page 2)		PY 2020 Award	PY 2020 Funder	PY2021 Request	
Agency	Program				
FirstFollowers	Peer Mentoring for Re-entry FirstSteps Community Reentry House	\$95,000	MHB New MHB	\$95,000 \$60,000	\$95,000
GROW in Illinois	Peer-Support	\$77,239	MHB	\$89,965	
Mahomet Area Youth Club	Bulldogs Learning and Succeeding Together MAYC Members Matter!	\$15,000 \$18,000	MHB MHB	\$15,000 \$40,513	\$15,000
NAMI Champaign County Illinois	NAMI Champaign County	\$10,000	MHB	\$35,000	
PACE, Inc.	Consumer Control in Personal Support Opportunities for Independence	\$23,721 \$55,640	DDB DDB	\$24,267	
Promise Healthcare	Mental Health Services with Promise Promise Healthcare Wellness	\$242,250 \$58,000	MHB MHB	\$350,117 \$107,987	
Rape Advocacy, Counseling & Education Services	Sexual Violence Prevention Education Sexual Violence Counseling	\$63,000	MHB New MHB	\$63,000 \$35,790	\$63,000
Rattle the Stars	Youth Suicide Prevention Education	\$55,000	MHB	\$118,000	
Rosecrance Central Illinois	Coordination of Services: DD/MI Criminal Justice PSC	\$35,150 \$304,350	DDB MHB	\$35,150 \$304,350	
	Crisis, Access, & Benefits	\$203,960	MHB	\$203,960	
	Fresh Start Prevention	\$79,310	MHB	\$79,310	\$79,310
	Recovery Home	\$60,000	MHB	\$60,000	\$60,000
	Specialty Courts	\$200,000 \$203,000	MHB MHB	\$200,000 \$203,000	\$203,000
Terrapin Station Sober Living	Recovery Home		New MHB		
The UP Center of Champaign County	Children, Youth, & Families Program	\$31,768	MHB	\$60,610	
United Cerebral Palsy Land of Lincoln	Vocational Services	\$60,000	DDB		
Urbana Neighborhood Connections	Community Study Center	\$25,500	MHB	\$25,500	\$25,500
WIN Recovery			New MHB		
	Combined CCMHB & CCDDDB Total	\$8,341,798		\$8,852,298	Total all requests
	PY20 CCMHB Total Awards	\$4,562,151			
	PY20 CCDDDB Total Awards	\$3,779,647			\$1,612,538 PY20 Contracts w/ PY21 Extended terms
	Total CCMHB PY20 MH/SA Awards	\$3,895,401		\$4,430,605	PY21 MH/SA Total Requested
	Total CCMHB PY20 I/DD Awards	\$666,750			PY21 MHB I/DD \$ available = \$696,137
	Total CCMHB and CCDDDB PY20 I/DD Awards	\$4,446,397		\$4,421,693	PY21 I/DD Total Requested

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#7.D.



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Darlene A. Kloeppel, County Executive

MEMORANDUM

To: Jeff Blue, County Highway Engineer
 Lynn Canfield, Executive Director Mental Health/Developmental Disability Boards
 Dr. Krista Jones, President Board of Health
 Dr. John Peterson, Secretary/Treasurer Board of Health
 Ginger Boas, County Extension Education Director

Cc: C. Pius Weibel, Chief Deputy Treasurer
 Joel Fletcher, Assistant State's Attorney
 Barb Mann, Chief of Civil Division State's Attorney
 Darlene Kloeppel, County Executive
 George Danos, County Auditor
 Barbara Ramsay, Chief Deputy Auditor

From: Tami Ogden, Deputy Director of Finance

Date: February 7, 2020

Subject: Carle Foundation Property Tax Case Ruling 2008-L-202

The Sixth Judicial Circuit Court has ruled regarding the Carle Foundation property tax exemption case for parcels in its main campus for tax years 2005-2011. The Treasurer's Office is preparing to issue a refund check, and Champaign County's portion of the liability is \$1,481,897.85. The breakdown of this liability by fund has been calculated based on the levy rate, and is stated below. These amounts do not include a separate assessment of costs which has not yet been determined. Other potential liability involving other hospital property tax exemption disputes is not included.

I will be contacting you to discuss payment of the refund as it relates to the fund(s) under your purview. No decision has been made yet as to whether to appeal the ruling. The refund will likely have to be paid in the very near future, subject to later return if there is a successful appeal. Please feel free to share this information with your Board if applicable.

<i>The Carle Foundation - Refund Liability</i> <u>Champaign County Government</u>	<u>Rate (2018)</u>	<u>Pct.</u>	<u>Per Court Order</u> <u>Totals</u>
General Corporate	0.3005	0.3581	\$530,636.68
IMRF	0.0635	0.0757	\$112,131.21
County Highway	0.0648	0.0772	\$114,426.81
County Bridge	0.0325	0.0387	\$57,389.99
Mental Health	0.1209	0.1441	\$213,490.77
Highway Federal Match	0.0026	0.0031	\$4,591.20
Health	0.0308	0.0367	\$54,388.05
Liability Insurance	0.0604	0.0720	\$106,657.09
Social Security	0.0525	0.0626	\$92,706.91
Extension Education	0.0107	0.0128	\$18,894.55
Developmental Care	0.1000	0.1192	\$176,584.59
Total	0.8392	1.0000	\$1,481,897.85

#9.A.

Cunningham Juvenile Justice Family Program Report
For the CCMHB February 19, 2020 Meeting

We thank the Champaign County Mental Health Board for giving us this opportunity to report about our diligent efforts towards laying a stable foundation for this program.

Staff

The program currently has 2 staff: the Program Coordinator and a part-time Family Support Specialist working on the program implementation. We have started interviewing candidates and so far have secured 2 great bachelors level candidates, who will begin their orientation process on 2/17/20. A master's level internal staff will be joining the team as a part-time Family Therapist during the month of March and as a full-time Family Therapist starting in April. The decision to move head with 2 bachelor's level candidates (Family Support Specialists) was made due to the talent in the pool of candidates being stronger at the bachelor's level than at the master's level at this particular time of interviewing. We are continuing our process of interviewing other master's level candidates so that we can finalize our team.

Training

We have been in consistent communication with Dr. Blaustein, the developer of the Attachment, Regulation, and Competency (ARC) treatment framework in order to finalize the training details. We have signed the contract with Center for Trauma Training for this current fiscal year. We have finalized the dates for the needs assessment (February 13, 2020 and March 4, 2020) and the 2 Day Training (Thursday and Friday, April 23-24, 2020) all of which will be conducted by Dr. Rachel Liebman. The 1 Day ARC Training by Dr. Blaustein will be in May or June with scheduling consideration based on key stakeholders' availability. We also remotely attended the ARC Consortium that took place in Chicago on January 17th, 2020. The existing staff will complete an on-line ARC training, which will enable them to effectively serve clients even before they attend the in-person training.

Name

We are in on-going conversations with Jonathan Westfield, Regina Crider and our Advancement Team to select an apt name for the program that will resonate with the families of Champaign County.

Services

As the week of February 10, 2020, we are working Jonathan Westfield at the Youth Assessment Center to accept our first referrals and plan to assess clients very soon.

Other

The staff also went through a consultation session with Dr. Nicole Allen's team to work further on the program Logic Model and Indicator Worksheet. We have advanced the document to include measurable outcomes and some surveys and assessments to track our progress. We are also working on obtaining input on the idea of having a Juvenile Justice Coordinating Council in Champaign County. We submitted the grant application on the portal for the FY21 grant.



CHAMPAIGN COUNTY BOARD FOR CARE AND TREATMENT
OF PERSONS WITH A DEVELOPMENTAL DISABILITY

BRIEFING MEMORANDUM

DATE: February 19, 2020
TO: Members, Champaign County Mental Health Board (CCMHB)
FROM: Lynn Canfield
SUBJECT: Financial Assurances and Supports for Funded Programs

Background:

During 2018, the CCMHB and the Champaign County Developmental Disabilities Board (CCDDB) updated their respective funding guidelines. Suggested changes were developed by staff, with significant input from Board members, agency staff, an independent consultant Certified Public Accountant (CPA), two other CPAs who operate local audit firms, and the Chief Deputy from the Champaign County Auditor's Office, also a CPA. Attention was paid to rules for financial reporting, audits, and compliance processes. *Final version is attached for reference.*

To improve compliance, several sections were updated or clarified, and the increased costs of independent accounting taken into account. Outside of the guidelines and contract requirements, Board and staff have considered other strategies for stabilizing non-profit service organizations, including bookkeeping and grant-finding workshops in 2019 and this spring.

Application materials and requirements were also revised during 2018, including the 'organizational eligibility questionnaire' which all agencies complete when they register prior to completing and submitting requests for funding. *This document is also attached.*

Summary of Current Findings:

Agencies with total revenue of less than \$300,000, whose PY2019 contracts required a full audit, were eligible to submit financial reviews instead, consistent with the new Funding Guidelines. The deadline for PY2019 independent audits, reviews, and compilations was October 31, 2019, with one exception, for 2/28 deadline due to fiscal year ending 12/31.

Of the eight agencies with extensions of the original deadline, four required additional time; payments on these contracts were suspended until the requirement was met. All four provided us with explanations of their unique circumstances and efforts to meet this requirement and to resolve underlying or related issues. Two have since submitted audits, and two have provided estimated dates for completion. The CCMHB also funds programs covered in the County's

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independent audit, not yet available, but because these contracts do not require submission to our office, no action has been taken.

For PY2018, the audit compliance situation was similar. One organization with late audit (and other compliance issues) was acquired by another provider, and the local operations ended. We hope to avoid further loss of services for this community by continuing to monitor, seek information, and offer support when appropriate.

Staff have read the audits submitted to date and identified possible issues for discussion. An independent consultant CPA examines all audits and reviews and will provide written observations on each, which will further support our analysis. For the most part, the pressures on Illinois' non-profit social services organizations of all size and mission appear to be similar. Many smaller organizations are operating without enough 'business office' staff, and their boards have acknowledged and accepted the associated risks. Reporting requirements compete with direct services, regardless of the value we place on both.

Next Steps:

Compliance might improve next year, as the revised guidelines will have been in effect throughout PY2020 and because agencies can budget a greater amount from their CCMHB contracts toward independent accounting services. During contract meetings, we reminded agencies to begin working with audit firms early in the contract year, to avoid missing our deadlines and to benefit from their expertise more fully.

Quarterly expense and revenue reports are completed by agency staff and submitted to the online system. We added features to the online forms to make categories clearer and to identify variances automatically, and the Financial Manager and Associate Director work with agency users as needed. These financial reports aid our understanding of how the programs are doing throughout the year, but annual reviews and assurances from independent CPA firms are critical to ensuring that the funds have been used properly and as contracted.

When initially registering in the online system, prior to applying for funding from the Board, agencies complete the attached eligibility questionnaire, identifying areas of strength and readiness to account for the use of funds. This should also serve as a self-assessment for organizations, prior to accepting the terms of a contract with the CCMHB.

On March 5 and April 2, staff and CPA consultant will host two workshops on bookkeeping and financial reporting. As with other monthly CCMHB/CCDDB-hosted workshops, there is no charge, refreshments are provided, parking is free, CEUs are offered to those who need, and the target audience is staff of funded and applicant organizations. We will send invitations to those agencies which might benefit from more support in these areas. Depending on assessment of all independent audits and financial reviews, future contracts may include additional requirements or supports for any with an identified risk but which the Board deems appropriate for funding.

#9. B. cont'd

From Online Registration Site, <http://ccmhddbrds.org>

This organizational eligibility questionnaire serves as a self-assessment of alignment with standards described in the document, Champaign County Mental Health Board Requirements and Guidelines for Allocation of Funds.

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Organization Mission Statement

What is the focus of your organization?

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Developmental Disabilities (if YES, please register under Developmental Disabilities Board as well)

YesNo

Mental Health

YesNo

Substance Use Disorder

YesNo

Explain relevancy to category(ies) marked "Yes"

Briefly describe the type of service to be funded by the CCMHB:

The mission of the CCMHB is the promotion of a local system of services for the prevention and treatment of mental or emotional, intellectual/developmental, and substance use disorders in accordance with the assessed priorities of the citizens of Champaign County. How does your proposal relate to the mission of the CCMHB?

What are the primary funding sources for your organization?

Describe any networking agreements or contracts your organization may have with other local organizations: List all organizations:

Corporate status of your organization (select 1)

For ProfitNot for ProfitGovernmentUniversityIndividual

Not for Profit Corporations must complete the following:

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List your current Board of Directors (required)

Are relatives of staff members allowed to serve on the Board?

YesNo

Is your current Board of Directors representative of the service area?

YesNo

Please describe how your board is representative of the service area:

For Profit Corporations must complete the following:

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Do you have a community based advisory committee representative of the service area in place?

YesNo

If yes, please describe how your advisory committee is representative of the service area:

Do your corporate by-laws address the following?

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Encourage consumer representation on the Board?

YesNo

Include a mandatory Board rotation policy?

YesNo

Reference term limits for each board office?

YesNo

Include policies for recruitment, nomination, and election of board member and officers?

YesNo

Address removal and replacement of board members?

YesNo

Include indemnification clause?

YesNo

Describe committee structures?

YesNo

Are the principle offices for your organization located within Champaign County?

YesNo

Does your organization have written policies in place to address the following?

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Written policies on non-discrimination in the acceptance of clients, employment of personnel, or appointment to the board of directors, or in any other respect on the basis of race, color, religion, gender, sexual orientation, national origin, ancestry, or disability.

YesNo

Policies with respect to safeguarding the use and disclosure of confidential information regarding recipients of services.

YesNo

Written admission and discharge procedures.

YesNo

Specific licensing requirements of the professional staff to provide services under the terms of proposal.

YesNo

Are the program's facilities in compliance with applicable State of Illinois licensure requirements and local ordinances with regard to fire, building, zoning, sanitation, health, and safety requirements?

YesNo

Measures to assure access and effective response to the needs of people from racially, culturally, ethnically, and linguistically diverse groups.

YesNo

Measures in place for staff and board training and development activities to include cultural and linguistic competency.

YesNo

If applicable, list your organization's accreditation and certification status for MI, DD, and SUD:

In Lieu of Accreditation – Does your organization have written policies including standard operating procedures?

YesNo

Financial Information

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Is your organization managed in a manner consistent with sound fiscal standards (GAAP)?

YesNo

Does your organization maintain written policies and procedures regarding fiscal activities, including but not limited to payroll, purchasing, cash management, relevant fee schedules, contracts, and risk management?

YesNo

Does your organization have in effect an accrual accounting system in accordance with generally accepted accounting principles to include a level of documentation, classification of entries, and audit tracking?

YesNo

Are accounting entries supported by appropriate source documents that are available upon request?

YesNo

Is your organization aware that CCMHB funding is not allowed for the following: bad debts, contingency reserve fund contributions, contributions and donations, entertainment, compensation for board members, fines and penalties, depreciation costs, interest expense, duplicate funding when another source of funding is made available for costs included in the CCMHB contract, capital expenditures unless funds are specified for such purpose, excessive administrative costs, contributions to any political candidate or party, expenses incurred outside the term of the contract, and expenses or items not approved in the budget or through a budget amendment, and that rental income received must be used to reduce the reimbursable expense by CCMHB funds for the item rented?

YesNo

Does the organization have a yearly audit in accordance with generally accepted auditing standards by an independent certified public accountant registered by the State of Illinois at the close of its fiscal year?

YesNo

Is the following supplementary financial information included in your audit report?

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Schedule of Operating Income by Program

YesNo

Schedule of Operating Expenses by Program

YesNo

Does your auditor currently communicate in written form any material weakness in the agency's internal controls when it impacts funding received?

YesNo

Have current operating budget documents been provided to CCMHB?

YesNo

If you answered "no" to any question other than focus of Organization, consider whether your organization will make the changes required in order to answer "yes" prior to receiving funding from the Champaign County Mental Health Board. If that is not likely or possible, do not submit a proposal for funding at this time.

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By selecting "I Agree" the applicant acknowledges this application and the information contained herein will be used as a basis for decision-making by the staff and Board of the CCMHB. The applicant warrants the information to be correct and is an accurate representation of the applicant organization. In addition, the applicant agrees that they have reviewed the CCMHB Funding Guidelines approved November 2018 and available as a downloadable file on this site.



#9.B. cont'd

**CHAMPAIGN COUNTY BOARD FOR CARE AND TREATMENT
OF PERSONS WITH A DEVELOPMENTAL DISABILITY**

**CHAMPAIGN COUNTY MENTAL HEALTH BOARD
REQUIREMENTS AND GUIDELINES FOR ALLOCATION OF FUNDS**

INTRODUCTION

It is the policy of the Champaign County Mental Health Board (CCMHB) that: services be provided in the least restrictive environment appropriate to the needs of the individual; CCMHB funding support be community based; and CCMHB planning and funding efforts be coordinated with governmental and non-governmental providers of services.

Funds allocated by the CCMHB shall be used to contract for mental health, developmental disability, and substance use disorder supports and services for Champaign County residents, pursuant to the authority contained in the Community Mental Health Act, ILCS, Chapter 405, Act 20, Section 0.1, et.seq.

This policy should be reviewed by all agency staff responsible for contract management, including those who prepare applications for funding as well as those who record and report on contract activities, deliverables, and financials. This document offers guidance for contract compliance and clarification of expectations for fiscal accountability and financial management systems. In various sections of this document, the terms "applicant," "agency," "organization," and "provider" refer to the entity seeking or receiving funding from the CCMHB. Acceptance of CCMHB funding establishes a legal obligation on the part of the contracted agency to use the funding in full accordance with the provisions, terms and conditions of the contract. The funded agency assumes full responsibility for the conduct of project activities and deliverables and is responsible for meeting CCMHB compliance standards for financial management, internal controls, audits, and periodic reporting. An individual contract, once awarded, will contain additional details.

GENERAL AGENCY AND ADMINISTRATIVE REQUIREMENTS

1. Eligible Applicants for CCMHB Funding
 - (a) An applicant for funding may be an individual or a public or private entity providing mental health, developmental disability or substance use disorder supports and services to residents of Champaign County.
 - (b) An individual/sole proprietor who is appropriately certified or licensed by the applicable state or national board or organization that demonstrates financial

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reliability and stability and who demonstrates appropriate service, fiscal, and administrative accountability is eligible to apply for funding.

- (c) Not-for-profit corporations are eligible to apply for funding. The agency must be chartered as a not-for-profit corporation in the State of Illinois and must be established as a Section 501 (C) (3) under the Internal Revenue Code. The agency must have a board of directors representative of the service area. No staff member of the agency or relative of a staff member will be allowed to serve on the agency board.
- (d) For-profit organizations are eligible to apply for funding but must have a community based advisory committee representative of the service area and approved by the CCMHB.
- (e) The CCMHB and Champaign County Developmental Disabilities Board (CCDDDB) may administer other funds on behalf of the Champaign County Board. An intergovernmental agreement will be executed between the respective boards defining the purpose, term, payment, and mutual responsibilities of the parties in the management of the funds. Any such activity shall have a direct relationship to the mission of the CCMHB or CCDDDB. The management of such funds will comply with the CCMHB and/or CCDDDB Funding Guidelines.
- (f) Government agencies, other than taxing bodies, are eligible to apply with the caveat that there has been a presentation and formal review of the capability of the agency to fund the services and that funding was not available.
- (g) Departments and units within the University of Illinois and Parkland College related to the mission of the CCMHB are eligible to apply.

2. Administrative Requirements of Applicants

- (a) Corporate by-laws at a minimum shall: encourage consumer representation on the board; specify the number of members of the board and include a mandatory board rotation policy; reference term limits for each board office; describe policies for recruitment, nomination and election of board members and officers; address removal and replacement of board members; include an indemnification clause; and describe committee structures.
- (b) The provider must have its principal offices located within Champaign County. Exceptions must be approved by the CCMHB, and if approved, the provider must have a local advisory board with a mechanism for providing direct input to the corporate board of directors.
- (c) The provider must not discriminate in the acceptance of clients, employment of personnel, appointment to the board of directors, or in any other respect on the basis of race, color, religion, gender, sexual preference, national origin, ancestry, or disability. Services shall not be denied based on a client's inability to pay.
 - (i) Any recipient of funds is required to submit a statement by its director certifying that it does not discriminate in the acceptance of clients,

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employment of personnel, appointment of members of the board of directors, or in any other respect, on the basis of race, color, religion, national origin, ancestry, gender, sexual preference, or physical or mental disability.

- (ii) Should any written charge or complaint of discrimination on the basis of race, color, religion, national origin, ancestry, gender, sexual preference, or physical or mental disabilities be made against an organization receiving funds, its employees, or agents in any court or regulatory or administrative body (whether federal, state, or local), the organization shall furnish a copy of said charge or complaint to the CCMHB. Said organization shall comply with any reasonable request for information about the status of said charge or complaint. The obligations imposed by this paragraph shall be subject to and subordinate to any claim of legal privilege and any non-waivable legal requirement of confidentiality imposed by statute, administrative rule or regulation, local ordinance, court order, pre-existing contract, or collective bargaining agreement. Failure to comply with this provision shall result in immediate termination of the contract.
- (iii) The CCMHB reserves the right to conduct its own investigation into any charge or complaint of a violation of this non-discrimination requirement.
- (iv) By this non-discrimination requirement and any efforts by the CCMHB, its agents, or employees to enforce it, the CCMHB assumes no responsibility for enforcement of, or compliance by the recipient organization with, any applicable federal, state, or local laws, regulations, or ordinances prohibiting discrimination. An organization receiving funds must agree to indemnify and hold harmless the CCMHB for any liability accruing to it for any charges or complaints of discrimination or similar civil rights violations based upon the acts of the organization receiving funds, its agents, or employees and premised on the CCMHB's provision of these funds.
- (d) The provider shall demonstrate a willingness and ability to enter into networking agreements or contracts with other providers in order to avoid overlapping services and to ensure best outcomes for people using or seeking those services. Said agreements must be updated and on file annually. Because of the CCMHB's commitment to the principle of continuity of care, agencies and programs must demonstrate a commitment to work cooperatively with all CCMHB-funded and CCDDDB-funded agencies and programs and such other health and human service agencies as are appropriate to the target population. Detailed working agreements with particular agencies with which the agency and program have a similar mission may be required by the CCMHB.
- (e) The provider will be expected to:
 - (i) Make available for inspection by the CCMHB copies of site, monitoring compliance, licensure/certification, evaluation, and audit visit reports performed by any funding authority;

- (ii) Cooperate fully in program evaluation and onsite monitoring as conducted by CCMHB staff pursuant to the mandate contained in the Community Mental Health Act;
 - (iii) Make available for inspection by the CCMHB copies of any request/application for new or adjusted funding in any program within the agency funded in whole or part by the CCMHB;
 - (iv) Make available for annual inspection by the CCMHB copies of all agency budget applications, provider plan forms, program service and funding plans, service agreements and fiscal reports prepared for the Department of Human Services, United Way, Department of Children and Family Services, or any other funding authority;
 - (v) Provide services to each eligible client in accordance with a written individual plan (where applicable) which identifies client needs and assets as determined by assessment. At a minimum, the plan will describe long term goals, measurable short-term objectives and expected outcomes of services with evaluative updates at least annually. Client files (where applicable) shall reflect written documentation of service units billed for reimbursement; and
 - (vi) Comply with all applicable Illinois and Federal laws and regulations with respect to safeguarding the use and disclosure of confidential information about recipients of services.
- (f) Admission and discharge policies and procedures shall be set forth in writing and be available for review.
- (g) Professional staff must be licensed, registered, or certified by the State of Illinois, as applicable to the discipline and current Illinois regulations/requirements.
- (h) All program facilities shall be in compliance with applicable State of Illinois licensure requirements and local ordinances with regard to fire, building, zoning, sanitation, health, and safety requirements.
- (i) All programs shall certify that they do not use CCMHB funds:
- (i) To engage in proselytizing activities with consumers and/or require worship or religious instructional activities as a condition of participation;
 - (ii) For direct or indirect medical (physical health) services that are not related to mental health, substance use disorder, or developmental disabilities;
 - (iii) For programs or services under the jurisdiction of public school systems.

3. Accreditation Requirements for Eligible Applicants

All CCMHB funded agencies and programs shall strive to conform to appropriate standards established by recognized accrediting bodies in their field of services. For example, the CCMHB recognizes the standards promulgated by the following accrediting bodies as indicative of acceptable agency and program performance: Commission of Accreditation of Services for Families and Children, Joint Commission on Accreditation of Health Care Organizations, Commission on Accreditation of Rehabilitation Facilities, and the Council on Quality and Leadership.

Accredited agencies and programs shall provide the CCMHB with copies of relevant documents and correspondence between the agency and the accrediting body

regarding agency and program compliance with accreditation standards. CCMHB staff shall determine what documents and correspondence are relevant for the CCMHB monitoring purposes.

4. Organization Requirements in Lieu of Accreditation

All CCMHB funded agencies and programs not accredited by a recognized accrediting body shall make available for annual inspection by the CCMHB copies of the organization's policies and procedures including standard operating procedures (SOP) along with credentials of key staff (i.e., resumes). Quality management mechanisms must be described in detail. CCMHB staff may develop, make available to agencies, and periodically review a set of compliance indicators.

5. Organization Board Meetings

Agency governing boards must notify the CCMHB of all board meetings, meet in session open to the CCMHB, with the exception of sessions closed in conformity with the Open Meetings Act, and provide CCMHB with copies of minutes of all open meetings of the governing board. A request for waiver or modification of the requirement to provide copies of all minutes may be made and considered as part of an individual contract negotiation.

6. Fiscal Requirements

- (a) The organization shall be managed in a manner consistent with sound fiscal standards and shall maintain written policies and procedures regarding its fiscal activities, including but not limited to payroll, purchasing, cash management, relevant fee schedules, contracts, and risk management. The funded agency should choose methods appropriate to the size of the organization and the scale of operations. Funded agencies will be expected to meet the standards specified, and failure to do so may be cause for suspension of payment or termination of the contract. In addition, an agency not in compliance with financial management standards shall not be eligible for CCMHB or CCDDDB funding for three years; eligibility may be reestablished after that period by demonstrating that the compliance issue has been corrected and no others exist.
- (b) An approved provider plan indicating projected levels of expenses and revenues is required for each CCMHB funded program.
- (c) The salaries and position titles of staff charged to CCMHB funded programs must be delineated in a personnel form incorporated into the contract. Employees whose salaries are charged in whole or in part to a CCMHB contract are required to maintain personnel activity reports in order to account for all compensated time including time spent on other activities.
- (d) CCMHB funds are restricted for use in the program(s) described in the contract(s) concerning obligation of funding. CCMHB funds in excess of actual reimbursable expenses by the program are subject to recovery upon completion of an independent audit, financial review, or compilation, as required (per Audit and Financial Accountability Requirements, below).

- (e) Organizations will establish and maintain an accrual accounting system in accordance with generally accepted accounting principles to include a level of documentation, classification of entries, and audit trails.
 - (i) All accounting entries must be supported by appropriate source documents.
 - (ii) Amounts charged to CCMHB funded cost centers for personnel services must be based on documented payrolls. Payrolls must be supported by time and attendance records for individual employees.
 - (iii) The organization shall have accounting structures that provide accurate and complete information about all financial transactions related to each separate CCMHB contract.
 - (iv) Contract expenditure records must tie back to cost categories indicated in the final contract budget, including indirect cost charged to the contract. Actual expenditures will be compared with budgeted amounts.
 - (v) Financial records must be supported by source documentation such as cancelled checks, invoices, contracts, travel reports and personnel activity reports. The same costs shall not be claimed and reported for more than one CCMHB contract or programs funded by other funding sources.
 - (vi) Financial records shall be maintained on a current month basis and balanced monthly.
 - (vii) Costs may be incurred only within the term of the contract as defined in the boilerplate, and all obligations must be closed out no later than thirty (30) days following the contract ending date.
 - (viii) All fiscal records shall be maintained for five (5) years after the end of the contract term.
 - (ix) The CCMHB may establish additional accounting requirements for a funded program or agency. An agency may be required to engage the services of an independent audit firm during the term of the contract in order to implement adequate financial management systems for full compliance.
- (f) CCMHB funds may only be used for expenses that are reasonable, necessary, and related to the provision of services as specified in the contract. All allowable expenses that can be identified to a specific CCMHB funded program should be charged to that program on a direct basis. Allowable reimbursable expenses not directly identified to a CCMHB funded program must be allocated to all programs, both funded and non-funded.
- (g) The following expenses are non-allowable:
 - (i) Bad debts;
 - (ii) Contingency reserve fund contributions;
 - (iii) Contributions and donations;
 - (iv) Entertainment;
 - (v) Compensation for board members;
 - (vi) Fines and penalties;
 - (vii) Interest expense;
 - (viii) Sales tax;
 - (ix) Purchase of alcohol;

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- (x) Employee travel expenses in excess of IRS guidelines;
 - (xi) Lobbying costs;
 - (xii) Depreciation costs;
 - (xiii) Rental income received must be used to reduce the reimbursable expense by CCMHB funds for the item rented;
 - (xiv) Capital expenditures greater than \$500, unless funds are specified for such purpose;
 - (xv) Supplanting funding from another revenue stream. The CCMHB may delay allocation decisions when anticipated funds from other sources may be influenced by their decisions;
 - (xvi) Supplementation of state or federal funds and/or payments subject to the coordination of benefits;
 - (xvii) Expenses or items not otherwise approved through the budget or budget amendment process;
 - (xviii) Expenses incurred outside the term of the contract;
 - (xix) Contributions to any political candidate or party or to another charitable purpose;
 - (xx) Excessive administrative costs including:
 - Any indirect administrative cost rate in excess of 20% (subject to review by the CCMHB) of the non-administrative portion of the budget, unless approved by the CCMHB;
 - Any indirect administrative costs that exceed those approved in the program/service budget;
 - Any indirect administrative costs for which an organization's cost allocation plan has not been submitted and deemed acceptable to the CCMHB.
- (h) Funded agencies shall provide safeguards for all funds provided through CCMHB contracts to assure they are used solely for authorized purposes. Further, control will be enhanced if the duties of agency staff are divided so no one person handles all aspects of a transaction from start to finish. Although complete separation of functions may not be feasible for a small agency, a measure of effective control may be achieved by planning staff assignment of duties carefully. Some examples of techniques for improving internal controls are:
- (i) Cash receipts should be recorded immediately and deposited daily. Deposits should be reconciled by a second party.
 - (ii) All bank accounts should be reconciled on a monthly basis by someone other than the person who signs the checks.
 - (iii) Checks to vendors should be issued only for payment of approved invoices, and supporting documents should also be recorded. The staff member responsible for issuing check payments should not have signing authority.
 - (iv) The staff person responsible for the physical custody of an asset should not have responsibility for keeping records related to that asset.

ALLOCATION AND DECISION PROCESS

1. All CCMHB allocation and contracting decisions are made in meetings open to the public. Allocation decisions will be based on statutory mandates, priorities and defined criteria related to the findings of various needs assessment activities sponsored by the CCMHB. To the extent possible, final decisions will be predicated on how well an application matches up with the statutory mandates, priorities, and criteria.
2. The CCMHB application for funding process shall include the following steps:
 - (a) Public notification of the availability of funding shall be issued via the News Gazette during the month of December. This announcement will provide information necessary for an organization to submit an application for funding and how to request access application materials.
 - (b) Funding priorities and criteria will be approved no later than the December Board meeting.
 - (c) All potential applicants must register with the CCMHB. Information on the registration process will be provided by the CCMHB upon request. Access to application forms and instructions follows completion of the registration process.
 - (d) Technical assistance by Board staff may be requested at any time prior to the due date of the application, with the caveat that availability may be limited in the final week.
 - (e) Completed application(s) will be due in the month of February on a date specified in the public notice. The CCMHB may extend the deadline due to extenuating circumstances by posting notice of the extended deadline to the CCMHB online application system.
 - (f) Access to application(s) will be provided to member(s) of the CCMHB upon a member(s) request and in a medium preferred by the member.
 - (g) The CCMHB may require some or all applicants to be present at an April or May Board meeting to answer questions about their application(s).
 - (h) Staff will complete a summary of each application, for review and discussion by the CCMHB at the April Board meeting. Program summaries will include fiscal and service data, population served, and expected outcomes in relation to the funding priorities and criteria and goals of the Board. In addition, a decision support "match-up" process comparing the application to established and contemporaneous CCMHB criteria will be provided.
 - (i) Staff will complete preliminary funding recommendations for CCMHB review and discussion at the May Board meeting. The recommendations will be presented in the form of a decision memorandum. The CCMHB shall review, discuss and come to a decision concerning authorization of funding, and a spending plan for the contract year.
 - (j) Once authorized by the CCMHB, staff will implement the spending plan and initiate the contracting process. Within the context of the final recommendations, the staff is authorized to negotiate and complete the contracts. Execution of the contracts requires the signatures of the respective Executive Directors, agency Board President, and the CCMHB President. The contract period is July 1 through

June 30. Contracts may be for one or two years. Types of programs eligible for a multi-year contract period shall be defined by the CCMHB as part of the funding priorities and criteria.

- (k) Allocation decisions of the CCMHB are final and not subject to reconsideration.
- (l) The CCMHB does not consider out-of-cycle funding requests or proposals.

AWARD PROCESS, CONTRACTS, AND AMENDMENTS

1. Award Procedures

Agencies awarded CCMHB funds shall receive a letter of notification indicating program allocation(s). This will state the amount of the funds awarded, the effective time period of the award, name of program application receiving the award, and any additional conditions, stipulations, or need for a negotiation of provisions attached to the award.

2. Contracting Format and Implementation Procedures

The contract shall include the boilerplate (i.e., standard language and provisions applicable to all contracts), the program plan, personnel form (if applicable), rate schedule (if a fee for service contract), budget, required financial information, and agency Cultural and Linguistic Competence Plan. Completion of the contract requires the signatures of authorized representatives of the CCMHB and the provider. Subsequent to execution of the contract, any change or modification requires a contract amendment.

3. Types of CCMHB Contracts

(a) Grant Contract

Payment is predicated on the budget and obligations associated with the contract. Typically, payments are divided equally (i.e., 1/12 of the contract maximum per month) over the term of the contract, with May and June payments combined and released in June. Reconciliation takes place in the last quarter of the contract term. Accountability is tied to defined performance measures with targets and benchmarks. The annual renewal of a contract is subject to the allocation process and may result in re-negotiation of terms based on provider performance, needs assessment findings, or a desire by the CCMHB to redirect funding in response to a change in goals, objectives, or priorities. The decision to use the grant contract format rests with the CCMHB and is based on the appropriateness of this format to the objectives of the program plan.

(b) Fee for Service Contract

Payment is driven by retrospective billing for units of service provided within the constraints of the contract maximum. Typically, an "advance and reconcile" approach is used, with six monthly payments of 1/12th the contract maximum from July through December, and subsequent payment amounts based on reconciliation against billings beginning in January. Billing must be relatively proportional over the course of the contract term. Whenever possible and appropriate, CCMHB contracts will establish rates based on those used by the

State of Illinois. Fee for service contracts may be converted to a grant or value based payment structure.

(c) Consultation Contract

Payment is tied to a specific task or activity defined in the program plan.

Typically, payment is tied to an hourly rate or completion of specific tasks (i.e., deliverables). Approved expenses associated with the consult shall be defined in the contract. Consultation contracts are not subject to the allocation process referenced above but rather are negotiated by the Executive Director with Board President approval, with full board approval sought when deemed appropriate by the Board President.

(d) Special Initiative Contract

The format can be either grant or fee-for-service and is subject to the same terms as described in the boilerplate. Most approved applications from "new" providers shall be classified as special initiatives for a period up to three years.

(e) Capital Contract

Terms and conditions are directly tied to expenditures for capital improvements or equipment purchases. Payment is driven by an approved spending plan and/or invoices associated with approved items.

(f) Intergovernmental Agreement

The CCMHB, at its discretion and with agreement of the Champaign County Board, may enter into an intergovernmental agreement with other units of Champaign County government for the delivery of services.

4. Along with decisions for contract awards to be funded at July 1, the Board may make decisions about awards which would go into effect later in the contract/program year, in the event of additional revenues which can be allocated to contracts.

5. Contract Amendments

The need for a contract amendment is driven by a change in conditions delineated in the original agreement and may be initiated by either party. The provider is required to report changes that modify the administrative structure and/or implementation of the program plan. It is recognized that programs are dynamic, and it is prudent to make budget and program adjustments to better meet overall goals and objectives.

- (a) The provider shall submit a formal request for an amendment to initiate the amendment process. The final decision regarding whether an amendment is necessary rests with the CCMHB Executive Director.
- (b) In general, decisions about amendments fall under the purview of staff and are executed by the Board President and Executive Director without formal action by the Board. The Board shall be informed of all contract amendments.
- (c) The Board President or the Executive Director may ask for a full CCMHB review and approval of a proposed amendment at the next regularly scheduled meeting, including a request to increase or decrease any contract award amount.
- (d) Proposed amendments that redirect approved dollars between agencies shall require the formal approval of the CCMHB.

GENERAL REQUIREMENTS FOR CCMHB FUNDING

1. CCMHB contracts shall specify the relationship between funding and services to be provided. Funding shall not be used for purposes other than those specified in the contract unless the contract has been amended.
2. The provider shall not use CCMHB funds to establish or add to a reserve fund.
3. If the provider accumulates CCMHB funds in excess of those required for two months operating expenses, written notification and an explanation must be sent to the executive director.
4. CCMHB funds shall not be used for purposes related to construction of facilities or purchase of equipment unless capital improvement is the explicit purpose of the contract, or is approved as part of the program plan.
5. CCMHB may provide advance payment(s) to the provider under contract with the Board. Any advance payment will be reconciled against financial reports or other method as defined by CCMHB. Request for advance payment will follow the contract amendment process.
6. Providers shall maintain accounting systems, including expense and revenue classifications that can accurately and appropriately report and verify financial transactions using CCMHB forms and comply with the provisions for audits. Providers may be required to institute special accounting procedures to resolve identified problems in financial accountability.
7. Providers shall notify the CCMHB of any applications for funding submitted to other public and private funding organizations for services funded by the CCMHB, especially those that could result in a funding overlap.
8. Provider Reporting Requirements
 - (a) Financial and service reporting requirements are delineated in the contract boilerplate and are subject to revision from year to year. In general, quarterly financial and program reports are required for all fee for service, special initiative, and grant contracts. Monthly billings are required for fee for service contracts.
 - (b) Change in the Provider's corporate status shall be reported within 30 days of the change.
 - (c) Change in the Provider's accreditation status shall be reported within 30 days of the change.
 - (d) The Provider shall notify the CCMHB about accreditation and/or licensing site visits by the State of Illinois or accrediting organizations.
 - (e) Additional reporting requirements may be included as provisions of the contract.
9. Monitoring and Evaluation

- (a) CCMHB staff shall conduct Provider financial and program site visits no less than every two years for the purposes of verifying reported financial and service information and reviewing compliance with the approved Program and Financial Plan.
- (b) CCMHB may survey all non-accredited agencies and programs for compliance with CCMHB Requirements in Lieu of Accreditation on an annual basis.
- (c) CCMHB staff may seek information to demonstrate continued compliance of all agencies and programs with appropriate standards in the interim between accreditation or certification surveys. Such information may address both individual agency and program issues as necessary, and system-wide issues and may be obtained through such activities as periodic reports, on-site reviews, and special studies.
- (d) CCMHB staff shall conduct desk reviews of agency program activity and financial reports, typically submitted each quarter; additional information or revisions may be requested.
- (e) The primary responsibility for on-going evaluation of services rests with the agencies and programs. In order for the CCMHB to monitor these activities, agencies and programs shall submit at least annually a report of the outcomes achieved by CCMHB-funded programs, in accordance with their annual Program Service Plan. This report shall also indicate how their results are used in agency and program management.
- (f) Additional monitoring and evaluation activities may be included as provisions of the contract.

10. Non-Compliance with the Terms and Conditions of the Contract

- (a) The CCMHB Executive Director or their representative shall notify the Provider Executive Director and Provider Board President in writing of any non-compliance issue. The Provider shall provide a corrective action plan within 10 days and correct the deficiency within 30 days of receipt of the notification. Upon approval of the plan, CCMHB staff shall monitor implementation. If corrective action is not implemented within specified time frames, action may be taken to suspend, reduce, or terminate funding.
- (b) Suspension of Funding: Cause for suspension of funding shall exist when the Provider: (1) fails to comply with terms of the award letter; (2) fails to comply with terms and conditions of the contract, or; (3) fails to comply with CCMHB monitoring and reporting requirements.
- (c) The following procedures will be followed in the process of suspension of funding:
 - (i) The Provider Executive Director and Provider Board President shall be notified in writing, via certified mail, return receipt requested, by CCMHB staff that the agency funding has been suspended.
 - (ii) The notification of suspension will include a statement of the requirements with which the Provider is in non-compliance, the effective date of the suspension, and any conditions deemed appropriate for the agency to meet before termination of the suspension.

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- (iii) The Provider shall respond in writing to the CCMHB office address within ten (10) days of the date of notification of suspension. The response shall include a plan of action to correct the situation or event(s) leading to the suspension of funding, together with a time frame for such action.
 - (iv) The Provider may be requested to appear before the CCMHB.
 - (v) Failure to respond within 10 days shall be just cause for suspension of funding.
 - (vi) Failure to correct within 30 days shall be cause for suspension. A suspension of funding shall remain in effect until the non-compliance leading to the suspension has been corrected.
- (d) Reduction of the Contract Maximum: Cause for reduction of the grant award amount shall exist when a Provider fails to expend CCMHB funds or deliver services in accord with the contract, which includes approved Agency Program and Financial Plans. The following procedures will be followed in the process of reduction of funding:
- (i) The reduction of the grant amount shall be in an amount determined by the CCMHB.
 - (ii) The Provider Executive Director and Provider Board President shall be notified, in writing, via certified mail, return receipt requested, by CCMHB staff that the contract maximum is being reduced.
 - (iii) The notification of reduction will include a statement of the cause for reduction and include the amount by which the grant amount is reduced.
 - (iv) Within thirty days of the effective date of reduction, the agency may request a re-allocation of the amount by which the funding was reduced.
- (e) Termination of Funds: Due cause for termination of funding exists when a Provider fails to take adequate action to comply with CCMHB requirements within ninety days of notification of suspension of funding; or repeatedly fails to comply with requirements of the CCMHB as stated in the notification of award; the contract; the applicable provisions of this document; or in the monitoring procedures and requirements of the CCMHB. The following procedures will be followed in the process of termination of funding:
- (i) The Provider Executive Director and Board President shall be notified, in writing, via certified mail, return receipt requested by the CCMHB Executive Director that termination of funding is being recommended to the Board.
 - (ii) The notification of possible termination will include a statement of the requirements with which the Provider is non-compliant; a statement of the actions of the CCMHB taken to urge the Provider to avert termination and move to compliance with CCMHB requirements; a statement of the responses of the agency; and the effective date of the recommended termination of funding.
 - (iii) The CCMHB shall consider and take action on the termination of funding at the next regularly scheduled meeting following the notification of the agency, or at an intervening special meeting if it so chooses.

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- (iv) Termination of funding will be undertaken only after the CCMHB has made reasonable effort to reach an acceptable settlement with the Provider.
- (f) Appeal procedures: The CCMHB Executive Director shall be responsible for implementing and interpreting the provisions pertaining to appeals. The Executive Director may however, delegate monitoring responsibility to other CCMHB staff. The following procedures will be followed in the appeal of suspension, reduction or termination of funding:
 - (i) The Provider may appeal the decision to suspend, reduce, or terminate funding by submitting a written request that details the reasons for reconsideration within fourteen (14) days of being notified of the staff decision.
 - (ii) The Executive Director shall review information from both the CCMHB monitoring staff and the Provider in arriving at a decision.
 - (iii) Any decision by the Executive Director that a Provider is in non-compliance with provisions of this chapter shall be communicated in writing to the agency or program within fourteen (14) calendar days of receipt of the appeal.
 - (iv) Only decisions by the CCMHB Executive Director of non-compliance by a Provider with provisions of these policies may be appealed to the CCMHB. Such appeals must be made in writing by the Provider.
 - (v) CCMHB shall review information from the CCMHB Executive Director and the agency or program in arriving at a decision at the next regularly scheduled meeting following the notification of the agency, or at an intervening special meeting if the Board so chooses. The agency shall be afforded the opportunity to discuss the issue with the CCMHB prior to a final decision.

AUDIT AND FINANCIAL ACCOUNTABILITY REQUIREMENTS

In the course of doing business, agencies funded by the CCMHB should maintain a state of audit readiness. This means records relevant to financial and program aspects of contracts must be readily accessible. Failure to provide accurate and reliable information could result in questioned costs and disallowances. All funded agencies awarded contracts for direct services as part of the normal allocation cycle are required to have either an audit, financial review, or compilation conducted by an independent certified public accountant (CPA) registered by the State of Illinois, for the term of the CCMHB contract and following the close of its fiscal year. These reports must contain schedules using CCMHB/CCDDB approved source clarifications for reporting operating income and operating expenses. Contracts with consultants and other specified vendors are exempt from this requirement.

1. Independent Audit

- (a) An independent CPA firm performs an audit to provide a high level of assurance regarding the accuracy of financial statements, resulting in a formal report

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expressing an opinion on the presentation of the financial statements, identifying any significant or material weaknesses in internal control.

- (b) The resultant audit report is to be prepared in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in "Government Auditing Standards," issued by the Comptroller General of the United States. The report shall contain the basic financial statements presenting the financial position of the agency, the results of its operations, and changes in fund balances. The report shall also contain the auditor's opinion regarding the financial statements, taken as a whole, or an assertion to the effect that an opinion cannot be expressed. If the auditor expressed a qualified opinion, a disclaimer of opinion, or an adverse opinion, the reason therefore must be stated. Supplementary Information (see below) will also be required with the audit.
- (c) A funded agency with total revenue of \$300,000 or greater will be required to have an audit performed by an independent audit firm. An agency with total revenue of less than \$300,000 and greater than \$30,000 may choose or be required to have an independent audit performed.
- (d) If a funded agency provider is not required by another funding organization (e.g., state government, federal government, a foundation, etc.) to have an audit completed, and if one is to be completed for the CCMHB contract, the funded agency may budget for and charge up to \$6,000 (total) to CCMHB for costs associated with this requirement.

2. Independent Financial Review

- (a) An independent CPA firm performs a review to provide a basic level of assurance on the accuracy of financial statements, based on inquiries and analytic and other procedures, and narrower in scope than an audit.
- (b) The resultant report is to be prepared in accordance with standards generally accepted in the United States of America. The report shall contain the basic financial statements presenting the financial position of the agency, the results of its operations, and changes in fund balances. Some of the supplementary information required for an audit will also be required in a review (see below).
- (c) A funded agency with total revenue of less than \$300,000 and greater than \$30,000 will be required to have a financial review performed by an independent audit firm. If the agency chooses or is required to have an independent audit rather than a financial review, this should be made clear prior to contract execution.
- (d) If a funded provider is not required by another funding organization (e.g., state government, federal government, a foundation, etc.) to have a financial review, and if one is to be completed for the CCMHB contract, the funded agency may budget for and charge up to \$3,000 (total) to CCMHB for costs associated with this requirement.

3. Compilation

- (a) An independent audit firm prepares a compilation report on financial statements, not providing a level of assurance but rather considering whether the financial

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statements appear appropriate in form and are free from obvious material misstatements.

- (b) The resultant report is prepared in accordance with standards generally accepted in the United States of America. Some of the supplementary information required for an audit will also be required in a compilation (see below).
- (c) A funded agency with total revenue of \$30,000 or less will be required to have a compilation performed by an independent audit firm.
- (d) If a funded agency provider is not required by another funding organization to have a compilation, and if one is required for the CCMHB contract, the funded agency may budget for and charge up to \$1,000 (total) to CCMHB for costs associated with this requirement.

4. Shared Cost

In the event that the funded provider is required by another funding organization to have an independent audit, financial review, or compilation, the cost is to be pro-rated across revenue sources. Audit, Financial Review, and Compilation cost limits still apply.

5. Supplementary Information

The following supplementary financial information shall be completed by an independent CPA firm and included in the audit, review, or compilation report (and failure to do so will make the report unacceptable):

- (a) Schedule of Operating Income by CCMHB-Funded Program: This schedule is to be developed using CCMHB approved source classification and format modeled after the CCMHB Revenue Report form. Detail shall include separate columns listing total program as well as CCMHB-Funded only revenue. Individual sources of income should not be combined. Example: Funds received from several state or federal agencies should not be combined into one classification, such as "State of Illinois" or "Federal Government."
- (b) Schedule of Operating Expenses by CCMHB-Funded Program: This schedule is to be developed using CCMHB approved operating expenses categories and format modeled after the CCMHB Expense Report form. Detail shall include separate columns listing total program as well as CCMHB-Funded only expenses. The statement is to reflect program expenses in accordance with CCMHB reporting requirements including the reasonable allocation of administrative expenses to the various programs. The schedule shall exclude any expense charged to the Board from the list of non-allowable expenses (above).
- (c) CCMHB Payment Confirmation: CCMHB payment confirmation made to an agency required by the independent auditor during the course of the audit or review or compilation is to be secured from the CCMHB office.
- (d) For Audit Only, Auditor Opinion on Supplementary Information: The independent auditor should clearly establish his/her position regarding the supplementary financial information presented in the Schedule of Operating Income by CCMHB-Funded Program and Operating Expenses by CCMHB-Funded Program. This can be done either by extending the overall opinion on the basic financial statements or by a supplementary opinion. If the independent

auditor determines that the additional procedures necessary to permit a supplementary opinion on the schedules of operating income and expenses would materially increase the audit time, he/she may alternatively state the source of the information and the extent of his/her examination and responsibility assumed, if any.

- (e) Capital Improvement Funds: If the agency has received CCMHB capital improvement funds during the last year, the audit or review or compilation shall include an accounting of the receipt and use of those funds.
 - (f) For Audit Only, Internal Controls: The independent auditor should communicate, in written form, material weaknesses in the agency's internal controls when it impacts on the CCMHB's funding. Copies of these communications are to be forwarded to the CCMHB with the audit report.
 - (g) Items described in the "Auditor's Checklist":
 - (i) Agency board-approved financial procedures in place that include separation of duties for preparation of payment authorization, approval of authorization and check signatories;
 - (ii) Agency board review of financial statements at Agency Board meetings and Source Document – Agency Board meeting minutes (dated);
 - (iii) Agency board Minutes with motion approving CCMHB/CCDDB grant applications for current year;
 - (iv) Agency board minutes with motion approving the budget of the fiscal year under review;
 - (v) Verification that the agency has fulfilled its response to any findings or issues cited in the most recent Auditor's issuing of a Management Letter, if applicable;
 - (vi) Demonstration of tracking of staff time (e.g. time sheets);
 - (vii) Proof of payroll tax payments for one quarter, with payment Dates;
 - (viii) Form 941 or IL-941 or UC3, comparison of payroll tax amounts and alignment to period;
 - (ix) W-2s and W-3, comparison to the gross on 941;
 - (x) Verification of 501-C-3 status (IRS Letter), if applicable;
 - (xi) IRS 990 Form or AG990-IL, confirmation that 501-C-3 status is maintained;
 - (xii) IRS 990 Form or AG990-IL for associated foundation, if applicable; and
 - (xiii) Secretary of State Annual Report.
6. Filing: The audit or review or compilation report is to be filed with the CCMHB within 120 days of the end of the agency's fiscal year. In order to facilitate meeting filing requirements, agencies are encouraged to contract with certified public accountants before the end of the fiscal year.
7. Request for Exceptions: A request for exceptions to these requirements or for an extension of time to file the report, must be submitted in writing to the executive director of the CCMHB. In all cases, approval shall be obtained prior to extensions and/or exceptions being implemented.

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8. Penalty: Failure to meet these requirements shall be cause for termination or suspension of CCMHB funding.
9. If the provider organization does not comply with the requirement to produce an audit or financial review or compilation as specified, the organization shall repay all CCMHB funds allocated for such purpose.
10. Records: All fiscal and service records must be maintained for five years after the end of each budget period, and if need still remains, such as unresolved issues arising from an audit or review or compilation, related records must be retained until the matter is completely resolved.
11. At the discretion of the CCMHB, independent audit or financial review or compilation requirements may be waived for special circumstances. The waiver provision shall be specified in the contract.

EXCEPTIONS TO THE PROVISIONS OF THE FUNDING GUIDELINES

All exceptions to the Funding Guidelines must have the prior approval of the CCMHB, except for those specific sections of the Funding Guidelines where the authority is delegated to the CCMHB's designee. Requests for exceptions that require the CCMHB's approval must be submitted to the Executive Director for review and submission to the CCMHB. Subsequently, the CCMHB's written decision will be transmitted to the agency. If the contract and funding guidelines are not in agreement, the contract shall prevail.

Approved November 14, 2018



#9.C.

CCMHB 2019-2020 Meeting Schedule

First Wednesday after the third Monday of each month--5:45 p.m.
Brookens Administrative Center
Lyle Shields Room
1776 E. Washington St., Urbana, IL (unless noted otherwise)

January 22, 2020
February 19, 2020
February 26, 2020 – Study Session
March 18, 2020
~~*March 25, 2020 – Study Session - Cancelled*~~
April 22, 2020
April 29, 2020 – Study Session
May 13, 2020 – Study Session
May 20, 2020
June 17, 2020
July 15, 2020 – off cycle
September 23, 2020
October 21, 2020
November 18, 2020
December 16, 2020 - tentative

**This schedule is subject to change due to unforeseen circumstances. Please call the CCMHB-CCDDB office to confirm all meetings.*

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CCDDB 2019-2020 Meeting Schedule

Board Meetings

8:00AM except where noted

Brookens Administrative Building

1776 East Washington Street, Urbana, IL

December 18, 2019 – John Dimit Conference Room (8AM)

January 22, 2020 – Lyle Shields Room (8AM)

February 19, 2020 – Lyle Shields Room (8AM)

March 18, 2020 – Lyle Shields Room (8AM)

April 22, 2020 – Lyle Shields Room (8AM)

May 20, 2020 – Lyle Shields Room (8AM)

June 17, 2020 – Lyle Shields Room (8AM)

July 15, 2020 – Lyle Shields Room (4PM) – *off cycle, different time*

August 19, 2020 – Lyle Shields Room (8AM) - *tentative*

September 23, 2020 – Lyle Shields Room (8AM)

October 21, 2020 – John Dimit Conference Room (8AM)

November 18, 2020 – John Dimit Conference Room (8AM)

December 16, 2020 – Lyle Shields Room (8AM) - *tentative*

This schedule is subject to change due to unforeseen circumstances.

Please call the CCMHB/CCDDB office to confirm all meetings.

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**DRAFT July 2019 to December 2020 Meeting Schedule with Subject and Allocation
Timeline, moving into PY2022 Process**

The schedule provides dates and subject matter of meetings of the Champaign County Mental Health Board through June 2020. The subjects are not exclusive to any given meeting, as other matters requiring Board review or action may also be addressed or may replace the subject listed. Study sessions may be scheduled with potential dates listed; topics will be based on issues raised at meetings, brought by staff, or in conjunction with the Champaign County Developmental Disabilities Board. Included are tentative dates for steps in the funding allocation process for Program Year 2021 (July 1, 2020 – June 30, 2021) and deadlines related to PY2020 agency contracts. **All 2020 meetings are scheduled to begin at 5:45PM; these may be confirmed by contacting Board staff.**

8/30/19	<i>Agency PY2019 Fourth Quarter and Year End Reports Due</i>
9/18/19	Regular Board Meeting Draft Three Year Plan 2019-2021 with FY20 Objectives
9/25/19	Study Session
10/23/19	Regular Board Meeting Draft Program Year 2021 (PY21) Allocation Criteria Community Coalition Summer Initiatives Report
10/25/19	<i>Agency PY2020 First Quarter Reports Due</i>
10/28/19	<i>Agency Independent Audits, Reviews, or Compilations Due</i>
10/30/19	Study Session
11/20/19	Regular Board Meeting Approve Three Year Plan with One Year Objectives Allocation Decision Support – PY21 Allocation Criteria
12/8/19	<i>Public Notice to be published on or before this date, giving at least 21-day notice of application period.</i>
12/18/19	Regular Board Meeting (tentative)
01/03/20	<i>CCMHB/CCDDB Online System opens for Agency Registration and Applications for PY21 Funding.</i>
1/22/20	Regular Board Meeting Election of Officers
1/31/20	<i>Agency PY20 2nd Quarter & CLC Progress Reports due</i>

2/7/20 *Agency deadline for submission of applications for PY2021 funding. Online system will not accept forms after 4:30PM.*

2/11/20 *List of Requests for PY2021 Funding assembled*

2/19/20 **Regular Board Meeting**
Assignment of Board Members to Review Proposals;
Mid-year updates on new agency programs

2/26/20 **Study Session**
Mid-year updates on new agency programs

3/18/20 **Regular Board Meeting**
2019 Annual Report; Discussion of Liaison Assignments

~~3/25/20 **Study Session - Cancelled**~~

4/15/20 *Program summaries released to Board, copies posted online with CCMHB April 22, 2020 meeting agenda*

4/22/20 **Regular Board Meeting**
Program Summaries Review and Discussion

4/24/20 *Agency PY2020 3rd Quarter Reports Due*

4/29/20 **Study Session**
Program Summaries Review and Discussion

5/6/20 *Allocation recommendations released to Board, copies posted online with CCMHB May 13, 2020 meeting agenda*

5/13/20 **Study Session**
Allocation Recommendations

5/20/20 **Regular Board Meeting**
Allocation Decisions; Authorize Contracts for PY2021

6/17/20 **Regular Board Meeting**

6/24/20 *PY2021 Contracts completed/First Payment Authorized*

07/15/20 **Regular Board Meeting-- off cycle and different time**
Approve FY2021 Draft Budget

8/28/20 *Agency PY2020 4th Q Reports, CLCP Progress Reports, And Annual Performance Measures Reports due*

09/23/20 **Regular Board Meeting**

- 10/21/20 **Regular Board Meeting**
Draft Three Year Plan 2019-2021 with 2021 Objectives
Release Draft Program Year 2022 Allocation Criteria
- 10/28/20 *Agency Independent Audits, Reviews, or Compilations Due*
- 10/30/20 *Agency PY2021 First Quarter Reports Due*
- 11/18/20 **Regular Board Meeting**
Approve Three Year Plan with One Year Objectives
Allocation Decision Support – PY22 Allocation Criteria
- 12/11/20 *Public Notice to be published on or before this date, giving
at least 21-day notice of application period.*
- 12/16/20 **Regular Board Meeting - tentative**

#11

**CHAMPAIGN COUNTY MENTAL HEALTH BOARD
BOARD MEETING**

Minutes—January 22, 2020

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

5:45 p.m.

MEMBERS PRESENT: Susan Fowler, Thom Moore, Joseph Omo-Osagie, Elaine Palencia, Kyle Patterson, Julian Rappaport, Jane Sprandel, Jon Youakim

STAFF PRESENT: Lynn Canfield, Stephanie Howard-Gallo, Shandra Summerville

OTHERS PRESENT: Danielle Matthews, DSC; Al-HajjAhdulhakeen Sallam First Followers; Laura Lindsey, Courage Connection; Chris Stohr, GROW; Alison Meaner, NAMI; Juli Kartel, Fail Raney, Rosecrance, Inc.

CALL TO ORDER:

Mr. Kyle Patterson called the meeting to order at 5:45 p.m.

ROLL CALL:

Roll call was taken and a quorum was present.

CITIZEN INPUT / PUBLIC PARTICIPATION:

None.

APPROVAL OF AGENDA:

The agenda was in the Board packet. Board members approved the document.

VICE-PRESIDENT'S COMMENTS:

Kyle Patterson introduced and welcomed the new Board members.

EXECUTIVE DIRECTOR'S COMMENTS:

None.

NEW BUSINESS:

Election of Officers:

MOTION: Dr. Moore moved to nominate and elect Joe Omo-Osagie for CCMHB President. Dr. Fowler seconded. A vote was taken and all members voted aye. The motion passed.

MOTION: Mr. Omo-Osagie moved to nominate and elect Kyle Patterson for CCMHB Vice-President. Dr. Rappaport seconded the motion. A voice vote was taken and the motion passed unanimously.

Contract Amendment Report:

A Briefing Memorandum on contract amendments issued was included in the Board packet for information only.

CILA Lease Agreement:

A Decision Memorandum regarding terms for updated lease agreements and news articles of interest were included in the Board packet.

MOTION: Mr. Patterson moved to authorize the Executive Director to negotiate new CILA lease agreements with the selected provider, with revisions as described in the memorandum and pending approval by the CCDDDB. Dr. Fowler seconded the motion. The motion passed unanimously.

Board Direction:

Board members were given an opportunity to bring emerging issues of concern in the community to the rest of the Board and staff. Among the topics discussed:

- The importance of prevention and early intervention.
- Rural mental health services/suicide education.
- Financial contributions for needed services/programs from other city and county entities.
- Innovative ways to keep people out of the criminal justice system.
- Trauma and stress in families.
- School-based mental health services.

Agency Information:

Juli Kartel announced her resignation from Rosecrance as the Mental Health Director. She assured everyone that Rosecrance is not cutting mental health services, and instead, will continue to grow. Joey King will be the new Director at Rosecrance effective in early February.

OLD BUSINESS:

Family Model Planning Process:

A written progress report on the work by Cunningham Children's Home to implement the family model was included in the Board packet for information.

Schedules and Allocation Process Timeline:

An updated copy of the meeting schedule and allocation timeline was distributed for information only.

CCDDB Information:

Ms. Canfield reviewed the CCDDB meeting that was held this morning.

APPROVAL OF MINUTES:

Minutes from the November 20, 2019 were included in the Board packet for review.

MOTION: Mr. Patterson moved to approve the meeting minutes from November 20, 2019 meeting. Dr. Rappaport seconded the motion. A voice vote was taken and the motion passed.

STAFF REPORTS:

Written reports from Kim Bowdry, Mark Driscoll, Shandra Summerville, and Stephanie Howard-Gallo were included in the packet.

Dr. Fowler stated she appreciated the time and effort put into the staff reports.

BOARD TO BOARD:

Ms. Palencia attended a Community Coalition meeting.

EXPENDITURES:

A copy of the Expenditure List was included in the packet.

Dr. Rappaport moved to approve the expenditure list as presented in the packet. Ms. Sprandel seconded the motion. A voice vote was taken and the motion passed unanimously.

BOARD ANNOUNCEMENTS:

None.

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ADJOURNMENT:

The meeting adjourned at 7:10 p.m.

Respectfully

Submitted by: Stephanie Howard-Gallo
CCMHB/CCDDB Staff

*Minutes are in draft form and are subject to CCMHB approval.

Mark Driscoll

Associate Director for Mental Health & Substance Abuse Services

Staff Report – February 19, 2020 Board Meeting

Summary of Activity

PY21 Application Cycle: The PY21 application period closed at 4:30 PM on February 7, 2020. Included in the Board packet is a list of all applications submitted to either the CCMHB or the CCDDDB.

Forty-four applications were submitted to the CCMHB. In general, all I/DD applications are submitted to the CCDDDB for consideration. One current I/DD related contract funded by the CCMHB was submitted directly to the CCMHB rather than to the CCDDDB. Two new proposals were received from two current providers. Then there were two new providers that registered but did not complete the application process. Another existing provider did not submit an application to continue the one program under contract.

Neither new registered provider or the current provider sought help from staff on how to navigate the system or get technical assistance with completing forms. Several meetings, multiple phone calls, and many e-mails from other providers were fielded by staff during the application process, peaking the last two days of the application period.

Total funding requested of the CCMHB, less the one I/DD related application, for non-I/DD programs is \$4,430,605. This amount includes the \$1,612,538 from the twenty PY20 contracts already approved for an extended term. Removing the extended contracts leaves twenty-three non-I/DD proposals totaling \$2,818,067, for review by staff and Board.

PY19 Audit Compliance Issues: In last month's report, four agencies were noted as having missed the extended deadline to file required financial statements for PY19. Two of the four agencies have since submitted the required documents. The other two agencies continue to have payments held until the audit/financial review have been received. A meeting with Promise Healthcare provided an update on the status of their audit. At this time, the audit is expected to be completed by the end of February. Communication received from CUAP indicates the required financial review will be done by the end of this month too.

CCMHB Annual Report: The President's Report has been drafted as a working document for final editing by the incoming President. Having previously completed the formatting of the pie charts, finalizing the President's Report would complete my contributions to the Annual Report. Stephanie Howard-Gallo coordinates the entire process with staff and compiles the document. The FY2019 Annual Report will be included in the March Board packet.

CCMHB Second Quarter Reports: Program reports for second quarter PY20 contracts were due the last Friday in January. All reports have been reviewed. Where necessary, clarification or minor changes have been requested and/or addressed.

Other Activity: Recap of some monthly meetings attended since my last staff report.

- Champaign County Reentry Council: The February meeting continued the strategic planning and goal setting discussion started in January. The issues of access to transportation and ability to get a driver's license/state ID dominated the goals setting discussion. A brief review of numbers served to be reported to the County Board was made to the Council.
- Child and Adolescent Local Area Network (LAN): I chaired the meeting this month. Jonathon Westfield from CCRPC presented on the services available through the Youth Assessment Center. This led to a broader discussion bordering on a case study. The Youth Assessment Center has started offering Moral Reconciliation Therapy for Youth and will present on the new program at a future meeting.
- Continuum of Service Providers to the Homeless (CSPH): Three new strategic workgroups were proposed followed by broad discussion of their purpose and goals. A brief report on the Point in Time Survey of the local homeless population completed January 30th was made by Continuum Coordinator Thomas Bates. Results are being compiled and will be reported at a future meeting. Awards have been announced by HUD for tier 1 applications from last fall's NOFA. The Champaign Continuum was awarded \$680,894. The amount is lower than the prior year's awards where the Continuum received \$724,413. The Continuum may be awarded more funds once tier II awards are announced.
- Rantoul Community Service Providers: Champaign County Regional Planning Commission continues to convene monthly meetings of providers and other stakeholders active in Rantoul. The group has outgrown the space it used at the Rantoul Business Development Center and has moved meetings to the Rantoul City Schools Central Office. At this month's meeting, C-CARTS presented on transportation services it provides within Rantoul and connector services to Champaign and Urbana.
- United Way Community Impact Committee (CIC): The CIC has completed the initial review of applications. Review panels will be established with each panel having five to six volunteers including CIC members and be led by a UW staff member. The panels will be responsible for evaluating a set of applications and then meeting with the applicant to discuss the proposal. Each application is then rated by the panelists and results compiled by staff. The ratings are then used to develop funding recommendations.

On a related note, the City of Urbana/Cunningham Township is accepting applications from non-profit agencies to its Consolidated Social Service Fund. Funds can only be used to serve residents of Urbana/Cunningham Township. Due date is February 28, 2020.

Kim Bowdry, Associate Director for Intellectual & Developmental Disabilities Staff Report – February 2020

CCDDB: 2nd Quarter reports were due on January 31, 2020. I have printed 2nd Quarter reports and have started my review of those reports. I also gathered data and created “2nd Quarter Service Data Charts,” which are included in this Board packet.

Nineteen applications for FY2021 funding were submitted by 9 different agencies in the online system. One new application for funding was submitted by CU Autism Network. I have reached out to the Independent Application Reviewer that assisted with review of PY2020 agency applications for funding for PY2021 review.

CCDDB Mini-Grant: I continue to work with Mini-grant awardees and their families each day, determining specific/priority items that should be purchased. In addition to working with awardees and their families, I have worked with several vendors to secure W-9s and quotes for Purchase Orders to be developed by the Financial Manager.

I have been able to move forward with ordering several items for people. As stated in the Decision Memorandum, an Excel tracking form was created and modified to monitor purchases, payments, and engagement with Mini-grant awardees.

Learning Opportunities: The Champaign Public Library has been reserved through December 2020 for additional learning opportunities. Due to a conflict with the Human Services Council meeting on the first Thursday of each month, I have opted for the last Thursday of each month, except for those months with a conflicting holiday. Due to the Thanksgiving and Christmas holidays, the library has been reserved for December 3, 2020, rather than the last Thursday of November and December.

John Brusveen, JB Consulting is scheduled to present, “Bookkeeping 101 for Non-Profit Programs,” on March 5, 2020. Bookkeeping 102 is scheduled for April 2, 2020

MHDDAC: I participated in the monthly meeting of the MHDDAC and coordinated with the MHDDAC Chair to arrange for a presentation on the 2020 Census.

NACBHDD: I participated in monthly I/DD committee call.

ACMHAI: I participated in the ACMHAI I/DD committee call.

Disability Resource Expo: I participated in Steering Committee meetings for the 13th Annual Disability Resource Expo. The Expo is scheduled for Saturday, March 28, 2020 from 9:00 am until 2:00 pm at The Vineyard Church.

I created a wish list of sensory items to request from Flaghouse. In the past, Flaghouse has donated items to the Children’s Room. I also participated in a Children’s Room Committee Meeting.

I am checking the mail daily for Expo related mailings. Expo payments are routed to the Financial Manager, while copies of Expo payments and application forms are routed to Barb Bressner.

Other activities: I participated in the following webinars: *The PATH to Real Person-Centered Solutions; Adaptive Equipment, Assistive Technology, Minor Home and Vehicle Modifications AND OSFM Requirements for CILA.* I also participated in the *Annual Disability Statistics Compendium* webcast.

I participated in the Birth to 3 Council Meeting.

I printed and delivered Artist Cards for the February featured AIR artist at International Galleries.

Community Coalition Race Relations Subcommittee: I participated in the January meeting of the Race Relations Subcommittee. I also attended and took notes at two Youth Race Talks events.

Prioritization of Urgency of Needs for Services (PUNS) Summary Reports: 1,247 PUNS selection letters were mailed out by the Illinois Department of Human Services Division of Developmental Disabilities (IDHS-DDD) in late August. 33 PUNS Selection letters were mailed to people in Champaign County.

13 of 33 people have received an award letter Home Based Services (HBS) and one person's packet for HBS has been submitted to IDHS-DDD. One person has moved out of Champaign County. The remaining people are working with CCRPC ISC to complete the PAS process, 13 people have expressed an interest in HBS and 2 have expressed an interest in CILA, 3 people are still undecided.

23 PUNS Preselection letters were mailed to residents of Champaign County for an upcoming 2020 PUNS Selection.

Updated "PUNS Summary by County and Selection Detail for Champaign County" and the "Division of Developmental Disabilities Prioritization of Urgency of Needs for Services (PUNS) Summary of Total and Active PUNS by Zip Code" reports are attached. IDHS posted updated versions on January 13, 2020. These documents detail the number of Champaign County residents enrolled in the PUNS database.



Division of Developmental Disabilities
Prioritization of Urgency of Needs for Services (PUNS)
Summary By County and Selection Detail

January 13, 2020

County: Champaign

Reason for PUNS or PUNS Update	930
New	51
Annual Update	344
Change of Category (Seeking Service or Planning for Services)	24
Change of Service Needs (more or less) - unchanged category (Seeking Service or Planning for Services)	20
Person is fully served or is not requesting any supports within the next five (5) years	198
Moved to another state, close PUNS	21
Person withdraws, close PUNS	25
Deceased	17
Individual Stayed in ICF/DD	1
Individual Moved to ICF/DD	2
Individual Determined Clinically Ineligible	6
Unable to locate	46
Submitted in error	2
Other, close PUNS	173
CHANGE OF CATEGORY (Seeking Service or Planning for Services)	456
PLANNING FOR SERVICES	162
EXISTING SUPPORTS AND SERVICES	409
Respite Supports (24 Hour)	10
Respite Supports (<24 hour)	14
Behavioral Supports (includes behavioral intervention, therapy and counseling)	150
Physical Therapy	45
Occupational Therapy	103
Speech Therapy	139
Education	191
Assistive Technology	48
Homemaker/Chore Services	4
Adaptions to Home or Vehicle	6
Personal Support under a Home-Based Program, Which Could Be Funded By Developmental Disabilities, Division of Rehabilitation Services or Department on Aging (can include habilitation, personal care, respite, retirement supports, budgeting, etc.)	57
Medical Equipment/Supplies	31
Nursing Services in the Home, Provided Intermittently	4
Other Individual Supports	163
TRANSPORTATION	452
Transportation (include trip/mileage reimbursement)	128
Other Transportation Service	295
Senior Adult Day Services	1
Developmental Training	98
"Regular Work"/Sheltered Employment	69
Supported Employment	90
Vocational and Educational Programs Funded By the Division of Rehabilitation Services	67
Other Day Supports (e.g. volunteering, community experience)	28
RESIDENTIAL SUPPORTS	84
Community Integrated Living Arrangement (CILA)Family	3
Community Integrated Living Arrangement (CILA)Intermittent	5
Community Integrated Living Arrangement (CILA)Host Family	1
Community Integrated Living Arrangement (CILA)24 Hour	32
Intermediate Care Facilities for People with Developmental Disabilities (ICF/DD) 16 or Fewer People	1
Intermediate Care Facilities for People with Developmental Disabilities (ICF/DD) 17 or More People	2
Skilled Nursing Facility/Pediatrics (SNF/PED)	5
Supported Living Arrangement	8

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Division of Developmental Disabilities
Prioritization of Urgency of Needs for Services (PUNS)
Summary By County and Selection Detail

January 13, 2020

Community Living Facility	1
Shelter Care/Board Home	1
Children's Residential Services	4
Child Care Institutions (Including Residential Schools)	8
Children's Foster Care	1
Other Residential Support (including homeless shelters)	14
SUPPORTS NEEDED	415
Personal Support (includes habilitation, personal care and intermittent respite services)	368
Respite Supports (24 hours or greater)	21
Behavioral Supports (includes behavioral intervention, therapy and counseling)	151
Physical Therapy	46
Occupational Therapy	79
Speech Therapy	96
Assistive Technology	53
Adaptations to Home or Vehicle	15
Nursing Services in the Home, Provided Intermittently	4
Other Individual Supports	80
TRANSPORTATION NEEDED	370
Transportation (include trip/mileage reimbursement)	309
Other Transportation Service	331
VOCATIONAL OR OTHER STRUCTURED ACTIVITIES	289
Support to work at home (e.g., self employment or earning at home)	5
Support to work in the community	256
Support to engage in work/activities in a disability setting	100
Attendance at activity center for seniors	3
RESIDENTIAL SUPPORTS NEEDED	134
Out-of-home residential services with less than 24-hour supports	65
Out-of-home residential services with 24-hour supports	83
Total PUNS:	56,397

Division of Developmental Disabilities Prioritization of Urgency of Needs for Services (PUNS)
Summary of Total and Active PUNS by Zip Code
 Updated 01/13/20

Zip Code	Active PUNS	Total PUNS	
60949 Ludlow	1	3	
61801 Urbana	40	85	
61802 Urbana	67	120	
61815 Bondville (PO Box)	1	1	
61816 Broadlands	2	3	
61820 Champaign	46	90	
61821 Champaign	88	184	
61822 Champaign	53	104	
61840 Dewey	0	2	
61843 Fisher	7	11	
61845 Foosland	1	1	
61847 Gifford	1	1	
61849 Homer	0	5	
61851 Ivesdale	1	2	
61852 Longview	1	1	
61853 Mahomet	42	68	
61859 Ogden	4	13	
61862 Penfield	1	2	
61863 Pesotum	1	2	
61864 Philo	5	11	
61866 Rantoul	28	86	
61871 Royal (PO Box)	--	--	No data
61872 Sadorus	2	2	
61873 St. Joseph	15	26	
61874 Savoy	10	16	
61875 Seymour	2	3	
61877 Sidney	4	10	
61878 Thomasboro	0	2	
61880 Tolono	8	26	
Total	431	880	

http://www.dhs.state.il.us/OneNetLibrary/27897/documents/DD%20Reports/PUNS/PUNS_Sum_by_Zip-Code.pdf

2020 February Monthly Staff Report

Shandra Summerville, Cultural and Linguistic Competence Coordinator

Agency Cultural and Linguistic Competence (CLC) Technical Assistance, Monitoring, Support and Training for CCMHB/DDB Funded Agencies

CLC Compliance Check:

Agencies have completed the 2nd CLC quarterly reports. The new report format is more streamlined and will ask specific questions about the organization's progress based on the required components of the CLC PLAN.

Funding Applications FY21:

CLC Plans were submitted with FY21 Applications. Since the CLC Plans were not cloned from FY20, some organizations were able to upload their CLC Plans to the system. As I review the plans will be providing a summary of the plan for the Board to Review.

Champaign County Health Care Consumers: I met with Claudia Lennhoff and provided technical assistance for the FY21 CLC plan. I also met with her about her CLC 2nd Quarter Report.

GROW Illinois: I provided technical assistance about completing the FY21 CLC Plan.

Community Choices: I provided training for the board members of Community Choices, Serving on Groups- How to Engage Families. This is a training series that provides information on how to engage families that are going to be serving on boards and other advisory groups.

Promise Healthcare: I completed their CLC Training on January 16, 2020. The was during their all staff meeting and the information was well received by the staff.

C-U Trauma Resilience Initiative: I conducted the Cultural Competence Training for the 40 Hour Healing Solutions training for community volunteers. The learning opportunity was focused on how being culturally responsive can lead to better outcomes for families that have experienced trauma.

CLC Coordinator Direct Service Activities

Mental Health First Aid Training: The Next Training will be for the U of I School of Social Work on February 21st and 28th 2020.

We will offer Mental Health First Aid for Adults on May 15th and May 22nd 9:00-1:00pm. This class will be offered to community members and will be held at Brookens in the Jeanie Putnam Room. For additional information please email shandra@ccmhb.org.

2020 February Monthly Staff Report

Shandra Summerville, Cultural and Linguistic Competence Coordinator

Upcoming Trainings:

Teen Mental Health: Supporting Schools and Expanding Resources- February 24, 2020. This will be an online webinar.

Mental Health First Aid Summit for Instructors. This will be a training for instructors to learn about best practices and tips on how to be an effective instructor. It will be in Austin, TX on April 4, 2020.

UIUC Community Learning Lab: Katie Shumway of the Community Learning Lab is interested in additional volunteers for the disAbility Expo. I sent her a copy of the sign-up link for the students and other social work students.

Anti-Stigma Activities/Community Collaborations and Partnerships

Disability Resource Expo: Attended the Expo Steering Committee Meeting. We are looking for Volunteers. If you are interested in volunteering at the Expo please contact Shandra Summerville: shandra@ccmhb.org or you can go to disAbility Expo site and volunteer directly. <http://www.disabilityresourceexpo.org/volunteer/>

AIR- Alliance for Inclusion and Respect will have a meeting with the partners on February 25, 2020 at 10:30 am. We will discuss the film, related activities, art show, and promotion. Please visit the Facebook Page to see how the Alliance for Inclusion and Respect promotes inclusion and the work of many local artists with diverse abilities.

C-HEARTS African American Story Telling Project: I attended two meetings for C-HEARTS this month. On January 27, 2020, I attended a meeting with representation from CUAP (Champaign Urbana Area Project), Bruce Nesbit African American Cultural Center, C-U Trauma and Resilience, and Krannert Art Center. This meeting was to talk about the storytelling project and opportunities to bring the training Emancipation Circles to the community.

On February 3, 2020 we had our regular meeting. We discussed our Work-In meeting and begin looking at dates for the follow-up meeting. We also talked about how we will continue to strengthen the storytelling project with DREAAM.

Community Events: I attended the following Community Events:

Annual Countywide Dr. MLK, Jr. Celebration January 17, 2020 – Vineyard Church

Annual Community Dr. MLK Jr. Celebration, January 19, 2020 Krannert Center

United Way Annual Meeting- February 4, 2020- I-Hotel

Diversity in Tech: A Celebration of Black History Month- Enterprise Works

National African American Parent Involvement Day- Westview School/Bottenfield

School/Centennial High School- Film Push Out.