



This meeting will be held in person, with remote access. Members of the public may attend in person or watch the meeting live through this link. The recording will be posted later among archives at <https://www.co.champaign.il.us/mhddb/MeetingInfo.php>

Champaign County Mental Health Board (CCMHB) Meeting Agenda

June 21, 2023 5:45PM

In-Person at the Shields-Carter Room of Brookens Administrative Building

- I. Call to order**
- II. Roll call**
- III. Approval of Agenda***
- IV. Citizen Input/Public Participation** *All are welcome to attend the Board's meeting to observe and to offer thoughts during this time. The Chair may limit public participation to 5 minutes per person and/or 20 minutes total.*
- V. Chairperson's Comments – Dr. Jon Paul Youakim**
- VI. Executive Director's Comments – Lynn Canfield**
- VII. Approval of CCMHB Board Meeting Minutes (pages 3-25)***
Minutes from the 5/17/23 study session and 5/24/23 board meeting are included. Action is requested.
- VIII. Vendor Invoice List (pages 26-27)***
Action is requested to accept the "Vendor Invoice List" and place it on file.
- IX. New Business**
 - a) **disABILITY Resource Expo Update (pages 28-32)**
For information only, an update from the Expo Coordinators is included in the packet.
 - b) **Financial Management Support Student Project (pages 33-55)**
For information only, a memorandum describes a UIUC Gies Business College student project. The final presentation is attached.
 - c) **Agency Request for Consideration (pages 56-57)***
A formal request to waive the automatic cancellation of GROW's PY23-PY24 contract is included in the packet. Board action is requested.
 - d) **2024 Anti-Stigma Film Event (pages 58-59)***
A Decision Memorandum offers overview of 2023 event and related activities and seeks consideration of a 2024 effort. Action is requested.
 - e) **Draft Fiscal Year 2024 Budgets (pages 60-75)***



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Drafts of budgets for the CCMHB and I/DD Special Initiatives funds, with draft CCDDDB budget and other background information. A Decision Memorandum is included for board action regarding initial budget plans.

f) **CCMHB Officer Elections** (pages 76-80)*

Prior to July of each year, MHBs are required to elect officers with one-year terms effective July 1. A President and Secretary/ Vice President are selected, along with other officers the Board may deem necessary. Bylaws are included for information only. Action is requested on officer elections.

x. **Old Business**

a) **Allocation Decisions for PY2024** (pages 81-84)

Included for information only are charts of the PY2024 decisions made by the CCMHB and the CCDDDB, to date.

xI. **CCMHB and DDB Schedules, MHB Timeline** (pages 85-90) *No action needed.*

xII. **CCMHB Acronyms and Glossary** (pages 91-103) *No action needed.*

xIII. **Champaign County Developmental Disabilities Board Input**

xIV. **Staff Reports** (pages 104-132)

Included for information only are reports from Kim Bowdry, Leon Bryson, Lynn Canfield, Stephanie Howard-Gallo, Shandra Summerville, and Chris Wilson.

xV. **Board to Board Reports** (page 133)

xVI. **Agency Input**

The Chair reserves the authority to limit individual agency representative participation to 5 minutes and/or total time to 20 minutes.

xVII. **Board Announcements**

xVIII. **Adjournment**

** Board action is requested.*

For accessible documents or assistance with any portion of this packet, please [contact us](mailto:leon@ccmhb.org) (leon@ccmhb.org).

**CHAMPAIGN COUNTY
MENTAL HEALTH BOARD
STUDY SESSION**

Minutes—May 17, 2023

This meeting was at the Brookens Administrative Center, Urbana, IL with remote access.

5:45 p.m.

MEMBERS PRESENT: Matt Hausman, Joseph Omo-Osagie, Elaine Palencia, Molly McLay, Daphne Maurer, Jane Sprandel, Jen Straub, Jon Paul Youakim

STAFF PRESENT: Kim Bowdry, Leon Bryson, Lynn Canfield, Stephanie Howard-Gallo, Chris Wilson

OTHERS PRESENT: Gail Raney, Rosecrance, Inc.; Kelly Russell, CU Early; Joan Dixon, Family Service (FS); Brenda Eakins, GROW in Illinois; Danielle Matthews, DSC; Jessica McCann, CCRPC; Jim Hamilton, Promise Healthcare; Kari May, Children’s Advocacy Center (CAC); Ann Percy, Cunningham Children’s Home

CALL TO ORDER:

Dr. Jon Paul Youakim called the meeting to order at 5:48 p.m. Daphne Maurer requested to attend remotely due to illness. In compliance with the CCMHB By-Laws a motion was requested by Dr. Youakim to allow her remote attendance.

MOTION: Dr. Youakim moved to allow remote attendance for Daphne Maurer for this meeting due to illness. Mr. Omo-Osagie seconded the motion. All CCMHB members voted aye and the motion passed.

ROLL CALL:

Roll call was taken and a quorum was present.

CITIZEN INPUT / PUBLIC PARTICIPATION:

None.

APPROVAL OF AGENDA:

The agenda was in the packet for review.

PRESIDENT’S COMMENTS:

None.

EXECUTIVE DIRECTOR’S COMMENTS:

None.

STUDY SESSION:

Review of PY24 Funding Requests :

A chart of PY24 funding requests was included in the packet. Communications from agency representatives regarding staff errors in the program summaries were included as well. A briefing memorandum shared the CCMHB staff’s draft of recommendations for funding through the CCMHB. The Board discussed staff recommendations at length.

BOARD ANNOUNCEMENTS:

None.

ADJOURNMENT:

The meeting adjourned at 8:01 p.m.

Respectfully

Submitted by: Stephanie Howard-Gallo
CCMHB/CCDDB Staff

Minutes are in draft form and subject to CCMHB approval.

**CHAMPAIGN COUNTY
MENTAL HEALTH BOARD
REGULAR MEETING**

Minutes—May 24, 2023

*This meeting was held
at the Brookens Administrative Center, Urbana, IL and remotely.*

5:45 p.m.

MEMBERS PRESENT: Matt Hausman, Daphne Maurer, Elaine Palencia, Molly McLay, Joseph Omo-Osagie, Jon Paul Youakim, Jane Sprandel, Jen Straub

STAFF PRESENT: Kim Bowdry, Leon Bryson, Lynn Canfield, Stephanie Howard-Gallo, Shandra Summerville

OTHERS PRESENT: Claudia Lennhoff, Champaign County Healthcare Consumers (CCHCC); Patty Walters, DSC; Gail Raney, Dave Kellerhals, Rosecrance; Brenda Eakins, GROW; Laurie Britt, RPC; Joan Dixon, Family Service; Jim Hamilton, Promise Healthcare; Nelson Novak, Terrapin Station Sober Living (TSSL); Melissa Courtwright, CU at Home; Kelly Russell, CU Early; Josh Gavel, Uniting Pride

CALL TO ORDER:

Dr. Jon Paul Youakim called the meeting to order at 5:47 p.m. Daphne Maurer requested to attend remotely due to illness. In compliance with the CCMHB By-Laws a motion was requested by Dr. Youakim to allow her remote attendance.

MOTION: Dr. Youakim moved to allow remote attendance for Daphne Maurer for this meeting due to illness. Mr. Omo-Osagie seconded the motion. All CCMHB members voted aye and the motion passed.

ROLL CALL:

Roll call was taken and a quorum was present.

CITIZEN INPUT / PUBLIC PARTICIPATION:

Claudia Lennhoff from Champaign County Healthcare Consumers (CCHCC) shared information on services offered at CCHCC.

APPROVAL OF AGENDA:

The agenda was presented for review. The agenda was approved unanimously by a roll call vote.

PRESIDENT’S COMMENTS:

Dr. Youakim thanked staff and the agencies for their work during a difficult year.

EXECUTIVE DIRECTOR’S COMMENTS:

None.

APPROVAL OF CCMHB MINUTES:

Meeting minutes from the April 19, 2023 regular meeting and the April 26, 2023 study session were included in the Board packet.

MOTION: Ms. Sprandel moved to approve the CCMHB minutes from the meetings on April 19, 2023 and April 26, 2023. Dr. Youakim seconded the motion. A roll call vote was taken. The motion passed.

VENDOR INVOICE LIST:

The Vendor Invoice List was included in the Board packet for consideration. Dr. Youakim requested a breakdown on the Visa bill charges. Director Canfield stated she would send that info by email.

MOTION: Ms. Sprandel moved to accept the Vendor Invoice List as presented in the Board packet. Ms. Straub seconded the motion. A roll call vote was taken and the motion passed unanimously.

NEW BUSINESS:

CCMHB PY24 Funding Requests:

A chart of funding requests was included in the packet.

Staff Recommendations for PY2024 Funding:

A Decision Memorandum was included in the packet with staff recommendations for funding through the CCMHB, and I/DD Special Initiative Funds for the Program Year (PY) 2024 (July 1,

2023 through June 30, 2024). Initial recommendations were reviewed during a May 17 study session. Some have been modified as a result of that discussion or in consideration of actions taken by applicants. Decision authority rests with the CCMHB and their discretion concerning the most appropriate use of available dollars based on assessment of community needs, best value, alignment with criteria, affordability, and distribution across categories of need and service intensity.

Some recommendations are contingent on completion of contract negotiations, application revisions, resolution of compliance issues, and hiring of program staff. Awards may be adjusted by the cost of a staff vacancy and amended when that vacancy is filled. Award recipients may be required to revise program or financial forms to align with CCMHB planning, budget, and policy specifications. They may be asked for more information prior to contract execution, to reach terms agreeable to both parties. If requirements are not met prior to completion of the contract, a later contract start date will be established and the award reduced commensurate with the shorter term. Failure to submit required information shall result in cancellation of the contract award.

MOTION: Dr. Youakim moved to authorize the Executive Director to conduct contract negotiations as specified in the memorandum. Ms. Sprandel Seconded the motion. A roll call vote was taken and the motion passed unanimously.

Recommendations are based on revenue estimates not finalized until the Champaign County Board approves budgets in November or December of 2023. For this reason, all PY2024 CCMHB contract maximums will be subject to reductions necessary to compensate for any CCMHB revenue shortfall. These reductions will be documented by contract amendment at the discretion of the CCMHB Executive Director, with every effort made to maintain the viability and integrity of prioritized contracts. All PY2024 contracts will include the following provision:

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

MOTION: Ms. Palencia moved to authorize the Executive Director to implement contract maximum reductions as described in the memorandum. Ms. McLay seconded the motion. A roll call vote was taken and the motion passed unanimously.

A provision which was added in PY21, PY22, and PY23 allowed for realignment or redirection in response to the public health emergency. It was exercised more often in PY21. Any contract may be redirected through the standard contract amendment process, making this language redundant. It will be removed from the standard contracts.

A provision was added to PY23 contracts to clarify that specific terms of an agency's contract may supersede a provision of the funding guidelines, if the exception is deemed to be in the best interest of the CCMHB and Champaign County. This remains relevant:

The CCMHB Requirements and Guidelines for Allocation of Funds are incorporated into this contract by reference, except this contract will control should there be an inconsistent/contrary provision in the aforesaid Requirements and Guidelines. If the contract and funding guidelines are not in agreement, the contract shall prevail. For example, if the Provider will incur higher cost for an audit, review, or compilation than allowed per the Funding Requirements and Guidelines, the greater amount may be agreed to through the original budget submitted with an application or by a subsequent formal written request.

MOTION: Ms. Straub moved to include in all contracts the provision referencing specific exceptions to Funding Requirements and Guidelines, as described in the memorandum. Ms. Sprandel Seconded the motion. A roll call vote was taken and the motion passed unanimously.

Staff Recommendations for Agency Allocations

CCRPC-Community Services – Youth Assessment Center

- *Request: \$76,350, 18% of total program revenue*
- *Priority: Safety and Crisis Stabilization (or Thriving Children...)*
- **Required prior to contract:** *revise utilization measures in Plan Narrative.*
- **Special Provisions** *(to address during contract year): collaboration with Coalition and other partners from youth-focused systems; use Champaign County Quarter Cent for Public Safety Fund's definition of recidivism; board staff input from justice partners regarding the program; excess revenue based on Q4 report; if a two-year term, excess revenue cannot be spent in 2nd year, and an updated Agency Plan for PY25 submitted prior to June 2024.*
- **Recommendation:** *fund at requested annual level; offer a two-year term.*

MOTION: Ms. Palencia moved to approve CCMHB funding of \$76,350 per year and offer a two-year term, as recommended for CCRPC – Community Services – Youth Assessment Center, subject to the caveats as presented in the memorandum. Dr. Maurer seconded the motion. A roll call vote was taken and the motion passed unanimously.

CRIS Healthy Aging - Improving Family Caregiver MH

- *NEW Program Request: \$125,000, 45% of total program revenue*
- *Priority: Closing the Gaps in Access and Care*
- **Required prior to contract and during the term:** *revise financial forms for consistency and accuracy; consider revising program plan to focus on paid and unpaid caregivers of people who have I/DD (with and without dementia) to present to the CCDDDB and CCMHB for funding through I/DD Special Initiatives.*
- **Special Provisions** *(to address during the contract year): partner with other organizations serving this population; use technical assistance from CLC Coordinator to strengthen strategies; provide letter of engagement with CPA firm for annual audit; mid-year progress report to the Board due to affordability; defer for consideration for I/DD Special Initiatives funding, pending revisions. Because the fund is under joint authority of*

the CCMHB and CCDDDB, approval by both is required. On May 17, 2023, the CCDDDB approved a motion to defer for later consideration.

MOTION: Mr. Hausman moved to *deny* CCMHB funding as recommended for CRIS Healthy Aging - Improving Family Caregiver MH, deferring for later consideration of funding through the I/DD Special Initiatives fund, with programmatic revisions to focus on I/DD and pending approval by CCDDDB. Dr. Youakim seconded the motion. A roll call vote was taken and the motion passed unanimously

C-U at Home – Shelter Case Management Program

- *Request is for \$403,564, 75% of total program revenue*
- *Priority: Crisis Stabilization*
- **Required prior to contract and during the term:** *select PY24 priority and rework targets/scope of services and budget forms; revise forms for adjusted award amount; letter of engagement with CPA firm for PY23 audit.*
- **Special Provisions** *(to address during the contract year): partner with other organizations serving this population, to avoid duplication of effort and to maximize positive outcomes for those served and identify effective strategies and service gaps; participate in CSPH and CIT Steering Committee; coordination of Mental Health First Aid and technical assistance from CLC Coordinator; demonstrate efforts to secure other funding.*
- **Recommendation:** *fund at the PY23 award level of \$256,700.*

MOTION: Dr. Youakim moved to approve CCMHB funding of \$256,700 as recommended for C-U at Home – Shelter Case Management Program, subject to the caveats as presented in the memorandum. Ms. Sprandel seconded the motion. A roll call vote was taken and the motion passed unanimously.

CU Early - CU Early

- *A NEW Request: \$77,184, 16% of total program revenue*
- *Priority: Thriving Children, Youth, and Families*
- **Required prior to contract:** *develop utilization targets for TPC, SC, CSE.*
- **Special Provisions** *(to address during the contract year): collaborate with providers of similar services; report on other funding sought; report # of children with delays qualifying as I/DD; technical assistance from CLC Coordinator; mid-year progress report to the Board; at the end of the contract term, program-specific audited financial statements will be provided (from combined audit).*
- **Recommendation:** *fund at requested level, commit \$4,043 for DD.*

MOTION: Ms. McLay moved to approve CCMHB funding of \$77,184 as recommended for CU Early - CU Early, subject to the caveats as presented in the memorandum. Ms Sprandel seconded the motion. A roll call vote was taken and the motion passed unanimously.

Champaign County Children’s Advocacy Center - Children’s Advocacy

- *Request: \$63,911, 20% of total program revenue*
- *Priority: Healing from Interpersonal Violence*
- **Required prior to contract:** *identify utilization targets and PY24 priority.*
- **Special Provisions** *(to address during the contract year): if a two-year term, excess revenue from the 1st year cannot be spent in the 2nd year, and PY25 Agency Plan updated prior to June 2024; excess revenue to be returned will be based on Q4 financial reports; avoid use of this funding to serve non-residents and demonstrate revenue specific to them which could not be used to offset the cost of service to Champaign County residents; and, prior to September 30, 2023, update CLC Actions to reflect training received.*
- **Recommendation:** *fund at requested annual level; offer two-year term.*

MOTION: Ms. Palencia moved to approve CCMHB funding of \$63,911 per year and offer a two-year term, as recommended for Champaign County Children’s Advocacy Center - Children’s Advocacy, subject to the caveats as presented in the memorandum. Ms. McLay seconded the motion. A roll call vote was taken and the motion passed unanimously.

Champaign County Christian Health Center - Mental Health Care at CCCHC

- *Request: \$33,000, 100% of total program revenue*
- *Priority: Innovative Practices (not PY24)/ Closing Gaps in Access and Care*
- **Required prior to contract:** *add utilization target and PY24 priority; provide letter of engagement with CPA firm for PY23 audit or review.*
- **Special Provisions** *(to address during the contract year): cultural competence assessment no later than September 30, 2023; if a two-year term, excess revenue from the 1st year cannot be spent in the 2nd year of the contract term, and updated Agency Plan for PY25 should be completed prior to June 2024; possible support through the Board’s new Evaluation Capacity Building project.*
- **Recommendation:** *fund at requested annual level; offer two-year term.*

MOTION: Ms. Sprandel moved to approve CCMHB funding of \$33,000 per year and offer a two-year term, as recommended for Champaign County Christian Health Center - Mental Health Care at CCCHC, subject to the caveats as presented in this memorandum. Dr. Maurer seconded the motion. A roll call vote was taken and the motion passed unanimously.

Champaign County Health Care Consumers – CHW Outreach and Benefit Enrollment

- *Request: \$91,054, 86% of total program revenue*
- *Priority: Innovative Practices/Access*
- **Required prior to contract:** *select PY24 priority; revise forms as needed, with adjusted award amount; letter of engagement with CPA firm for PY23 audit.*
- **Special Provisions** *(to address during contract year): engagement in Rantoul and with Rantoul Service Providers Group; if a two-year term, excess revenue from the 1st year cannot be spent in the 2nd year of the contract term, and updated Agency Plan for PY25 should be completed prior to June 2024; by September 30, 2023, technical assistance from CLC Coordinator, to update actions.*

- **Recommendation:** fund at \$86,501, 95% of request; offer two-year term.

MOTION: Dr. Youakim moved to approve CCMHB funding of \$86,501 per year and offer a two-year term, as recommended for Champaign County Health Care Consumers – CHW Outreach and Benefit Enrollment, subject to the caveats as presented in this memorandum. Ms. McLay seconded the motion. A roll call vote was taken and the motion passed unanimously.

Champaign County Health Care Consumers – Justice Involved CHW Services & Benefits

- *Request: \$94,892, 86% of total program revenue*
- *Priority: Behavioral Health (PY23 category)*
- **Required prior to contract:** select PY24 priority; revise forms as needed, with adjusted award amount; letter of engagement with CPA firm for PY23 audit.
- **Special Provisions** (to address during contract year): engagement in Rantoul and with Rantoul Service Providers Group; if a two-year term, excess revenue from the 1st year cannot be spent in the 2nd year of the contract term, and updated Agency Plan for PY25 should be completed prior to June 2024; by September 30, 2023, technical assistance from CLC Coordinator, to update actions.
- **Recommendation:** fund at \$90,147, 95% of request; offer two-year term.

Ms. McLay moved to approve CCMHB funding of \$90,147 per year and offer a two-year term, as recommended for Champaign County Health Care Consumers – Justice Involved CHW Services & Benefits, subject to the caveats as presented in this memorandum. Mr. Hausman seconded the motion. A roll call vote was taken and the motion passed unanimously.

Community Service Center of Northern Champaign County - Resource Connection

- *Request: \$75,069, 26% of total program revenue*
- *Priority: Closing the Gaps in Access and Care*
- **Required prior to contract:** personnel form revisions; revise financial forms for lower award amount; add utilization targets; provide letter of engagement with CPA firm for PY23 audit.
- **Special Provisions** (to address during the contract year): participation in Rantoul Service Providers Group, CSPH for Point in Time survey; technical assistance from CLC Coordinator; if a 2-year term, excess revenue from 1st year cannot be spent in 2nd year, and PY25 Agency Plan should be completed prior to June 2024.
- **Recommendation:** fund at PY23 level; offer two-year term.

MOTION: Dr. Maurer moved to approve CCMHB funding of \$68,609 per year and offer a two-year term, as recommended for Community Service Center of Northern Champaign County - Resource Connection, subject to the caveats as presented in this memorandum. Mr. Hausman seconded the motion. A roll call vote was taken and the motion passed unanimously.

Crisis Nursery - Beyond Blue - Champaign County

- *Request: \$100,000, 53% of total program revenue*

- *Priority: Thriving Children, Youth, and Families*
- **Required prior to contract:** letter of engagement with CPA firm for PY23 audit; revise forms for lower award amount.
- **Special Provisions** (to address during the contract year): minimum 50% of new TPCs from outside CU; collaboration with providers of similar services to avoid duplication, maximize positive outcomes for those served, and identify most useful strategies; demonstrate efforts to secure other funding; if a 2-year term, any 1st year excess revenue cannot be spent in the 2nd year, and the PY25 Agency Plan should be completed prior to June 2024.
- **Recommendation:** fund at PY23 level; offer two-year term.

MOTION: Ms. Sprandel moved to approve CCMHB funding of \$90,000 per year and offer a two-year term, as recommended for Crisis Nursery - Beyond Blue - Champaign County, subject to the caveats as presented in this memorandum. Ms. McLay seconded the motion. A roll call vote was taken and the motion passed unanimously.

DSC - Family Development

- *Request: \$656,174, 68% of total program revenue*
- *Priority: Collaboration with CCDDDB (Young Children and Families)*
- **Required prior to contract:** letter of engagement with CPA firm for PY23 audit.
- **Special Provisions** (to address during the contract year): agency-wide CLC assessment and consultation with CLC on engagement strategies; inform families of PUNS and ISC role; online service claims reporting; collaboration with providers of similar services to avoid duplication, maximize positive outcomes for those served, and identify most useful strategies; provide CCMHB staff with monthly personnel change reports; if a 2-year term, any 1st year excess revenue cannot be spent in the 2nd year, and the PY25 Agency Plan should be completed prior to June 2024.
- **Recommendation:** fund with MHB I/DD set-aside; offer a two-year term.

MOTION: Mr. Hausman moved to approve CCMHB funding of \$656,174 per year for a two-year term, as recommended for DSC - Family Development, subject to the caveats as presented in this memorandum. Ms. Palencia seconded the motion. A roll call vote was taken and the motion passed unanimously.

Don Moyer Boys and Girls Club - CU Change

- *Request: \$100,000, 85% of total program revenue*
- *Priority: Thriving Children, Youth, and Families*
- **Required prior to contract:** revise Program Plan Narrative to include definitions of each category and possible changes to targets, e.g. lower CSE; revise financial forms to be consistent and for lower award amount; letter of engagement with CPA firm for PY23 audit.
- **Special Provisions** (to address during the contract year): collaborate with other youth centers, Coalition, Youth Assessment Center, and SOFFT/LAN; technical assistance from CLC Coordinator; support through Evaluation Capacity Building Project; TPCs should

have a self- and family-directed and approved, written treatment plan (those without may be counted as NTPCs).

- **Recommendation:** fund at a lower amount than requested.

MOTION: Ms. Palencia moved to approve CCMHB funding of \$75,000 as recommended for Don Moyer Boys and Girls Club - CU Change, subject to the caveats as presented in this memorandum. Ms. Sprandel seconded the motion. A roll call vote was taken and the motion passed unanimously.

Don Moyer Boys and Girls Club - CUNC

- *Request: \$132,322, 20% of total program revenue*
- *Priority: SOC (PY23 category)*
- **Required prior to contract:** *revise financial forms to resolve any errors and for adjusted award amount; select PY24 priority; adjust Program Plan Narrative targets if necessary; letter of engagement with CPA firm for PY23 audit.*
- **Special Provisions** *(to address during the contract year): collaborate with other providers, Coalition, and CIT Steering Committee.*
- **Recommendation:** *fund at PY23 level.*

MOTION: Ms. Sprandel moved to approve CCMHB funding of \$110,000 as recommended for Don Moyer Boys and Girls Club - CUNC, subject to the caveats as presented in the memorandum. Ms. McLay seconded the motion. A roll call vote was taken and the motion passed unanimously.

Don Moyer Boys and Girls Club - Community Coalition Summer Youth Initiatives

- *Request: \$107,000, 100% of total program revenue*
- *Priority: Thriving Children, Youth, and Families*
- **Required prior to contract:** *update financial forms and revise as needed; revise Program Plan Narrative to clarify sections, add a simple outcome measure and tool for all program options (e.g., very brief survey), identify numeric utilization targets; provide letter of engagement with CPA firm for PY23 audit.*
- **Special Provisions** *(to address during the contract year): accelerated payment schedule; provide subcontracts for all programs involved; collect brief survey feedback from youth and report with other Q1 reports, with no other quarters required; presentation to the CCMHB in fall 2023.*
- **Recommendation:** *fund at lower amount than requested.*

MOTION: Ms. McLay moved to approve CCMHB funding of \$90,000 as recommended for Don Moyer Boys and Girls Club - Community Coalition Summer Youth Initiatives, subject to the caveats as presented in the memorandum. Ms. Palencia seconded the motion. A roll call vote was taken and the motion passed unanimously.

Don Moyer Boys and Girls Club - Youth and Family Services

- *Request: \$160,000, 100% of total program revenue*
- *Priority: SOC (PY23 category)*

- **Required prior to contract:** select PY24 priority category; adjust Program Plan Narrative targets and financial forms as needed; provide letter of engagement with CPA firm for PY23 audit.
- **Special Provisions** (to address during the contract year): participate in relevant collaborations (e.g., Rantoul Service Providers, Coalition, and SOFFT/LAN); demonstrate efforts to secure other sources of funding.
- **Recommendation:** fund as requested.

MOTION: Dr. Youakim moved to approve CCMHB funding of \$160,000 as recommended for Don Moyer Boys and Girls Club - Youth and Family Services, subject to the caveats as presented in this memorandum. Ms. Sprandel seconded the motion. A roll call vote was taken and the motion passed unanimously.

ECIRMAC (The Refugee Center) - Family Support & Strengthening

- *Request: \$71,300, 6% of total program revenue*
- *Priority: Thriving Children, Youth, and Families*
- **Required prior to contract:** settle questions from PY22 audit and submit letter of engagement with CPA firm for PY23 audit with anticipated completion date on or before deadline of December 31, 2023; revise Program Plan Narrative to align Utilization categories with standard definitions and to track unduplicated clients without losing detail on # activities and attendees at each; revise financial forms.
- **Special Provisions** (to address during the contract year): collaborate with similar providers to maximize impact for people served and avoid duplication of effort; participate in Rantoul Service Providers Group meetings and engage in the Rantoul area; if a 2-year term, any 1st year excess revenue cannot be spent in the 2nd year, and the PY25 Agency Plan should be completed prior to June 2024.
- **Recommendation:** fund at PY23 level; offer a two-year term.

MOTION: Ms. Sprandel moved to approve CCMHB funding of \$62,000 per year for a two-year term as recommended for ECIRMAC (The Refugee Center) - Family Support & Strengthening, subject to the caveats as presented in the memorandum. Ms. McLay seconded the motion. A roll call vote was taken and the motion passed unanimously.

Family Service of Champaign County – Counseling

- *Request: \$30,000, 40.3% of total program revenue*
- *Priority: Closing the Gaps in Access and Care*
- **Required prior to contract:** letter of engagement with CPA firm for PY23 audit.
- **Special Provisions** (to address during the contract year): pursue funding for this program through other County units; board staff input from Problem Solving Court partners; if a two-year term, excess revenue cannot be spent in 2nd year, and an updated Agency Plan for PY25 submitted prior to June 2024.
- **Recommendation:** fund at requested level (as PY23); offer two-year term.

MOTION: Ms. McLay moved to approve CCMHB funding of \$30,000 per year and offer a two-year term, as recommended for Family Service of Champaign County –

Counseling, subject to the caveats as presented in this memorandum. Ms. Sprandel seconded the motion. A roll call vote was taken and the motion passed unanimously.

Family Service of Champaign County – Disability Benefits for the Family

- *A NEW Request: \$72,619, 100% of total program revenue*
- *Priority: Closing the Gaps in Access and Care*
- **Required prior to contract:** *correct any errors in Personnel form; prorate the contract maximum to account for vacancies and amend to increase as vacancies are filled; letter of engagement with CPA firm for PY23 audit.*
- **Special Provisions** *(to address during the contract year): collaborate with similar providers to avoid duplication of effort, maximize positive outcomes for people served, and identify most effective strategies; track # of qualifying I/DD cases; prorate contract maximum for any vacancies and amend the amount as they are filled; mid-year progress report.*
- **Recommendation:** *do not fund due to affordability; the agency is encouraged to submit this program proposal next year.*

Dr. Youakim moved to deny CCMHB funding as recommended for Family Service of Champaign County – Disability Benefits for the Family. Mr. Hausman seconded the motion. A roll call vote was taken and the motion passed unanimously.

Family Service of Champaign County – Self-Help Center

- *Request: \$28,930, 92% of total program revenue*
- *Priority: Innovative... (older priority category)*
- **Required prior to contract:** *select PY24 priority category; revise financial forms or budget narrative to match; letter of engagement with CPA firm for PY23 audit.*
- **Special Provisions** *(to address during the contract year): if a two-year term, excess revenue cannot be spent in 2nd year, updated Agency Plan for PY25 submitted prior to June 2024, and second year has \$500 more for conference.*
- **Recommendation:** *fund at previous levels, with PY24 a non-conference year.*

Dr. Youakim moved to approve CCMHB funding of \$28,430 for PY24 and \$28,930 for PY25 and offer a two-year term, as recommended for Family Service of Champaign County – Self-Help Center, subject to the caveats as presented in the memorandum. Ms. Palencia seconded the motion. A roll call vote was taken and the motion passed unanimously.

Family Service of Champaign County – Senior Counseling & Advocacy

- *Request: \$178,386, 32.7% of total program revenue*
- *Priority: Innovation (older priority category)*
- **Required prior to contract:** *select PY24 priority category; revise financial forms or budget narrative to match; letter of engagement with CPA firm for PY23 audit.*
- **Special Provisions** *(to address during the contract year): if a two-year term, excess revenue cannot be spent in 2nd year, and an updated Agency Plan for PY25 submitted prior to June 2024.*

- **Recommendation:** fund as requested; offer a two-year term.

MOTION: Ms. Palencia moved to approve CCMHB funding of \$178,386 per year and offer a two-year term as recommended for Family Service of Champaign County – Senior Counseling & Advocacy, subject to the caveats as presented. Ms. Sprandel seconded the motion. A roll call vote was taken and the motion passed unanimously.

Immigrant Services of CU - Immigrant Mental Health Program

- *A NEW Request: \$119,705, 77% of total program revenue*
- *Priority: Closing the Gaps in Access and Care*
- **Required prior to contract:** complete transition to accrual accounting; revise financial forms.
- **Special Provisions** (to address during the contract year): prior to September 30, 2023, develop written financial and standard operating procedures; collaborate with similar providers to avoid duplication of effort, maximize positive outcomes for people served, and identify effective strategies; participate in Rantoul Service Providers Group; technical assistance from CLC Coordinator; develop outcomes and targets, possibly with Evaluation Capacity Building project; provide letter of engagement with CPA firm for annual audit; mid-year progress report.
- **Recommendation:** fund at adjusted amount.

MOTION: Dr. Youakim moved to approve CCMHB funding of \$90,000 as recommended for Immigrant Services CU - Immigrant Mental Health Program, subject to the caveats as presented. Ms. McLay seconded the motion. A roll call vote was taken and the motion passed unanimously.

Mahomet Area Youth Club - Bulldogs Learning and Succeeding Together (BLAST)

- *Request: \$12,000, 86% of total program revenue*
- *Priority: SOC (PY23 priority)*
- **Required prior to contract:** select PY24 priority; revise utilization measures (redefine CSE and use Other); settle questions from PY22 audit and submit letter of engagement with CPA firm for PY23 audit with anticipated completion date on or before the deadline of December 31, 2023.
- **Special Provisions** (to address during the contract year): technical assistance from CLC Coordinator; collaborate with Coalition, other youth centers, and SOFFT/LAN; if a two-year term, excess revenue cannot be spent in 2nd year, and an updated Agency Plan for PY25 submitted prior to June 2024.
- **Recommendation:** deny funding at this time.

MOTION: Mr. Hausman moved to deny CCMHB funding for Mahomet Area Youth Club - Bulldogs Learning and Succeeding Together (BLAST). Ms. Sprandel seconded the motion. A roll call vote was taken and the motion passed unanimously.

Mahomet Area Youth Club - MAYC Members Matter!

- *Request: \$27,405, 16% of total program revenue*
- *Priority: SOC (PY23 priority)*
- **Required prior to contract:** *select PY24 priority; clarify use of utilization categories; settle questions from PY22 audit and submit letter of engagement with CPA firm for PY23 audit with anticipated completion date on or before the deadline of December 31, 2023.*
- **Special Provisions** *(to address during the contract year): technical assistance from CLC Coordinator; collaborate with Coalition, other youth centers, and SOFFT/LAN; if a two-year term, excess revenue cannot be spent in 2nd year, and an updated Agency Plan for PY25 submitted prior to June 2024.*
- **Recommendation:** *deny funding at this time.*

MOTION: Dr. Youakim moved to deny CCMHB funding for Mahomet Area Youth Club - MAYC Members Matter. Mr. Omo-Osagie seconded the motion. A roll call vote was taken and the motion passed unanimously.

Promise Healthcare – Mental Health Services

- *Request: \$352,035, 19.8% of total program revenue*
- *Priority: Closing the Gaps in Access and Care*
- **Required prior to contract:** *revise financial forms and program plan if impacted by lower award amount.*
- **NOTE:** *payments will be held from July 1 until submission of approved 2022 audit report and resolution of any relevant findings, or September 30, 2023, whichever is earlier; letter of engagement for 2023 audit should be submitted as soon as possible.*
- **Special Provisions** *(to address during the contract year): additional details on financial statements for calendar year Jan 1-Dec 31; report on efforts to secure other funding; collaborate with Rantoul Service Providers Group and CC Christian Health Center; contract maximum will be prorated for vacancies at July 1 and amended to increase as these are filled; if a two-year term, excess revenue cannot be spent in 2nd year, and an updated Agency Plan for PY25 submitted prior to June 2024.*
- **Recommendation:** *fund at level lower than requested; offer a two-year term.*

Ms. Sprandel moved to approve CCMHB funding of \$330,000 per year for a two-year term as recommended for Promise Healthcare- Mental Health Services, subject to the caveats as presented. Dr. Maurer seconded the motion. A roll call vote was taken and the motion passed unanimously.

Promise Healthcare – PHC Wellness

- *Request: \$107,078, 30% of total program revenue*
- *Priority: Closing the Gaps in Access and Care*
- **Required prior to contract:** *revise errors (if any) in program or financial forms.*
- **NOTE:** *payments will be held from July 1 until submission of approved 2022 audit report and resolution of any relevant findings, or September 30, 2023, whichever is earlier; letter of engagement for 2023 audit should be submitted as soon as possible.*
- **Special Provisions** *(to address during the contract year): additional details on financial statements for calendar year Jan 1-Dec 31; collaborate with Rantoul Service Providers*

Group, CC Christian Health Center, CC Health Care Consumers, and similar providers to maximize positive outcomes for people served; report on efforts to secure other funding for the program; contract maximum will be prorated for vacancies at July 1 and amended to increase as these are filled; if a two-year term, excess revenue cannot be spent in 2nd year, and an updated Agency Plan for PY25 submitted prior to June 2024.

- **Recommendation:** fund at the requested level; offer a two-year term.

MOTION: Dr. Youakim moved to approve CCMHB funding of \$107,078 per year for a two-year term as recommended for Promise Healthcare – PHC Wellness, subject to the caveats as presented in the memorandum. Ms. Palencia seconded the motion. A roll call vote was taken and the motion passed unanimously.

Rape, Advocacy, Counseling & Education Services - Sexual Trauma Therapy Services

- *A New Request: \$149,284, 30% of total program revenue*
- *Priority: Healing from Interpersonal Violence*
- **Required prior to contract:** add specific utilization targets; revise financial forms to adjust for award amount.
- **Special Provisions** (to address during the contract year): avoid use of this funding to serve non-residents and demonstrate revenue specific to them which could not be used to offset the cost of service to Champaign County residents; if a 2-year term, excess revenue cannot be spent in 2nd year, and submit Agency Plan for PY25 prior to June 2024; mid-year progress report to the Board.
- **Recommendation:** fund at lower level than requested; offer two-year term.

MOTION: Ms. McLay moved to approve CCMHB funding of \$140,000 per year and offer a two-year term as recommended for Rape, Advocacy, Counseling & Education Services - Sexual Trauma Therapy Services, subject to the caveats as presented. Ms. Sprandel seconded the motion. A roll call vote was taken and the motion passed unanimously.

Rape, Advocacy, Counseling & Education Services - Sexual Violence Prevention Education

- *Request: \$82,996, 30% of total program revenue*
- *Priority: Healing from Interpersonal Violence*
- **Required prior to contract:** letter of engagement with CPA firm for PY23 audit; revise financial forms to adjust for award amount.
- **Special Provisions** (to address during the contract year): collaborate with SOFFT/LAN; avoid use of this funding to serve non-residents and demonstrate revenue specific to them which could not be used to offset the cost of service to Champaign County residents; if a two-year term, excess revenue cannot be spent in 2nd year, and submit Agency Plan for PY25 prior to June 2024.
- **Recommendation:** fund at level lower than requested; offer two-year term.

MOTION: Dr. Youakim moved to approve CCMHB funding of \$75,000 per year and offer a two-year term as recommended for Rape, Advocacy, Counseling & Education Services - Sexual Violence Prevention Education, subject to the caveats as

presented in the memorandum. Ms. Sprandel seconded the motion. A roll call vote was taken and the motion passed unanimously.

Rosecrance Central Illinois – Benefits Case Management

- *Request: \$80,595, 14% of total program revenue*
- *Priority: Closing the Gaps in Access and Care*
- **Required prior to contract:** *letter of engagement with CPA firm for PY23 audit.*
- **Special Provisions** *(to address during the contract year): collaborate with providers of similar services, especially those using SOAR; continue to maximize other sources of funding.*
- **Recommendation:** *fund as requested.*

MOTION: Ms. Palencia moved to approve CCMHB funding of \$80,595 as recommended for Rosecrance Central Illinois – Benefits Case Management, subject to the caveats as presented. Dr. Maurer seconded the motion. A roll call vote was taken and the motion passed unanimously.

Rosecrance Central Illinois – Child & Family Services

- *Request: \$83,500, 72% of total program revenue*
- *Priority: Thriving Children, Youth, and Families*
- **Required prior to contract:** *correct error in outcome(s); revise financial forms for adjusted award; provide letter of engagement with CPA firm for PY23 audit.*
- **Special Provisions** *(to address during the contract year): collaborate with providers of similar services and SOFFT/LANS Council; continue to maximize other sources of funding.*
- **Recommendation:** *fund at lower level than requested.*

MOTION: Dr. Youakim moved to approve CCMHB funding of \$73,500 as recommended for Rosecrance Central Illinois – Child & Family Services, subject to the caveats as presented in the memorandum. Ms. Sprandel seconded the motion. A roll call vote was taken and the motion passed unanimously.

Rosecrance Central Illinois – Criminal Justice PSC

- *Request: \$330,000, 69% of total program revenue*
- *Priority: Safety and Crisis Stabilization*
- **Required prior to contract:** *letter of engagement with CPA firm for PY23 audit; revise financial forms for adjusted award amount.*
- **Special Provisions** *(to address during the contract year): input from justice system partners to CCMHB staff; continue efforts to maximize other funding; collaborate with First Followers; as feasible and with CCSO, report on # screened at jail, # referred for assessment, and # found eligible for services.*
- **Recommendation:** *fund at PY23 level.*

MOTION: Ms. Sprandel moved to approve CCMHB funding of \$320,000 as recommended for Rosecrance Central Illinois – Criminal Justice PSC, subject to the

caveats as presented in the memorandum. Dr. Youakim seconded the motion. A roll call vote was taken and the motion passed unanimously.

Rosecrance Central Illinois – Crisis Co-Response Team (CCRT)

- *Request: \$207,948, 43% of total program revenue*
- *Priority: Safety and Crisis Stabilization*
- **Required prior to contract:** *letter of engagement with CPA firm for PY23 audit.*
- **Special Provisions** *(to address during the contract year): input from justice system partners to CCMHB staff; response to RPD using CIT forms; maximize other funding; participate in CIT Steering Committee.*
- **Recommendation:** *fund as requested.*

MOTION: Dr. Maurer moved to approve CCMHB funding of \$207,948 as recommended for Rosecrance Central Illinois – Crisis Co-Response Team (CCRT), subject to the caveats as presented in the memorandum. Mr. Hausman seconded the motion. A roll call vote was taken and the motion passed unanimously.

Rosecrance Central Illinois – Recovery Home

- *Request: \$100,000, 24% of total program revenue*
- *Priority: Closing the Gaps in Access and Care*
- **Required prior to contract:** *letter of engagement with CPA firm for PY23 audit.*
- **Special Provisions** *(to address during the contract year): input from Problem Solving Court partners; maximize other funding; report each quarter the # of clients who were Champaign County residents prior.*
- **Recommendation:** *fund at requested level.*

MOTION: Ms. Sprandel moved to approve CCMHB funding of \$100,000 as recommended for Rosecrance Central Illinois – Recovery Home, subject to the caveats as presented in the memorandum. Ms. Straub seconded the motion. A roll call vote was taken and the motion passed unanimously.

Rosecrance Central Illinois – Specialty Courts

- *Request: \$178,000, 99.6% of total program revenue*
- *Priority: Safety and Crisis Stabilization*
- **Required prior to contract:** *letter of engagement with CPA firm for PY23 audit;*
- **Special Provisions** *(to address during the contract year): input from Problem Solving Court partners; continue to pursue other funding for this program, including through other County units.*
- **Recommendation:** *fund as requested.*

MOTION: Dr. Youakim moved to approve CCMHB funding of \$178,000 as recommended for Rosecrance Central Illinois – Specialty Courts, subject to the caveats as presented in the memorandum. Ms. McLay seconded the motion. A roll call vote was taken and the motion passed unanimously.

Terrapin Station Sober Living NFP - Recovery Home

- *Request: \$79,677, 82% of total program revenue*
- *Priority: Innovative... (an older priority category)*
- **Required prior to contract:** *in Program Plan Narrative select a PY24 priority and establish definitions and targets for utilization measures (esp move to TPC); provide letter of engagement with CPA firm for PY23 audit or review.*
- **Special Provisions** *(to address during the contract year): develop consumer outcomes, possibly with new Evaluation Capacity Building project; provide copy of agency board policy and staffing backup plan (i.e., referrals to other provider); collaborate with Drug Court partners and similar providers, esp of homeless services and MH/SUD care.*
- **Recommendation:** *fund as requested.*

MOTION: Ms. Straub moved to approve CCMHB funding of \$79,677 as recommended for Terrapin Station Sober Living NFP – Recovery Home, subject to the caveats as presented in the memorandum. Ms. Palencia seconded the motion. A roll call vote was taken and the motion passed unanimously.

The UP Center of Champaign County - Children, Youth & Families Program

- *Request: \$190,056, 58% of total program revenue*
- *Priority: SOC (PY23 category)*
- **Required prior to contract:** *select PY24 priority; revise financial forms to correct errors; letter of engagement with CPA firm for PY23 audit.*
- **Special Provisions** *(to address during the contract year): continue to pursue other sources of funding for the program; attend SOFFT/LAN meetings.*
- **Recommendation:** *fund as requested.*

MOTION: Dr. Youakim moved to approve CCMHB funding of \$190,056 as recommended for The UP Center of Champaign County - Children, Youth & Families Program, subject to the caveats as presented in the memorandum. Ms. McClay seconded the motion. A roll call vote was taken and the motion passed unanimously.

The Well Experience – Well Family Care Program

- *Request: \$256,656, 51% of total program revenue. When adjusted by error in expense form, the total request is \$220,656*
- *Priority: Thriving Children, Youth, and Families*
- **Required prior to contract:** *revise financial forms; in Program Plan Narrative, elaborate on database or assessment tools used to collect outcome and other data; provide PY22 audit and resolve any findings; submit a letter of engagement for PY23 audit and assurance of completion prior to 12/31/23 deadline.*
- **Special provisions:** *collaborate with Coalition, youth centers, other similar providers, and SOFFT/LAN; develop outcomes with support from the Evaluation Capacity Building Project.*
- **Recommendation:** *defer a decision until approved PY22 audit is submitted and reviewed and any issues resolved, and in the event of increased CCMHB revenue projection for PY24.*

MOTION: Mr. Hausman moved to defer a decision, until additional information and funds are available, on CCMHB funding as recommended for The Well Experience – Well Family Care Program. Dr. Mauer seconded the motion. A roll call vote was taken and the motion passed unanimously.

Urbana Neighborhood Connections Center - Community Study Center

- *Request: \$25,500, 15% of total program revenue*
- *Priority: Thriving Children, Youth, and Families*
- **Required prior to contract:** *revise financial forms; in Program Plan Narrative, identify numeric utilization targets; provide PY22 audit and resolve any findings; letter of engagement for PY23 audit with assurance of completion prior to 12/31/23 deadline.*
- **Special provisions:** *complete eligibility questionnaire (2021 version); collaborate with Coalition, youth centers, and SOFFT/LAN; work with Evaluation Capacity Building Project on Social Emotional outcome.*
- **Recommendation:** *defer a decision until approved PY22 audit is submitted and reviewed and any issues resolved, and in the event of increased CCMHB revenue projection for PY24.*

MOTION: Dr. Youakim moved to defer a decision, until additional information and funds are available, on CCMHB funding as recommended for Urbana Neighborhood Connections Center- Community Study Center. Dr. Maurer seconded the motion. A roll call vote was taken and the motion passed unanimously.

WIN Recovery – Community Support ReEntry Houses

- *Request: \$123,198, 44% of total program revenue*
- *Priority: Crisis Stabilization (PY23)*
- **Required prior to contract:** *revise Program Plan Narrative (include numeric utilization targets, PY24 priority, and any other updates related to PY24); provide PY22 audit and resolve any findings; submit a letter of engagement for PY23 audit and assurance of completion prior to 12/31/23 deadline.*
- **Special Provisions** *(to address during the contract year): participate in Reentry Council and CSPH; exception to restriction on staff with felony within 5 years; document client residency pre-incarceration; report quarterly on # of people in the home for greater than three months.*
- **Recommendation:** *defer a decision until approved PY22 audit is submitted and reviewed and any issues resolved, and in the event of increased CCMHB revenue projection for PY24.*

MOTION: Dr. Maurer moved to defer a decision, for WIN Recovery of \$123,198 – Community Support ReEntry Houses, subject to the caveats as presented. Ms. Palencia seconded the motion. A roll call vote was taken and the motion passed unanimously.

Total PY24 Funding Recommended = \$4,204,246

Total PY24 Requests Recommended for Deferral (later decision) = \$405,354

Total PY24 Requests and Portions of Requests Recommended for Denial = \$572,788

Staff Recommendations for Agency Allocations through the I/DD Special Initiatives Fund

In addition to a possible modified proposal from CRIS Healthy Aging, two requests for funding submitted to the CCDDDB align with priorities approved by the CCMHB and CCDDDB for the I/DD Special Initiatives Fund. Staff and board members reviewed these applications, which total \$286,000 and are affordable within the fund's projected budget. For integrated planning as described in the intergovernmental agreement, these were also discussed by officers of both boards, the Associate Directors, and the Executive Director.

DSC – Individual and Family Support

- *Request: \$250,000, 99.5% of total program revenue.*
- *IDDSI Priority: Individual Supports to Underserved People*
- *Continues a long-standing program, adds a new position for linkage.*
- *Significant decrease in request related PUNS selections and decreased need.*
- *One outcome for family satisfaction with the service, using an appropriate assessment tool. Another outcome is a utilization measure.*
- ***Required prior to contract:*** *copies of subcontracts; letter of engagement with CPA; develop tracking form for Intermittent Direct Support workers, including start date and rate of pay, and provide to CCDDDB staff.*
- ***Special provisions:*** *prior approval of specific assistance for clients; collaborate with ISC when enrolling new people into the program, with consideration for length of time on PUNS; collaborate with Illinois Respite Coalition, and Envision Unlimited for state-funded Respite; work with PACE Consumer Control Program to help families find Personal Support Workers; provide CCRPC Decision Support PCP with list of participants for PCP completion and brochures for distribution; provide CCDDDB/CCMHB staff with list of clients enrolled in waiver funded services and monthly personnel change reports; online service claims reporting; collaborate with providers of similar service; training efforts in natural settings; require proof of scholarship denial before providing specific assistance; no dual program enrollment with Community First, without CCDDDB/CCMHB approval; contribute information to advance enhancing independence through online technology training and access for staff and clients; contract amount will be prorated for any staff vacancies and amended when filled; and complete agency-wide CLC assessment and consult with CLC coordinator on engagement strategies.*
- ***Recommendation:*** *fund through the I/DD Special Initiatives Fund. Because the fund is under joint authority of the CCMHB and CCDDDB, approval by both boards is required. The CCDDDB approved on May 17, 2023.*

MOTION: Ms. Palencia moved to approve I/DD Special Initiatives funding of \$250,000 for DSC- Individual and Family Support subject to the caveats as presented in the memorandum. Ms. McLay seconded the motion. A roll call vote was taken and the motion passed unanimously.

Persons Assuming Control of Their Environment (PACE) –Consumer Control in Personal Support

- *Request: \$36,000, 94% of total program revenue) and maintains a PSW registry. 35 Successful PSW matches since the program began.*
- *Outcomes overlap with utilization measures. Though an outcome directly measuring impact for a person with I/DD can be hard to define, it would be preferred.*
- **Required prior to contract:** *letter of engagement with CPA for PY23 audit; revise Program Plan to include utilization targets.*
- **Special Provisions:** *continue to work closely with ISC, DSC, Illinois Respite Coalition, and Envision Unlimited on behalf of those seeking PSWs for HBS and/or state-funded Respite workers; provide brochures to ISC for distribution; online service claims reporting, including people with I/DD utilizing PSWs; contribute information to advance enhancing independence through online technology training and access for staff and clients.*
- **Recommendation:** *fund through the I/DD Special Initiatives Fund. Because the fund is under joint authority of the CCMHB and CCDDb, approval by both boards is required. The CCDDb approved on May 17, 2023.*

MOTION: Dr. Youakim moved to approve I/DD Special Initiatives funding of \$36,000 for Persons Assuming Control of Their Environment (PACE) – Consumer Control in Personal Support subject to the caveats as presented in the memorandum. Ms. McLay seconded the motion. A roll call vote was taken and the motion passed unanimously.

Agency Request for Consideration:

A formal request from The WELL Experience to waive the cancellation of PY23 contract was included in the packet for CCMHB consideration. The agency is working with an accountant to complete their FY22 audit and requested more time.

MOTION: Dr. Youakim moved to approve an audit extension deadline to July 1, 2023 without the contract being cancelled. Ms. Sprandel seconded the motion. A roll call vote was taken and the motion passed unanimously.

OLD BUSINESS:

Agency PY23 Third Quarter Service Reports:

Third Quarter Service Reports were included in the packet.

211 First Quarter 2023 Report:

The 211 First Quarter 2023 Report was included in the packet for information only.

CCDDb and CCMHB Schedules:

Updated copies of CCDDb and CCMHB meeting schedules were included in the packet.

Acronyms and Glossary:

A list of commonly used acronyms was included for information.

CCDDB Input:

The CCDDB made funding decisions on May 17, 2023.

Staff Reports:

Reports from Kim Bowdry, Leon Bryson, Stephanie Howard-Gallo, Shandra Summerville, and Chris Wilson were included in the Board packet.

BOARD TO BOARD:

Elaine Palencia attended a Community Coalition meeting. Daphne Maurer requested that another Board member volunteer as the Rosecrance liaison, as she has been unable to attend their meetings.

BOARD ANNOUNCEMENTS:

None.

ADJOURNMENT:

The meeting adjourned at 7:28 p.m.

Respectfully

Submitted by: Stephanie Howard-Gallo
CCMHB/CCDDB Staff

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

Champaign County, IL

VENDOR INVOICE LIST



INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
10703	BARBARA J. BRESSNER									
Q2	MHB23-046	04/08/2023	052623A	19810	2,500.00	2,500.00	05/31/2023	INV PD	Q2	MHB
	CHECK DATE: 05/25/2023									
	1 CHAMPAIGN COUNTY TREASURER									
May'23	Office Rent	05/01/2023	052623A	19787	2,124.55	2,124.55	05/31/2023	INV PD	May'23	
	CHECK DATE: 05/25/2023									
	100 EMPLOYEE VENDOR									
Summerville	5/16/23	05/16/2023	052623A	19943	216.00	216.00	05/26/2023	INV PD	Travel	
	CHECK DATE: 05/25/2023									PAYEE: Summerville, Shandra
	17859 ANGELA L FOX									
004	CHECK DATE: 05/25/2023	05/19/2023	052623A	19834	2,040.00	2,040.00	05/19/2023	INV PD	Unit A	
	10263 I3 BROADBAND - CU									
2837076-1	CHECK DATE: 05/12/2023	05/04/2023	051223A	19263	144.95	144.95	06/01/2023	INV PD	Intern	
	10348 MCS OFFICE TECHNOLOGIES INC									
01-700019	CHECK DATE: 05/12/2023	05/01/2023	051223A	501190	519.75	519.75	05/31/2023	INV PD	MHB22-	
	10423 PEPSI COLA CHAMPAIGN-URBANA BOTTLING									
81100454	CHECK DATE: 05/19/2023	05/09/2023	051923A	501230	7.15	7.15	06/08/2023	INV PD	water	
	10453 QUILL CORPORATION									
31855217	CHECK DATE: 05/12/2023	04/10/2023	051223A	501196	72.50	72.50	05/10/2023	INV PD	Bottle	
32139348	CHECK DATE: 05/05/2023	04/25/2023	050523A	501154	1,113.50	1,113.50	05/25/2023	INV PD	Printe	
32400366	CHECK DATE: 05/19/2023	05/09/2023	051923A	501232	152.96	152.96	06/08/2023	INV PD	water,	
32578207	CHECK DATE: 05/19/2023	05/01/2023	052623A	501263	108.75	108.75	05/31/2023	INV PD	Spoons	

Champaign County, IL

VENDOR INVOICE LIST



INVOICE	P.O.	INV DATE	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
CHECK DATE: 05/25/2023										
10638	VISA	CARDMEMBER SERVICE			1,447.71					
3930	5/10/23	05/10/2023	051923A	19636	1,224.63	1,224.63	06/07/2023	INV	PD	479851
CHECK DATE: 05/19/2023										
10687	XEROX	CORPORATION								
230554757		05/01/2023	051223A	19354	199.06	199.06	05/31/2023	INV	PD	Apr11
CHECK DATE: 05/12/2023										
					199.06					
					10,423.80					
13 INVOICES										

** END OF REPORT - Generated by Chris M. Wilson **



BRIEFING MEMORANDUM

DATE: June 21st, 2023
TO: Members, Champaign County Developmental Disabilities Board (CCDDB) and Champaign County Mental Health Board (CCMHB)
FROM: Allison & Dylan Boot, Disability Resource Expo Co-Coordinator
SUBJECT: Update on the 2023 Disability Resource Expo

Background:

Beginning in 2007 and originally conceived as a “DD Expo” by CCDDB Member Joyce Dill, the disABILITY Resource Expo was an annual in-person event until 2020. To accommodate increasing vendors, sponsors, and attendees over the years, the Expo used more and more available space at Lincoln Square, then Fluid Events, and the Vineyard Church. Volunteers and CCDDB/CCMHB staff and consultants plan all aspects through committees over several months. The Expo relies on members of the ‘disability’ community to foster accessible and inclusive planning, events, social media, and a comprehensive resource directory at <https://disabilityresourceexpo.org>.

After the cancellation of the 2020 event, the Expo Steering Committee planned and hosted four monthly virtual events during late fall 2020 and early winter 2021. Each encompassed a different resource topic and included short overviews of all featured exhibitors and small exhibitor breakout sessions. A more in-depth presentation from a featured exhibitor was included in each event. Events were held on the Zoom platform with ASL interpreters. Exhibitor videos and featured presentations were captioned.

In 2022, after a two-year hiatus, a scaled back in-person Expo was held at Market Place Mall. 65 disability service providers participated as exhibitors. Approximately 1,200 people attended and were able to access local resources. The majority of feedback received from exhibitors and participants regarding the scaled back event and new location was positive.

2023 Expo Updates:

An in-person event is being planned for October 28, 2023, at Market Place Mall. We will serve our second year as co-coordinators of the Expo.

It has been determined that there will once again not be a Children's Activity Room at the 2023 Expo. At this time, it is unlikely that the Children's Activity Room will return as a feature of future Expos. Unfortunately, The Market Place Mall is simply not set up in a way to safely offer this feature. Additionally, in the world we now live in, parents leaving their children in the Children's Activity Room (despite a Herculean effort by Expo volunteers and staff to prevent this) potentially places the Expo in a dangerous position, liability-wise. The steering committee and the Children's Activities subcommittee are considering options that would be geared toward attracting children and their families, such as a face painter and a Halloween costume contest.

Our interactive and educational scavenger hunt, like those held as a part of previous Expos, will be a part of the event this year. The theme of the scavenger hunt this year will be the many accomplishments of the late Disability Rights Champion, Judy Heumann. We have written a letter to the manager of every store at the mall asking that 10 of them participate in the scavenger hunt by putting a picture of Ms. Heumann in their store front window.

A few exhibitors from the 2022 Expo expressed interest in doing live presentations about their businesses and/or the resources available so, live presentation time will be offered to exhibitors as part of the 2023 event.

The Marketing & Sponsorship subcommittee is developing drafts of sponsorship letters and brochures and other messaging to be used for the 2023 Expo. We have once again requested support to identify possible new exhibitors and to make follow-up phone calls to potential exhibitors.

Artists with the Alliance for Inclusion and Respect will be joining the Expo again this year. Artists' tables will be amongst the other exhibitor tables. The artists experienced some security issues last year and expressed concerns regarding the safety of their wares so the presence of law enforcement around their tables will be increased.

Additional Expo Updates:

We have decided to change the name Expo sponsor level from Expo Sponsorship Levels from what they are currently to Friends, Bronze, Silver, Gold, Platinum, and Diamond to help clarify some confusion sponsors have expressed in the past regarding sponsorship perks.

Expo representatives have been tabling at local events, including the Ebertfest Art Show, the CU Autism Network Walk & Resource Fair, and the Family Services Bicentennial Conference. Expo representatives might also be found at the following upcoming events: Senior Day at Champaign County Fair, Tolono Days, and the Homer Music Festival.

As the planned 2023 Expo date nears, we will reach out to representatives from Champaign-Urbana Public Health District to review COVID-19 safety protocols and guidelines to ensure the safest possible event. It is likely that masks will be available and encouraged but not required.

Receive a free ad in the 2023 Expo Resource Book



The Resource Book will be available again in 2023! Paper copies will be distributed to Expo visitors and throughout the community during the coming year. An online version, with a searchable, comprehensive directory can be found at disabilityresourceexpo.org. Sponsors at the Bronze Level or above may receive a free ad in the Resource Book.

Features and distribution will include:

- All Exhibitor Information
 - Name of Organization
 - Services Provided
 - Contact Information
- Advertisements from businesses supporting the Expo
- Resource Books are handed out to all visitors to the expo, as well as being distributed throughout the year to community members for ongoing use, and serve as an excellent resource for families.
- An online, cumulative resource directory, based on the Expo Resource Books, can be found at: disabilityresourceexpo.org

Expo Resource Book Ad Sizes:

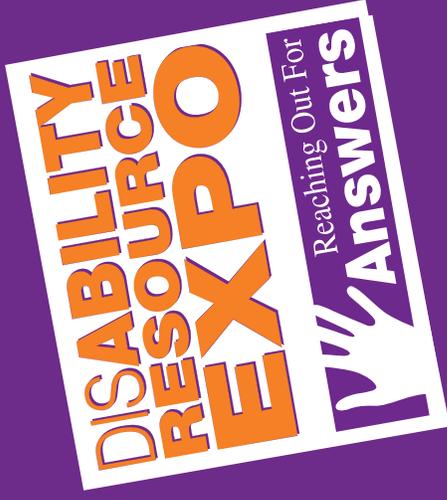
Diamond Level	6.5" w x 9" h
Platinum Level	6.5" w x 9" h
Gold Level	6.5" w x 4.25" h
Silver Level	3" w x 4.25" h
Bronze Level	3" w x 2" h



The *DISABILITY Resource Expo* is a special project of the Champaign County Mental Health Board and Champaign County Developmental Disabilities Board, as well as community partners.

Join Us by Lending Your Support!

For more information, please contact Dylan Boot at (217) 722-5281 or wheelzothunder@gmail.com www.facebook.com/resourceexpo www.disabilityresourceexpo.org



Sponsorship Opportunities

A *DISABILITY Resource Expo* for Champaign County & East Central Illinois

Saturday, October 28, 2023
 11 am – 4 pm
 Market Place Mall
 2000 N Neil St, Champaign, IL 61820

An Important Community Resource

Our Mission: To provide full access to information and resources from a wide variety of agencies and organizations to promote a better quality of life for people with disabilities in Champaign County and East Central Illinois.

- The Expo offers Champaign County and East Central Illinois residents the opportunity to learn more about available resources in our area.
- The Expo links individuals with disabilities and their families to the community resources that will enable them to live more independently.
- The Expo helps educate all citizens about disabilities and how, together, we can make a difference!
- The Expo offers materials available in alternative formats (electronic, large print, etc.).
- The Expo has become recognized as a critical area resource event.

Event Details

This exciting, annual, community-wide event will be returning on Saturday, October 28th, 2023, from 11 am – 4 pm at Market Place Mall in Champaign, IL, and will include up to 85 exhibitors, new trends and technologies, and limited entertainment.



Like us on *Twitter*, *Instagram* and *Facebook*. We'll brag about our sponsors on social media.

How You Can Make A Difference

The Expo is a family friendly event bringing together many social service agencies, medical service and equipment providers, advocacy groups, and innovative technologies, that will answer questions for Champaign County and East Central Illinois residents regarding supports and services for people with disabilities.

Through your sponsorship you have an opportunity to lead the way in creating the most recognized resource expo in East Central Illinois. Together, we are making a difference! Thank YOU!

Six sponsorship levels are offered and can be monetary or in-kind support. Supporters must pledge their sponsorship by the due date to receive full acknowledgement.

Due date for ALL copy is October 6, 2023.

Diamond Level (\$1000+)

- All benefits of Gold Level, plus...
- Logo on front cover or back cover of Expo Resource Book
- Full page ad (premium placement) in the Expo Resource Book
- Logo recognition on Diamond sponsorship signs at central location at Expo
- Company/organization name mentioned in publicity and promotion whenever possible

RETURNING IN 2023:

RESERVED PRESENTATION SPACE

45 minute time slots, on Expo day, are available on a first-come basis

Costs: Diamond level — Free

Platinum level — \$100

Gold level — \$200

Platinum Level (\$500-\$999)

- All benefits of Gold Level, plus...
- Your logo placed on main acknowledgement sign at central location at the Expo
- Full page ad in the Resource Book

Gold Level (\$300-\$499)

- Listed as sponsor on main acknowledgement sign at central location at Expo
- A 1/2 page ad in the Expo Resource Book
- One commercial booth space if desired. Retail sales are permitted. (Includes a 6' Table—adjoining space is an additional \$200.

Silver Level (\$150-\$299)

- A 1/4 page ad in the Expo Resource Book

Bronze Level (\$100-\$149)

- Business Card sized ad in the Expo Resource Book

Friends Level (under \$100)

- Acknowledgement letter

Booth availability is limited to disability-related service and resource provider organizations ONLY.



BRIEFING MEMORANDUM

DATE: June 21, 2023
TO: Members, Champaign County Mental Health Board (CCMHB)
FROM: Leon Bryson, Associate Director
SUBJECT: Gies College of Business Bookkeeping Student Project

Overview:

In January of 2023, the College of Business met with CCMHB staff for the purpose of working on a community project. The CCMHB staff presented to the students a few bookkeeping challenges some of our Mental Health (MH) and Developmental Disabilities (DD) agencies endure. Over the course of the next few months the business students met weekly with CCDDDB/CCMHB staff, conducted research, developed surveys, and focus groups to gain insight into challenges and offer suggestions.

CCDDDB/CCMHB staff discussed with the students some common concerns our agencies face, such as submission of accurate reports and timely audits, reviews, or compilations. These concerns served as the impetus for their research. The students began researching the psychology of bookkeeping/accounting for nonprofit agencies through exploring library catalogs, articles, University of Illinois professors. They conducted a survey of several agencies to learn more about their attitudes towards bookkeeping and accounting practices.

After the survey, the students conducted four focus group interviews with agencies based on CCMHB financial compliance. Three MH agencies and one DD agency participated. They surveyed one agency who was 100% compliant with financial requirements and three agencies who were performing at three different levels: *well*, *barely meeting the bookkeeping requirements*, and *agencies who were struggling*. From the focus groups results, agencies reported a struggle to locate CPA firms to complete audits by the deadlines. Some agencies reported the increased cost of audits as a major issue for them. And some agencies reported a staffing shortage which affected their ability to keep track of their financials.

At the conclusion of the focus group, the students compiled their research and made recommendations to CCDDDB/CCMHB staff. Recommendation One is for our staff to be responsive to all questions raised by the agencies and communicate any resources or community events that the agencies could benefit the agencies. Recommendation Two is for the agencies to communicate early with their auditors and our staff when they have questions or concerns.

What continues to ring loud from these student research projects:

- Most of our agencies are spread thin with few employees to manage daily operations. Agency leaders are working in different capacities, which sometimes shifts their attention

away from tracking current operating budgets, report deadlines, staying in contact with their CPA firms and locating additional revenue streams.

- The lack of communication with CPA firms and the increase in audit costs adds stress upon agencies and requires additional action from CCMHB (in particular) and our staff.
- Having a fundamental understanding of bookkeeping/accounting practices to deliver services or to achieve their goals continues to be a barrier for some of our agencies even when the CCMHB offers resources specific to those needs.

In the end, the financial stability of our agencies must be a priority of their leadership teams and governing boards. CCDDDB/CCMHB staff will continue to do everything in our power to support our agencies!

Champaign County Mental Health & Developmental Disabilities Boards

Final Presentation

Minds Matter: Our Team



CHAMPAIGN COUNTY
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DISABILITIES BOARD
CHAMPAIGN COUNTY
MENTAL HEALTH BOARD



Emma Towne
TEAM LEADER

Accounting and Information Systems



Will Giblin
TEAM LEADER

Finance



Skyla Polit
NOTE TAKER

Accounting



Alyssa Weede
RECORD KEEPER

Accounting



Fatih Eldes
COMMUNICATOR

Finance



Sam Yi
LEAD RESEARCHER

Accounting

Agenda

1. Context
2. Revisiting the Central Problem
3. Problem Analysis
4. Research Process
5. Insights, Resources, and Recommendations

Context



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CHAMPAIGN COUNTY
MENTAL HEALTH BOARD



What is the CCMHB/CCDDDB?

The Champaign County Mental Health Board and Developmental Disabilities Board is a publicly funded organization that supports and funds local mental health services and developmental disorder assistance programs.

Where does the Problem Originate?

These service providers ("agencies") are required to comply with the Board's accounting & bookkeeping requirements, including audits and creation of financial statements.

Revisiting the Central Problem



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Central Question:

How do we ensure our client's agencies comply with required bookkeeping procedures?

Problem Statement:

Funded agencies struggle with submitting accurate financial statements by deadlines for multiple reasons, including struggles with the fundamentals of bookkeeping, maintaining connections with auditors, and delegating enough resources to accounting/bookkeeping.

End Goal:

- The client and their agencies will have well-rounded, specific resources for agencies to access as needed
- This final presentation explains our complete process and recommendations from start to finish
 - This is meant to cover the *entire* project duration, so some introductory information may be repeated

Fiscal Requirements



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Budgeting

- Necessary for the Board to oversee spending, projecting costs and allocating funds

Audits

- The CCMHB/CCDDB requires regular audits and reviews in compliance of guidelines and to provide transparency to local taxpayers

Stability

- Financial health will improve overall stability, whereas poor bookkeeping will cause further issues

Problem Analysis



The main three steps of our research and analysis of the problem

1. Library

Performed background research around the context of the problem as well as possible solutions.

- Library Catalogs
- Article Databases
- Illinois Experts
- Advanced Google

2. Survey

Performed a preliminary survey in order to gain an overall understanding of the situation as well as decide which agencies to make into our focus group for further analysis.

- 16 survey responses
- 10 focus volunteers

3. Focus Groups

Performed four focus group interviews with three types of agencies

- Well Performing
- Barely Meeting
- Struggling

to grasp what the issue is and what solutions should be implemented.

Process



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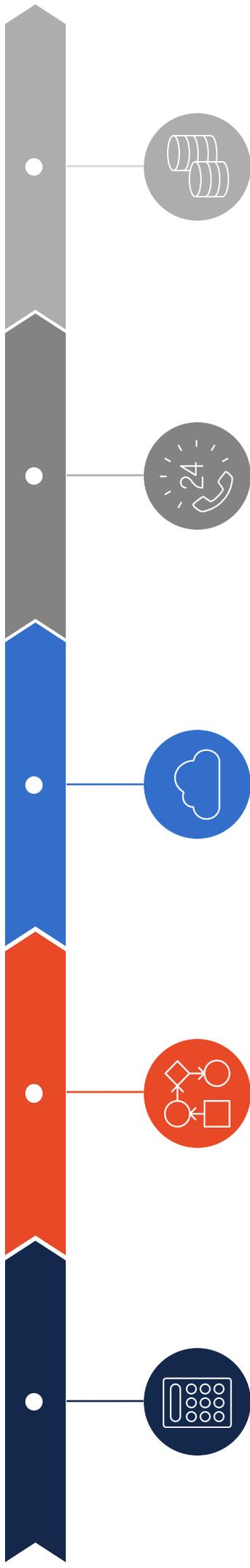
Week 7-10

Week 8-10

Week 10-12

Week 12-15

Week 15



Gather Data

Host focus groups with agencies that the CCMHB funds

Research solutions

Conduct library research for best accounting practices

Educate

Research programs and resources that teach accounting basics

Implement

Gather materials and create a plan for how to deploy information in meaningful ways

Final presentation

Present findings, conclusions, and final suggestions

Research Process

- What background/training do the bookkeepers have?
- What do current accounting processes look like?
- What struggles do you run into?
- What resources do you think could help your organization?



Agencies (Focus Groups)

Survey Results



Range from 1-65+ hours per week

Bookkeeping done by internal employees and outside accountants

40%

Educational resources would help

50%

State that time is not a constraint

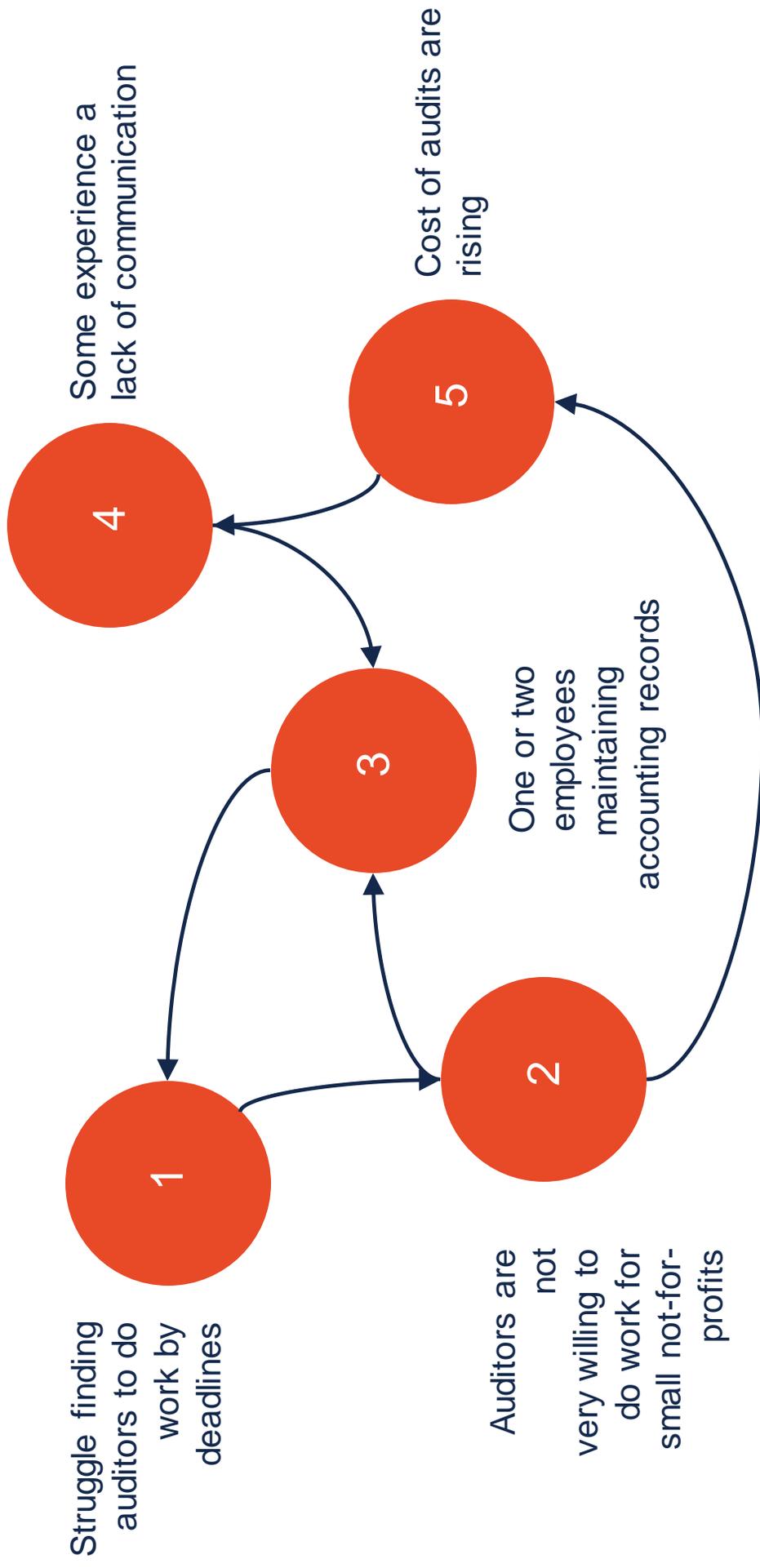
80%

Rated 3 or higher for enjoying and being comfortable with bookkeeping

100%

Willing to participate in focus group

Focus Group Insights

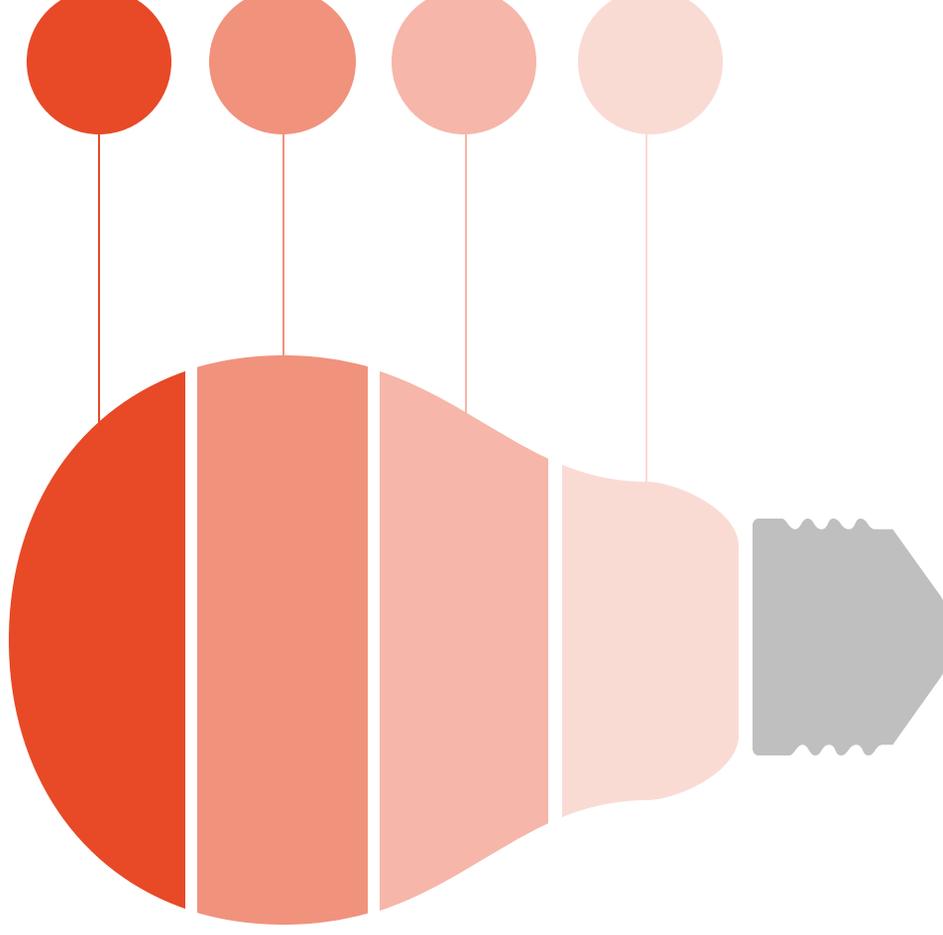


Struggling Agencies

Findings from Successful Agency



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- Hires a CPA for 10-15 hours per week with 15 years of experience
- Was hired to improve strategy; redesigned accounting processes
- Unwavering support from the agencies' boards

VULNERABILITY
Needed to understand strengths and weaknesses

SUPPORT
The only way change is experienced

STRATEGY
Needs to be involved in strategic decision-making

RELATIONSHIPS
From accountants to boards to CEO's to CCMHB/CCDDB

What can aid the agencies?

External Assistance
and Assurance



- Associations (Non-profit)
- Firm Services/Partnerships
- Gies UIUC

Educational Resources
and Materials



- LinkedIn Learning
- Webinars and Workshops
- Articles and Books

Communication
Improvements



- Live Communication
- Regular Biweekly Checkups
- Timely Responses



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Educational Resources

Webinars and Workshops

- Harvard Accounting Foundations Webinar
- Penn Foster Bookkeeping Training Program
- Accounting Coach: Bookkeeping Training



LinkedIn Learning

- Accounting Foundations: Bookkeeping
- Accounting 101 | Nonprofit Accounting Basics
- Accounting Foundations: Managerial Accounting

Articles

- Nonprofit Accounting Basics
- Introduction to bookkeeping for small business owners
- Association of Nonprofit Accountant and Finance Professionals –ANAFP



Videos

- Nonprofit accounting basics webinar
- Governmental accounting basics webinar



UIUC Resources

UIUC Library

- **Books**
Accounting and Reporting for Not-For-Profit Organizations
- **Reports**
Not-For-Profit Entities (2020) Published by AICPA
Not-for-profit entities: best practices in presentation and disclosure (2019)
Published by AICPA

People to Contact

- People at UIUC who MAY study nonprofits
- Department of Accountancy
- Profiles of people who MAY study financial statements

These resources both have a slightly higher barrier to entry than the other resources provided



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External Organizations

External Associations and Firms that specialize in nonprofit accounting can be enlisted to help agencies understand and routinely complete their bookkeeping



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Recommendations to CCMHB/CCDDB



Improve transparency and communication

- Restructure communication
- Implement biweekly check-ins with agencies
- Provide support during months that agencies should be starting audit process
- Ensure agencies are able to hire auditors and are gathering necessary materials

Utilize additional Gies resources

- Reach out to University of Illinois Gies extracurricular consulting organizations
 - Students Consulting for Nonprofit Organizations
 - EntreCORPS
 - Illinois Business Consulting

Hire outside resources

- Hire Tammy Lemke's Strategic Consulting Business
- Understand underlying conflicts
- Improve relationships between CCMHB/CCDDB and funded agencies
- Provide suggestions to restructure processes

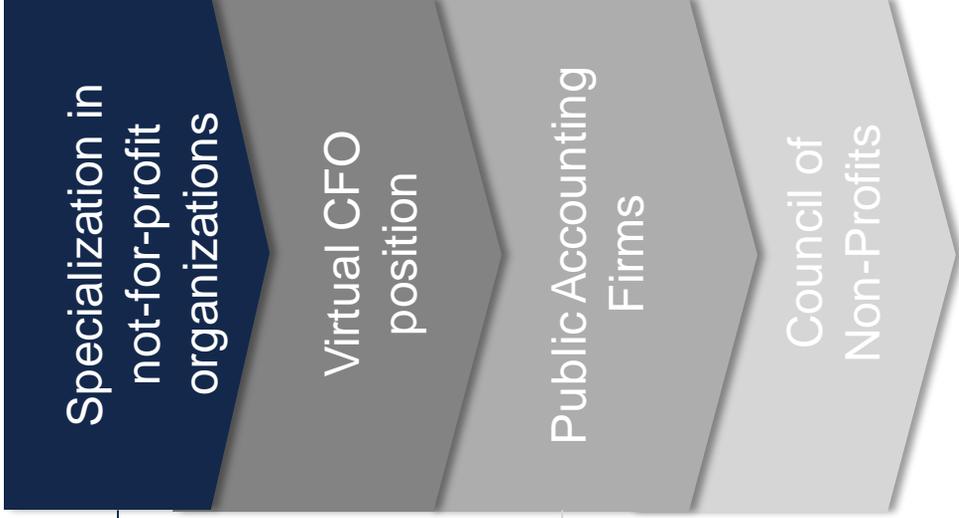
Resources for Funded Agencies



- Legacy Professionals LLP
 - Warady & Davis LLP
 - PorteBrown Accountants



- CliftonLarsonAllen
- D'Amico Accounting Services



- Martin Hood LLC



- <https://www.councilofnonprofits.org/running-nonprofit/nonprofit-audit-guide>

Auditor Resources

Implementing Beyond Resources



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Universality

To best utilize our unique resources, these resources must be supplemented by others.

Auditors

Some agencies report unhelpful auditors despite adequate bookkeeping

Anxiety

For agencies with anxiety, reducing those fears is a continuous and involved battle

Availability

Time is a concern for several agencies: simply hiring an accountant part-time is not enough

Developing one solution for all agencies isn't enough, and resources may not meet continuous needs.

Introducing an Ally



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- Our Recommendation : **Develop a Graduate Level course with UIUC.**
- Resources Available
 - Andrew Dahle (UIUC professor) has projected availability & willingness to moderate
 - Grad students are agencies' resources, not the professor(s)
 - Connections to UIUC's networks
 - Team of Students can maintain contact with auditors
- Potential Course Framework
 - Teams of 4-6 Students assigned to agencies
- How to Design?
 - Next generation of BUS301 students



Andrew Dahle, Clinical
Assistant Professor

Developing a graduate level course with the University of Illinois will provide the resources we cannot.

Thank you for your time and support!

We hope our project can jumpstart substantial change for the Boards.



GROW IN ILLINOIS
COMMUNITY MENTAL HEALTH MOVEMENT
BUSINESS ADDRESS: POST OFFICE BOX 3667
CHAMPAIGN, IL 61826-0667

TELEPHONE: (217) 352-6989

June 6, 2023

Dear CCMHB,

I am writing this letter to bring you up to date on our financial review and Audit. GROW is a long standing Community mental health organization that has served people with mental illness and disability's for over 40 years in the Champaign county area and all over the world. We continue to serve the community.

We have struggled along with many other programs to retain employees that have the compassion and the missionary spirit that is required to do the Job effectively. We have successfully developed groups and see ourselves in a much better position than we were last year and we are really seeing the fruits of our labor's. I am looking forward to the next fiscal year and exited to see that we are moving forward and have the right people in place to do the good work of GROW.

I did not think we would be visiting this problem again but here we are. I would like to request that you do not cancel our Grant. We have worked hard to get our books in order and Jim Far with Feller and Kuester has worked with us over the past months to get things in order and to correct some things that needed correction. Going without a book keeper for over six months during FY21/22 really made it a challenge. We were successful with answering the questions and getting our quick books corrected. Jim need's to take our Audit in front of the review team and that can take up to two weeks. Please know that we have done everything that we could do to speed up this process. We are grateful to the CCMHB for supporting our small organization through this trying time and pray that they will consider waiving cancelation.

Brenda Eakins Program Coordinator for GROW in Illinois

Brenda.eakins@growinamerica.org
618-707-7067

●GROW IN ILLINOIS IS A NOT-FOR-PROFIT PUBLIC CHARITY INCORPORATED IN ILLINOIS●

Grow In America • Mailing Address: P. O. Box 3667, Champaign, IL 61826
Telephone: (217) 352-6989
www.growinamerica.org

Feller & Kuester CPAs LLP

Tax - Audit - Bookkeeping

806 Parkland Court - Champaign, Illinois 61821

Phone - (217) 351-3192 Fax - (217) 351-4135 Email - neal@fellerkuester.com

Champaign County Mental Health Board
1776 E Washington Street
Urbana, IL 61802

We are writing this letter, at our client's request, to inform you that we are engaged with GROW in Illinois to perform an independent financial review for the fiscal year ending June 30, 2022. We are currently concluding our fieldwork analysis and documentation writeup.

Name of Agency

GROW in Illinois

The Date Agency Engaged with Us to do the Work

This is a recurring engagement for us.

Likely Timeframe for Completion

Review will be completed by the end of June 2023.

Causes of the Delay

Due to the change in leadership, there was a miscommunication as to whether we would be performing the independent financial review. As a result, communication did not take place until December and a list of items needed to perform the engagement was not provided until December 19, 2022. By the time GROW in Illinois provided us access to their records, we were in the midst of tax season. This engagement was tabled until after the tax filing season which includes the tax filing deadline of April 18, 2023, and the completion of extended tax returns. In the future, our goal is to provide better communication to ensure the engagement is started timely and ensure the Review is completed in a timely manner.

Also, there continues to be a delay in our audit process due to (1) increasing audit requirements from the State of Illinois and grantors, (2) being understaffed and not being able to hire additional staff, and (3) increasing documentation for audits. These reasons created a backlog of audits and thus a delay in our process. We are currently in the process of increasing fees in order to hire additional staff and increase our resources to help prevent any delays in the future. With the limited number of auditing firms in the area, we want to create a firm that can help as many local organizations and companies as possible.

Respectfully submitted,

Feller & Kuester CPAs LLP

Feller & Kuester CPAs LLP
Champaign, Illinois

DECISION MEMORANDUM

DATE: June 21, 2023
TO: Champaign County Mental Health Board (CCMHB)
FROM: Lynn Canfield, Executive Director
SUBJECT: Alliance for Inclusion and Respect Activities for 2024

Background:

The purpose of this memorandum is to seek approval, in partnership with the Alliance for Inclusion and Respect (AIR), of sponsorship of an anti-stigma film at the 2024 Roger Ebert's Film Festival.

This high-profile annual event has been central to AIR's anti-stigma efforts. The festival has facilitated and helped plan AIR's related activities, media coverage, and the attention of festival guests, especially for panel discussions and art exhibits. Over the years, AIR has expanded to include large and small provider organizations, support groups, UIUC School of Social Work, Parkland Counseling, and Swann Special Care Center. Activities support MH, SUD, and I/DD community awareness.

An in-person festival could not be held in 2020 or 2021. During the summer of 2020, Ebertfest held a virtual festival and community discussion of "A Most Beautiful Thing," with filmmakers, local experts, and AIR members participating. Returning to in-person in April 2022, the festival featured "Krisha" with focus on the impact of substance use disorder on families. We hosted an art sale in front of the Virginia Theatre, participated in the post-film Q&A on stigma, addiction, and representations in film, and promoted activities through print and social media.

Update:

During the April 2023 festival, AIR sponsored "My Name is Sara," based on the filmmaker's mother's experience escaping Poland during Nazi occupation. AIR was represented in the post-film Q&A by former board member and Holocaust survivor Dr. William Gingold. We hosted the traditional art show and sale in front of the Virginia Theatre and an exhibit of therapeutic artwork inside the theatre, developed print promotions for use by members, and used AIR website and social media to promote activities, the artists' work, and the mission.

With support from CCDDDB/CCMHB staff and consultants, AIR activities build on the festival's momentum and continue throughout the year, as opportunities present.

This spring, while the Ebertfest Art Show and Sale was shortened due to cold weather, nearly all participants accepted an invitation to host a table of their works at the May 20th Art Show and Sale at 110 at the Crow. Ironically the weather was beautiful on the day of that indoor event. Our public relations consultant and AIR author, Allison Boot, is developing a new page on the AIR website to showcase all of the sponsored anti-stigma films since this project began in 2008.

Budget Impact:

A few years back, the film sponsorship level was lowered from \$25,000 to \$15,000 when the CCDDDB opted out, due to challenges around focusing on I/DD. Such sponsorship usually has a minimum cost of \$20,000.

Related costs (promotion, e.g.) and offsets through contributions vary each year.

- In 2019, the initial \$15,000 cost to the CCMHB was offset by \$3,906 in AIR contributions and sales of passes.
- In 2022, when an in-person event was finally held, the initial \$15,000 was offset by \$2,825, though pledges had totaled \$6,050.
- This year, the initial \$15,000 was offset by: a \$100 memorial donation, \$350 in sale of passes, and in-kind of \$230.55. Members were not asked for contributions, as many, and the festival itself, have experienced high staff turnover, making it difficult for most to participate as fully as before.

\$15,000 is requested to sponsor a film in the 2024 festival and amplify concurrent activities. This would be included as a Public Relations cost, with other expenses related to AIR activities and AIR and Expo outreach.

Decision Section:

Motion to approve \$15,000 to sponsor an anti-stigma film in Roger Ebert’s Film Festival 2024.

- _____ Approved
- _____ Denied
- _____ Modified
- _____ Additional Information Needed



DECISION MEMORANDUM

DATE: June 21, 2023
TO: Members, Champaign County Mental Health Board (CCMHB)
FROM: Lynn Canfield, Executive Director
SUBJECT: FY2024 Champaign County CCMHB and I/DD Special Initiatives Fund Budgets

Overview:

This memorandum presents DRAFT budgets for the Champaign County Mental Health Board (CCMHB), Champaign County Developmental Disabilities Board (CCDDB), and I/DD Special Initiatives Funds for County Fiscal Year 2024 (January 1 - December 31, 2024). Board approval is requested for the CCMHB and I/DD Special Initiatives Fund budgets; the CCDDB budget is for information only, to clarify how CCDDB administrative costs will be determined.

These drafts form the basis for staff planning and may be revised later in the year based on information from the County Executive and Deputy Director of Finance, as revenue and cost estimates change. Initial drafts will be submitted to the County's online systems and later for the Champaign County Board's August budget hearing. Final budgets will be presented during their appropriations process in November. Because the CCDDB and CCMHB each have authority over the development, setting, and implementation of their budgets, subsequent approvals will be requested prior to submission to the County Board.

Attached are proposed 2024 CCMHB, CCDDB, and I/DD Special Initiative Fund Budgets, with background details including comparisons of proposed 2024, projected 2023, and actual revenues and expenditures for fiscal years 2014 through 2022. The Intergovernmental Agreement between the CCMHB and CCDDB defines cost sharing and other arrangements. The I/DD Special Initiatives Fund Budget is under joint authority of the Boards.

Highlights of All Draft Versions:

- Projected 2024 property tax revenue assumes 7% growth over 2023 for the CCDDB and CCMHB, with no adjustment for collection rate below 100%.
- Miscellaneous Revenue includes excess revenue returned by agencies in a different fiscal year than expended (CCDDB and CCMHB budgets). This category may include refunds or honoraria, paid to the CCMHB and then split between the Boards (CCMHB budget).
- Contributions & Grants are the largest expense in each budget, as they include contracts with organizations providing services to the populations of focus (all three budgets). *Due to newer revenue projection as of June 7, the Board may consider allocating another \$91,222, along with the amount set aside during the May meeting.*
- Neither Board will transfer an amount to the I/DD Special Initiatives Fund after 2023.

- The I/DD Special Initiatives budget is based on joint decisions by the Boards regarding allocations to providers for special projects.
- An expense category is added to the CCDDDB budget for the DDB-specific insurance.
- Some CCMHB expenses are not shared by the CCDDDB (cost of anti-stigma film sponsorship, MHB Contributions & Grants, and MHB-specific insurance, for example).
- Many expenditure categories have changed due to the Champaign County Auditor’s Chart of Accounts, which has been adjusted a few times since the implementation of the new accounting system. New in 2023, continuing 2024: attorney fees; non-food supplies, equipment rentals, software licensing. (CCMHB budget).
- Expo consultant charges and other expenses are now included with other Professional Services, Rental, Printing, Advertising, etc. Between 2020 and 2022, these had been separated for easier tracking. Expo revenues are combined with other Gifts & Donations but are the greatest portion (CCMHB budget).
- While the State of Illinois is expected to assume this cost starting in 2023 or 2024, both Boards participate with United Way to purchase 211 services from PATH, Inc., per 2021 approvals and shared as other costs, 57.85%/42.15% (CCMHB budget).

Anticipated Revisions for Later Approval:

- If subsequent Board action changes allocations or any other expense category, later versions of 2024 budgets will incorporate these.
- Later in 2023, the Boards may consider uses of the I/DD Special Initiatives fund.
- County staff will provide updated information about the costs of staff benefits in July, when they will also review these initial budgets and offer suggestions and corrections. Revenue projections are also likely to be updated, though not necessarily in July. If interest rates are decreased, interest income will be adjusted downward.
- The County Board will discuss budgets at hearings in late August.
- With each set of revisions, the 2023 projections will be updated.

Decision Section:

Motion to approve the attached DRAFT 2024 CCMHB Budget, with anticipated revenues and expenditures of \$6,845,912.

- Approved
- Denied
- Modified
- Additional Information Needed

Motion to approve the attached DRAFT 2024 I/DD Special Initiatives Fund Budget, with anticipated revenues and expenditures of \$406,000. Use of this fund is consistent with the terms of the Intergovernmental Agreement between the CCDDDB and CCMHB, and full approval is contingent on CCMHB action.

- Approved
- Denied
- Modified
- Additional Information Needed

Draft 2024 CCMHB Budget

LINE ITEM	BUDGETED REVENUE	
400101	Property Taxes, Current	\$6,327,864
400103	Back Property Taxes	\$2,500
400106	Mobile Home Tax	\$4,200
400104	Payment in Lieu of Taxes	\$1,500
400476	CCDDB Revenue	\$424,848
400801	Investment Interest	\$40,000
400901	Gifts & Donations	\$3,000
400902	Expo Revenue	\$12,000
400902	Other Miscellaneous Revenue	\$30,000
	TOTAL REVENUE	\$6,845,912

LINE ITEM	BUDGETED EXPENDITURES	
500102	Appointed Official	\$110,745
500103	Regular FTE	\$389,583
500105	Temporary Salaries & Wages	\$1,000
500108	Overtime Wages	\$500
500301	Social Security/FICA	\$38,275
500302	IMRF Employer Cost	\$13,559
500304	Workers' Comp Insurance	\$2,001
500305	Unemployment Insurance	\$1,656
500306	Health/Life Insurance	\$82,224
	Personnel Total	\$639,543
501001	Stationery & Printing (Printing & Copier Suppl)	\$1,000
501002	Office Supplies	\$4,200
501003	Books, Periodicals, and Manuals	\$300
501004	Postage, UPS, Fed Ex	\$2,000
501005	Food, Non-Travel	\$500
501013	Non-Food Supplies	\$200
501017	Equipment Less Than \$5000	\$7,000
501021	Employee Development/Recognition	\$285
	Commodities Total	\$15,485
502001	Professional Svcs (adds Expo consultants, removes legal)	\$183,000
502002	Outside Services (Computer and Photocopier Services)	\$28,000
502003	Travel Costs	\$4,000
502004	Conferences and Training (Employee only)	\$5,500
502005	Training Programs (Non-Employee)	\$15,000
502007	Insurance (Non-Payroll)	\$15,000
502011	Utilities	\$600
502012	Repairs and Maintenance (short term)	\$300
502013	Rent (Office, Expo Storage/Booths/Venue)	\$40,000
502014	Finance Charges/Bank Fees	\$30
502019	Advertising, Legal Notices (adds Expo Marketing & Promotion)	\$16,000
502021	Dues, License, & Membership	\$20,000
502022	Operational Services (Zoom, domain names, web hosting, surveys)	\$2,000
502024	Public Relations (Anti-Stigma)	\$20,000
502025	Contributions & Grants	\$5,810,684
502037	Repairs and Maintenance (Bldg, Alarm)	\$300
502046	Equipment Lease/Rental	\$5,000
502045	Attorney/Legal Services	\$2,000
502047	Software License & SAAS (user license, software cloud & installed)	\$14,000
502048	Phone/Internet	\$2,470
	Services Total	\$6,183,884
700101	Interfund Transfer, CCDDB (Share of Expo and some of Other Misc Rev)	\$7,000
	Interfund Transfers TOTAL	\$7,000
	TOTAL EXPENSES*	\$6,845,912

Draft 2024 CCDDB Budget

LINE ITEM	BUDGETED REVENUE	
400101	Property Taxes, Current	\$5,197,511
400103	Back Property Taxes	\$2,500
400106	Mobile Home Tax	\$3,000
400104	Payment in Lieu of Taxes	\$4,000
400801	Investment Interest	\$25,000
600101	Interfund Transfer (Expo and some Other Misc Rev) from MHB	\$7,000
400902	Other Miscellaneous Revenue	\$5,000
	TOTAL REVENUE	\$5,244,011

LINE ITEM	BUDGETED EXPENDITURES	
5002001	Professional Services (42.15% of an adjusted set of CCMHB Admin Expenses)	\$424,848
502007	Insurance	\$4,333
502025	Contributions & Grants	\$4,814,830
	TOTAL EXPENSES	\$5,244,011

Draft 2024 I/DD Special Initiatives (formerly CILA Facilities) Fund Budget

LINE ITEM	BUDGETED REVENUE	
600101	From CCDDB Fund 108	\$0
600101	From CCMHB Fund 090	\$0
400801	Investment Interest	\$6,000
-	From Fund Balance	\$400,000
	TOTAL REVENUE	\$406,000

LINE ITEM	BUDGETED EXPENDITURES	
501017	Equipment Less than \$5,000 (includes a designated gift for the benefit of one individual, accessed at family request, with balance \$5063 as of May 5, 2022)	\$5,063
502001	Professional Services (legal, accounting, if needed)	\$1,000
502025	Contributions and Grants	\$399,737
502019	Legal Notices, Advertising	\$200
	TOTAL EXPENSES	\$406,000

Background for 2024 CCMHB Budget, with 2023 Projections and Earlier Actuals

2024 BUDGETED REVENUE	2023 PROJECTED	2022 ACTUAL	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL	2016 ACTUAL	2015 ACTUAL	2014 ACTUAL
<i>Property Taxes, Current</i>	\$6,327,864	\$5,492,390	\$5,278,325	\$4,880,491	\$4,813,598	\$4,611,577	\$4,415,651	\$4,246,055	\$4,161,439	\$4,037,720
<i>Back Property Taxes</i>	\$2,500	\$8,824	\$0	\$3,382	\$6,489	\$494	\$2,731	\$2,486	\$2,861	\$1,612
<i>Mobile Home Tax</i>	\$4,200	\$3,700	\$0	\$3,736	\$4,062	\$3,909	\$3,766	\$3,903	\$3,995	\$3,861
<i>Payment in Lieu of Taxes</i>	\$1,500	\$1,474	\$3,679	\$1,088	\$2,604	\$3,406	\$3,201	\$2,970	\$2,869	\$2,859
<i>CCDDB Revenue</i>	\$424,848	\$358,450	\$366,344	\$346,706	\$409,175	\$310,783	\$287,697	\$377,695	\$330,637	\$337,536
<i>Investment Interest</i>	\$40,000	\$47,855	\$1,343	\$7,627	\$45,950	\$41,818	\$18,473	\$3,493	\$1,385	\$1,015
<i>Gift & Donations</i>	\$3,000	\$0	\$100	\$2,900	\$4,706					
<i>Expo Revenue (now combined with Other Misc Rev)</i>	\$0	\$0	\$100	\$13,805	\$14,275	\$21,613	\$5,225	\$18,822	\$26,221	\$28,192
<i>Other Miscellaneous Revenue</i>	\$42,000	\$55,161	\$2,205	\$80	\$129,028	\$29,955	\$117,195	\$21,340	\$67,599	\$85,719
<i>*ARPA Fiscal Recovery Funding</i>		\$0	\$770,436							
TOTAL REVENUE	\$6,845,912	\$5,967,854	\$6,422,532	\$5,259,815	\$5,429,887	\$5,023,555	\$4,853,939	\$4,676,764	\$4,597,006	\$4,498,514

* Per the County Board, the full amount of ARP request is deposited during 2021, with half spent in 2021 and the other half in 2022. This results in the appearance of a surplus in 2021 and deficit in 2022, when in fact the fund balance will cover it.

2024 BUDGETED EXPENDITURES (SEE PAGE 5 FOR DETAILS)	2023 PROJECTED	2022 ACTUAL	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL	2016 ACTUAL	2015 ACTUAL	2014 ACTUAL
<i>Personnel</i>	\$639,543	\$564,444	\$564,542	\$544,001	\$517,053	\$522,073	\$449,220	\$577,548	\$502,890	\$532,909
<i>Commodities</i>	\$15,485	\$10,930	\$8,632	\$12,362	\$11,147	\$10,049	\$6,263	\$7,998	\$11,237	\$9,282
<i>Services (not Contrib & Grants)</i>	\$373,200	\$283,066	\$268,512	\$286,912	\$286,376	\$404,059	\$432,828	\$410,157	\$382,870	\$375,735
<i>*Contributions & Grants</i>	\$5,810,684	\$5,288,028	\$5,063,438	\$4,495,820	\$3,993,283	\$3,648,188	\$3,593,418	\$3,428,015	\$3,335,718	\$3,673,966
<i>Interfund Expenditures</i>	\$7,000	\$6,908	\$28,430	\$5,819	\$406,505	\$56,779	\$57,288	\$60,673	\$0	\$0
<i>Interest on Tax Case</i>	\$0	\$0	\$0	\$1,648						
TOTAL EXPENSES	\$6,845,912	\$6,153,376	\$5,933,554	\$5,346,562	\$5,214,364	\$4,641,148	\$4,539,017	\$4,484,391	\$4,232,715	\$4,591,892

Additional Information about Expenses (Proposed 2024 versus Projected 2023)

Personnel 2024 v 2023

PERSONNEL	2024	2023
Appointed Official	\$110,745	\$107,000
Regular FTE	\$389,583	\$368,198
Temporary Wage/Sal	\$1,000	\$0
Overtime Wages	\$500	\$0
FICA	\$38,275	\$36,353
IMRF	\$13,559	\$12,546
W-Comp	\$2,001	\$2,376
Unemployment	\$1,656	\$1,518
Health/Life Insurance	\$82,224	\$60,000
	\$639,543	\$587,991

Commodities 2024 v 2023

COMMODITIES	2024	2023
Printing & Copier Supplies	\$1,000	\$1,000
Office Supplies	\$4,200	\$4,200
Books/Periodicals	\$300	\$300
Postage/UPS/Fed Ex	\$2,000	\$2,000
Food Non-Travel	\$500	\$500
Non Food Supplies	\$200	\$200
Equipment Under \$5000	\$7,000	\$7,000
Employee Dev/Rec	\$285	\$285
	\$15,485	\$15,485

Services (not Contributions and Grants)

SERVICES	2024	2023
Professional Services*	\$183,000	\$182,977
Attorney/Legal Services*	\$2,000	\$2,000
Outside Services (e.g., Computer)	\$28,000	\$28,000
Travel Costs	\$4,000	\$4,000
Conferences and Training (employee only)**	\$5,500	\$5,500
Training Programs (Non-Employee)	\$15,000	\$12,000
Insurance (Non-Payroll)	\$15,000	\$15,000
Utilities (Telephone)	\$600	\$600
Equipment Maintenance	\$300	\$300
Repairs (Brookens)	\$300	\$300
Rental (Office and Expo)***	\$40,000	\$38,000
Rental (Equipment)	\$5,000	\$5,000
Finance Charges/Bank Fees	\$30	\$0
Advertising, Legal Notices (adds Expo marketing)***	\$16,000	\$16,000
Public Relations***	\$20,000	\$20,000
Dues/Licenses	\$20,000	\$20,000
Operational Svs (Zoom, etc)	\$2,000	\$2,000
Software License	\$14,000	\$13,500
Phone/Internet	\$2,470	\$2,470
	\$373,200	\$367,647

Interfund Expenditures

INTERFUND TRANSFERS	2024	2023
CCDDB Share of Expo and some of MHB Misc Revenue	\$7,000	\$7,000
	\$7,000	\$7,000

***Professional Services:**

For 2023, Expo Consultants and Audit and Accounting Services will be included in this line. Attorney/Legal will have a unique line. Other typical costs: website maintenance, HR, shredding, language access services, accessible documents, independent CPA consultation, application review, 211, Health Plan Coordinator through United Way, Evaluation Capacity Building project..

****Conferences and Trainings:**

For 2023, non-employee conferences/trainings costs were to be combined with employee conferences/trainings but will again be split. This line is for registration and conference fees, while food and travel are now in a different line. Non-Employee: Mental Health First Aid; monthly trainings for providers, with expenses for presenters and supplies; board member costs for conferences and trainings.

*****Public Relations and disAbility Resource Expo:**

For 2023, these were to be combined with other Departmental Operating costs. Public Relations will again include Ebertfest (not shared with CCDDB), other community education/awareness, consultant support. Expo expenses are now distributed across several appropriate categories.

Additional Information about Services

SERVICES	2024	2023
Professional Services*	\$183,000	\$182,977
	Attorney/Legal Costs in a separate line. Includes Expo Consultant costs (\$48,000) and Audit and Accounting Services (\$13,000). AAIM (3 year membership) \$3000 and human resources services (\$1000). \$127,511 for UIUC Evaluation Capacity Building project support. \$22,500 to United Way for 211. \$1,000 Ed McManus. \$20,000 online application/reporting systems (EMK). \$2,000 Expo & AIR websites. \$5,000 coordination of community health plan. Language access and accessible documents; accessibility testing; graphic design; shredding services; CPA reviews.	Attorney/Legal Costs in a separate line. Expo Consultant costs (\$47,000) and Audit and Accounting Services moved to this line (\$12,000). \$83,335 for UIUC Evaluation Capacity Building project support. \$22,500 to United Way for 211. \$2000 human resources services (AAIM). \$1,000 Ed McManus. \$18,000 online application/reporting systems (EMK). \$2,000 maintenance of Expo and AIR sites. \$5,000 coordination of community health assessment and plan. Also includes: language access and other accessible document production; graphic design; shredding services; CPA reviews.
Public Relations***	\$20,000	\$20,000
	\$15,000 Ebertfest film sponsorship, <i>offset by Alliance contributions</i> . \$3,000 estimated for other community events and anti-stigma art show(s) and promotion, including Market in the Square and possible Farmers Market. \$2,000 sponsorships of other events, in which Expo, AIR, or the Boards are promoted.	\$15,000 Ebertfest film sponsorship, <i>offset by Alliance contributions</i> . \$3,000 estimated for other community events and anti-stigma art show(s) and promotion, including Market in the Square and possible Farmers Market. \$2,000 sponsorships of other events, in which Expo, AIR, or the Boards are promoted.
disability Resource Expo***	\$0	\$0
	<i>Charged to Professional Services, Rental, Advertising, and PR when Expo-related</i> . Support for Expo events, including venue, supplies, food, interpreters, advertising, t-shirts, storage space, etc. Expo Coordinators, interpreters, and PAs charged to Professional Services. <i>Costs offset by exhibitor fees and sponsorships</i> .	<i>Now charged to Professional Services, Rental, Advertising, and PR with Expo-related</i> . Support for Expo events, including venue, supplies, food, interpreters, advertising, t-shirts, storage space, etc. Expo Coordinators, interpreters, and PAs charged to Professional Services. <i>Costs offset by exhibitor fees and sponsorships. Total cost in 2022 \$70,110, total donations \$19,778 (includes in-kind).</i>
CCMHB Contributions & Grants	\$5,814,684	\$5,428,746
	Estimated CCMHB payments to agencies from January 1 to June 30, 2024, as authorized in May 2023, plus 1/2 of estimated PY25 annual allocation amount, with agency contract maximums to be authorized by July 1, 2024.	CCMHB payments to agencies from January 1 to June 30, 2023, as authorized in May 2022, plus payments authorized in May 2023 to be made from June through December 2023.
CCDDB Contributions & Grants	\$4,814,830	\$4,441,883
	Estimated CCDDB payments to agencies from January 1 to June 30, 2024, as authorized in May 2023, plus 1/2 of estimated PY25 annual allocation amount, with agency contract maximums to be authorized by July 1, 2024.	Actual CCDDB payments to agencies from January 1 to June 30, 2023, as authorized in May 2022, plus payments authorized in May 2023, to be made from June through December 2023.
Dues/Licenses	\$20,000	\$20,000
	\$1,000 national trade association (NACBHDD), \$16,000 state trade association (ACMHAI), and smaller amounts Human Services Council, Arc of Illinois, any new membership, e.g., CBHA, NCBH, NADD, possible NADSP membership.	\$950 national trade association (NACBHDD), \$3,000 AAIM (paid every three years), \$16,000 state trade association (ACMHAI), small amounts Human Services Council, Arc of Illinois, possible NADSP membership.
Conferences /Training	\$5,500	\$5,500
	\$1000 registration for NACo and NACBHDD Legislative and Policy Conferences (likely offset by ACMHAI), \$350 for NACo Annual Meeting. Registration fees for other conference/training for staff members might include Mental Health America, Federation of Families, Arc of IL, NADD, or similar. Mental Health First Aid training and certification. <i>Costs of travel and meal per diems for staff for any of these conferences are included in the Travel Costs line (\$4000).</i>	\$0 registration for NACo and NACBHDD Legislative and Policy Conferences (offset by ACMHAI). \$350 for NACo Annual Meeting. Registration fees for other conference/training for staff members might include Mental Health America, Federation of Families, Arc of IL, NADD, or similar. Mental Health First Aid training and certification. <i>Costs of travel and meal per diems for staff for any of these conferences are included in the Travel Costs line (\$4000).</i>
Non-Employee Conferences / Trainings**	\$15,000	\$12,000
	Registration, costs of travel, lodging, and food for board members to attend National or State Association meetings and other conferences or trainings of interest. Also charged here are the costs associated with Mental Health First Aid trainings and monthly learning opportunities/trainings for non-employees (e.g., case managers, other service providers, stakeholders), which can include presenters, rental, refreshments, materials, promotion. Some virtual trainings.	Registration, costs of travel, lodging, and food for board members to attend National or State Association meetings and other conferences or trainings of interest. Also charged here are the costs associated with Mental Health First Aid trainings and monthly learning opportunities/trainings for non-employees (e.g., case managers, other service providers, stakeholders), which can include presenters, rental, refreshments, materials, promotion. Some virtual trainings.
Unexpected		
	Changes in supports to agencies, non-employee trainings, Public Relations, Expo costs. Public health barrier to large gatherings. Cost of moving offices to a different location or renovating, greater need for legal counsel. Budget amendment if employee resignation (with benefits payout) or change in staffing. Fund balances are lowest in May, at which point there should be enough for 6 months operating + any tax liability + share (57.85%/42.15%) of accrued staff benefits. If first tax distribution does not occur by June, fund balance may be used.	Changes in supports to agencies, non-employee trainings, Public Relations, Expo costs. Public health barrier to large gatherings. Cost of moving offices to a different location or renovating, greater need for legal counsel. Budget amendment if employee resignation (with benefits payout) or change in staffing. Fund balances are lowest in May, at which point there should be enough for 6 months operating + any tax liability + share (57.85%/42.15%) of accrued staff benefits. If first tax distribution does not occur by June, fund balance may be used.

Calculation of the CCDDDB Administrative Share (“Professional Services”)

Adjustments:	2024	2023
CCMHB Contributions & Grants	\$5,810,684	\$5,428,746
Bookkeeping pilot	\$0	\$6000
Eberffest anti-stigma film and events	\$15,000	\$15000
MHB-specific insurance cost	\$5285	0
CCDDDB Share of Donations & Misc Rev	\$7,000	\$7,000
Adjustments Total:	\$5,837,969	\$5,456,746
CCMHB Total Expenditures:	\$6,845,912	\$6,406,869
Total Expenditures less Adjustments:	\$1,007,943	\$950,123

	2024	2023*
Total Expenditures less Adjustments	CCDDDB Share	CCDDDB Share
Adjusted Expenditures x 42.15%	\$1007943	\$950,123
Monthly Total for CCDDDB Admin	\$424,848	\$400,477
	\$35,404	\$33,373

*At the end of the Fiscal Year, actual expenses are updated, some revenues (e.g., Expo) are shared, and adjustments are made to the CCDDDB current year share.

Background for 2024 CCDDDB Budget, with 2023 Projections and Earlier Actuals

2024 BUDGETED REVENUES	2023 PROJECTED	2022 ACTUAL	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL	2016 ACTUAL	2015 ACTUAL	2014 ACTUAL
Property Taxes, Current	\$5,197,511	\$4,857,487	\$4,511,249	\$4,334,187	\$3,982,668	\$3,846,413	\$3,684,009	\$3,595,174	\$3,545,446	\$3,501,362
Back Property Taxes	\$2,500	\$2,500	\$7,246	\$0	\$2,773	\$412	\$2,278	\$2,105	\$2,437	\$1,398
Mobile Home Tax	\$3,000	\$3,000	\$3,039	\$0	\$3,066	\$3,361	\$3,142	\$3,305	\$3,404	\$3,348
Payment in Lieu of Taxes	\$4,000	\$4,000	\$1,210	\$3,021	\$0	\$2,154	\$2,841	\$2,515	\$2,445	\$2,479
Investment Interest	\$25,000	\$16,343	\$35,285	\$791	\$4,054	\$24,062	\$10,883	\$2,318	\$1,488	\$812
Gifts & Donations (transfer from MHB)	\$7,000	\$4,000	\$6,908	\$0	\$5,819	\$6,779	\$7,288	\$10,673	\$0	\$0
Other Miscellaneous Revenue	\$5,000	\$5,000	\$0	\$971	\$9,524	\$8,955	\$14,432	\$0	\$0	\$11,825
TOTAL REVENUE	\$5,244,011	\$4,892,330	\$4,564,937	\$4,338,970	\$4,132,520	\$3,890,176	\$3,724,703	\$3,616,091	\$3,555,220	\$3,521,224

2024 BUDGETED EXPENDITURES	2023 PROJECTED	2022 ACTUAL	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL	2016 ACTUAL	2015 ACTUAL	2014 ACTUAL
Professional Services (42.15% of some CCMHB expenses, as above)	\$424,848	\$400,477	\$358,450	\$330,445	\$309,175	\$310,783	\$287,697	\$379,405	\$330,637	\$337,536
Contributions & Grants	\$4,814,830	\$4,441,883	\$3,777,207	\$3,514,153	\$3,435,748	\$3,250,768	\$3,262,938	\$3,206,389	\$3,069,122	\$3,224,172
Insurance specific to DDB	\$4,333									
Interfund Transfer, CILA Fund	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$0
Interfund Transfer to MH (loan repay)	\$0				\$100,000					
Interest on Tax Case	\$0		\$0	\$1,363						
TOTAL EXPENSES	\$5,244,011	\$4,892,360	\$4,185,657	\$3,930,497	\$4,041,499	\$3,611,551	\$3,600,635	\$3,635,794	\$3,449,759	\$3,561,708

INTERGOVERNMENTAL AGREEMENT

THIS INTERGOVERNMENTAL AGREEMENT is entered into this 16th day of March, 2016 by and between the **Champaign County Mental Health Board** (hereinafter the "Mental Health Board") and the **Champaign County Board for the Care and Treatment of Persons with a Developmental Disability** (hereinafter the "Developmental Disabilities Board"). The parties hereby enter into this INTERGOVERNMENTAL AGREEMENT to delineate respective roles, responsibilities, and financial obligations associated with the shared administrative structure that shall be responsible for the staffing and operation of the Mental Health Board and the Developmental Disabilities Board. Both parties understand and agree as follows:

WITNESSETH

WHEREAS, the Mental Health Board has a statutory responsibility (Illinois Community Mental Health Act, 405 ILCS 20 / Section 0.1 et.seq.) to plan, fund, monitor, and evaluate mental health, substance abuse, and developmental disability services in Champaign County;

WHEREAS, the Developmental Disabilities Board has a statutory authority (County Care for Persons with Developmental Disabilities Act, 55 ILCS 105 / Section 0.01 et. seq.) to fund services and facilities for the care and treatment of persons with a developmental disability;

WHEREAS, the Mental Health Board and Developmental Disabilities Board have overlapping responsibilities pertaining to planning, funding, monitoring, and evaluating developmental disability programs and services in Champaign County;

WHEREAS, the members of the Mental Health Board and the Developmental Disabilities Board are appointed by the Chair of the Champaign County Board with consent of the Champaign County Board and as such have committed to share the same administrative structure to maximize the funding available for direct mental health and developmental disabilities programs and services;

WHEREAS, the Parties agree sharing an administrative structure will reduce administrative costs, maximize available funding for direct services, and assure an integrated planning process for developmental disabilities and behavioral health programs and services;

NOW, THEREFORE, it is the agreement of the parties that this INTERGOVERNMENTAL AGREEMENT is entered into in order to assure an efficient, ongoing, cooperative effort that will benefit people with disabilities in Champaign County.

The Parties Agree to the Following Arrangements for a Shared Executive Director and Joint Programs:

1. The chief administrative employee shall serve in a dual (i.e., shared) capacity as Executive Director of the Mental Health Board as well as Executive Director of the Developmental Disabilities Board.
2. The terms and conditions of the Executive Director's employment shall be delineated in an employment contract with both the Developmental Disabilities Board and the Mental Health Board as Parties to the agreement.
3. Each Board shall complete a separate annual performance evaluation of the Executive Director. If either Board rates the Executive Director as "less than satisfactory," a Joint Personnel Committee comprising two (2) officers of the Mental Health Board and two (2) officers of the Developmental Disabilities Board shall be convened to assess the situation and formulate recommendations. A recommendation of termination by the Joint Personnel Committee, or any other action proposed, shall require ratification by each Board by majority vote. The Joint Personnel Committee shall have no other function.

An annual performance review conference with the Executive Director shall be convened by the Presidents of the two Boards. This conference shall be used to provide feedback about performance and discuss goals and objectives for the coming year.

4. Process for selection of a new shared Executive Director: At such time as it becomes necessary to fill the shared position of Executive Director for the Mental Health Board and the Developmental Disabilities Board, the search and decision process shall include the following steps and processes.
 - a. The Mental Health Board and the Developmental Disabilities Board shall develop and agree upon selection criteria and job description for the shared Executive Director position. If necessary, a separate document delineating the search process shall be developed and agreed upon by each Board.
 - b. The Presidents of the two Boards, with the advice and consent of the two Boards, shall appoint a Search Committee to manage the search and selection process for the shared Executive Director using the job description and selection criteria.
 - c. The Search Committee shall report, in advance, a general schedule for the search process, any advertising content to be used, shall request budget support for the search process, and shall keep the two Boards informed about activities and progress associated with the search with regular reports at each Board meeting during the search schedule.
 - d. Ultimately, finalists for the shared Executive Director position will be determined by majority vote of the Search Committee and forwarded to the two Boards.

- e. If within 45 days of the planned time of completion of the search, from the schedule in part (c) above, the Search Committee is unable to come to a decision about finalists, then the two Boards may elect to extend the search time to a specific later date or to start the search again from the beginning. If the two Boards do not so elect, this shall be considered to imply that a shared Executive Director is no longer viable and the process of termination or amendment of this agreement shall commence.
- f. The Executive Director shall be chosen from among the final candidates by majority vote of each Board. If the two Boards do not reach mutual agreement, then the two Boards may elect to start the search again from the beginning. If the two Boards do not so elect, this shall be considered to imply that a shared Executive Director is no longer viable and the process of termination or amendment of this agreement shall commence.

The Parties Agree to the Following Financial Commitments:

5. There shall be ongoing communication between the Mental Health Board and the Developmental Disabilities Board. On at least a quarterly basis, the shared Executive Director shall meet with the Presidents of the Mental Health Board and the Developmental Disabilities Board to review the status of the provision of administrative services, to discuss coordination of funding for developmental disabilities services, to coordinate regarding joint projects and activities, and to address any other items pertinent to the operations of either Board. The Presidents shall report on the discussion and any actions taken at regular meetings of each Board.
6. The Mental Health Board shall provide funding for developmental disabilities services using the FY12 amount of \$529,852 as a base with annual increases or decreases predicated on the percentage of increase or decrease in the levy fund in subsequent years.
7. The organization of Champaign County Government makes it cumbersome for administrative costs to be paid by both the Mental Health Board and the Developmental Disabilities Board. To simplify matters, all administrative costs shall be paid through the Mental Health Board fund/account. The Developmental Disabilities Board will transfer their share of administrative costs to the Mental Health Board for this purpose.
8. The split for administrative costs on the date of execution of this agreement is 42.15% for the Developmental Disabilities Board share with the remainder paid by the Mental Health Board. This percentage is based on a time study of staff effort to determine the salary cost split between the Boards. Subsequent appropriate cost sharing adjustments, based on time studies, pro rata allocation, or other mutually agreed approach shall be determined through the regular meetings between the Presidents of the Mental Health Board and the

Developmental Disabilities Board with the advice and consent of the two Boards.

9. In preparation for the annual budget process, the Executive Committee shall review the proposed administrative costs of the Mental Health Board budget to assure the share in paragraph (8) above is applied only to expenditures which are common for both boards. Administrative costs which are specific to the Mental Health Board or to the Developmental Disabilities Board shall be excluded from (i.e., backed out of) the shared cost pool.
10. All current and future "jointly sponsored programs and activities" shall be shared equally between the Boards unless each Board agrees to some other allocation. These include, but are not limited to, various Acceptance, Inclusion, and Respect programs intended to address discrimination, violations of civil rights, and other stigma directed to people with disabilities.

Miscellaneous Provisions:

11. Nothing contained herein serves to limit, alter, or amend either party's duties, rights, or responsibilities as set out in applicable State statutes, laws, or regulations.
12. This agreement can be amended at any time based on needs identified at the quarterly Presidents Meeting or by either of the two Boards.
13. This agreement may be terminated by first providing notification of intent to terminate the agreement at the President's Meeting, followed by majority vote of either Board, or in the event of disagreement about candidates for the Executive Director position as described in Paragraph 4 above. In the event of a decision to terminate the Intergovernmental Agreement, full implementation of the termination and separation shall be coordinated and concurrent with the Champaign County Budget and fiscal year (January 1).

Governing Law:

14. This Agreement shall be interpreted, construed, and governed by the laws of the State of Illinois.

Entirety of Agreement:

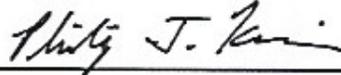
15. This Agreement embodies all representations, obligations, agreements, and conditions in relation to the subject matters hereof, and no representations, obligations, understandings, or agreements, oral or otherwise, in relation thereto exist between the parties except as expressly set forth herein and incorporated herein by reference. This Agreement constitutes the entire agreement between the Mental Health Board and the Developmental Disabilities Board on the subject matters hereof and supersedes and replaces any and all other understandings, obligations, representations, and agreements, whether written or oral, express or implied, between or by the Mental Health Board and the Developmental Disabilities Board. This

Agreement may be amended or terminated only by an instrument in writing duly executed by the parties hereto.

IN WITNESS WHEREOF, the Parties have caused this INTERGOVERNMENTAL AGREEMENT to be executed by their authorized representatives on the 16th day of March, 2016.

For the Champaign County Board for the Care and Treatment of Persons with a Developmental Disability:

Philip T. Krein, President



March 16, 2016

For the Champaign County Mental Health Board

Deborah Townsend, President



ADDENDUM TO INTERGOVERNMENTAL AGREEMENT

This Addendum to Intergovernmental Agreement is entered into this 27th day of November, 2020, by and between the Champaign County Mental Health Board ("MHB") and the Champaign County Board for the Care and Treatment of Persons with a Developmental Disability ("DDB").

Whereas, MHB and DDB entered into an Intergovernmental Agreement dated June 30, 2012 ("Agreement"), revised March 16, 2016 ("Agreement"), and amended September 17, 2014 and February 20, 2019,

Whereas, MHB and DDB desire to amend the Agreement by providing for the sharing of costs related to the acquisition, maintenance, and disposition of residences to be used to provide Community Integrated Living Arrangement ("CILA") Services,

Whereas, with financing provided by one or more local banks, MHB acquired residences in Champaign County to be leased to a CILA provider to provide housing to residents in Champaign County who qualify for CILA services,

Whereas, MHB paid the remaining mortgage balance (interest and principal) which has allowed for acquisition of two residences and provision of services to eligible persons, so that as of May 2019, the MHB had contributed a total of \$500,000, and the DDB \$300,000 to the project,

Whereas, per October 2020 resolution, the titles for each property were transferred from the MHB to the DDB,

Now, therefore, MHB and DDB hereby agree as follows:

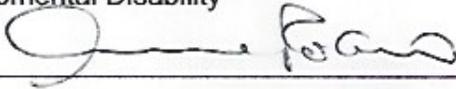
1. MHB and DDB have agreed that for so long as a residence is owned by DDB and used to provide CILA services to residents of Champaign County, each party shall be responsible for one-half of all costs associated with the acquisition of such residences, the debt payments associated with such residences, the maintenance costs of such residences and the costs associated with any disposition of a residence.
2. Prior to the contributions of the DDB becoming equal to those of the MHB, if expenses related to the CILA fund exceed the amount available in the annual budget, the DDB will transfer the additional amount to the CILA fund, reducing the remaining DDB obligation.
3. After the contributions of each Board have become equal, the CILA fund will continue to receive equal contributions from each board, by annual interfund transfers, for ongoing expenses associated with the properties. This annual amount will be based on most recently completed fiscal year actual expenses plus 10%.

4. If expenses related to the properties exceed the amount available in annual CILA fund budget, a request to transfer from CILA fund balance may be made. If fund balance is insufficient or transfer not possible, the Boards may agree to contribute equally to the fund as needed.
5. MHB and DDB agree that once a residence is no longer to be used to provide CILA services, DDB shall enter into a listing agreement with a realtor in an attempt to sell such residence.
 - A. If the homes are sold prior to such time as the total DDB contribution has become equal to that of the MHB, net proceeds from sale of the homes shall first be paid to MHB in an amount equal to the MHB's contribution that is greater than the then DDB's contribution. Any fund balance or net proceeds remaining will be split equally between the two Boards, as interfund transfers from the CILA fund to each of the MHB fund and DDB fund.
 - B. If the homes are sold after the contributions have become equal, the current balance of the CILA fund and proceeds from the sale of the homes will be split equally between the two boards, per the original agreement.

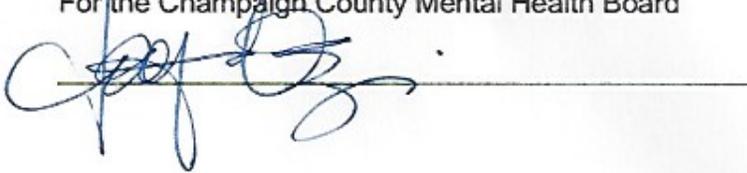
In witness whereof, the parties have executed this Addendum as of the date first written above.

As this Addendum contains the entire agreement between the Champaign County Mental Health Board ("MHB") and the Champaign County Board for the Care and Treatment of Persons with a Developmental Disability ("DDB") concerning the operations, finances and disposition of any matter related to the CILA (formal) homes, by mutual agreement, the Addendums of Feb 20, 2019 and Sept. 17, 2014 are null and void.

For the Champaign County Board for the Care and Treatment of Persons with a Developmental Disability



For the Champaign County Mental Health Board



CHAMPAIGN COUNTY MENTAL HEALTH BOARD
BY-LAWS

I. PURPOSE AND FUNCTIONS:

- A. The Champaign County Mental Health Board (CCMHB) is established under the Illinois Community Mental Health Act, as amended, (IL Revised Statutes, Chapter 91-1/2, Sections 301-314, inclusive,) in order to “construct, repair, operate, maintain and regulate community mental health facilities to provide mental health services as defined by the local community mental health board, including services for the intellectually and developmentally disabled and for the substance user, for residents (of Champaign County) and/or to contract therefore with any private or public entity which provides such facilities and services...”
- B. In order to accomplish these purposes, the CCMHB performs the following functions:
 - 1. Planning for the mental health, intellectual and developmental disabilities, and substance use disorder services system to assure accomplishment of the CCMHB goals.
 - 2. Allocation of local funds to assure the provision of a comprehensive system of community based mental health, intellectual and developmental disabilities, and substance use disorder services.
 - 3. Coordination of affiliated providers of mental health, intellectual and developmental disabilities, and substance use disorder services to assure an inter-related accessible system of care.
 - 4. Evaluation of the system of care to assure that services are provided as planned and that services are effective in meeting the needs and values of the community.
- C. The CCMHB shall perform those duties and responsibilities as specified in Sections 3e and 3f of the Community Mental Health Act, as amended.
- D. Nothing in these By-laws alters the authorities and obligations codified in state or federal law.

II. MEMBERSHIP:

- A. The membership of the CCMHB shall include nine (9) members, of which one person shall be a County Board member.

- B. The members of the CCMHB shall be appointed by the County Executive, with the advice and consent of the Champaign County Board. The CCMHB may recommend nominees for membership to the County Executive and the Champaign County Board Chairperson or their designee.
- C. Members of the CCMHB may communicate with the County Executive or the County Board regarding any concerns about the appointment process.
- D. Members of the CCMHB shall be residents of Champaign County and, as nearly as possible, be representative of interested groups of the community, such as local health departments, medical societies, local comprehensive health planning agencies, hospital boards, lay associations concerned with mental health, as well as the general public. To the extent possible, members of the CCMHB shall represent the geographic areas of the County. No member of the CCMHB may be a full-time or part-time employee of the Department of Human Services – Division of Developmental Disabilities, Division of Mental Health, or Division of Substance Use Prevention & Recovery, of the Department of Health and Family Services, or a Board member or employee of any facility or service operating under contract to the CCMHB. All terms shall be measured from the first day of the calendar year of appointment. Vacancies shall be filled for an expired term in the same manner as original appointments.
- E. Any member of the CCMHB may be removed by the appointing officer for absenteeism, neglect of duty, misconduct, or malfeasance in office, after being given a written statement of the charges and an opportunity to be heard thereon.

III. MEETINGS:

- A. The CCMHB shall meet at such time and location as the CCMHB shall designate. Per the Open Meetings Act (5 ILCS 120/1 et seq.), a change in the regular meeting dates is to be properly posted for the public a minimum of 10 days prior to the meeting.
- B. The CCMHB may meet in Study Session during the intervals between monthly meetings to receive reports, discuss issues, and develop recommendations on matters brought to it by the Executive Director and the President.
- C. Special meetings may be called by the written request of two members, filed with the Secretary, to conduct such business that cannot be delayed until the regular meeting date. The written request for special meeting business may be based on recommendations on matters brought to the Secretary/Vice President by the Executive Director, the Board President, or other Board members.
- D. The Executive Director shall prepare an agenda for all meetings of the CCMHB and shall cause the notice of the meeting and the agenda to be sent to all members at least five (5) days in advance of the meeting.

- E. Public notices and the conduct of all meetings shall be in conformance with the Illinois Open Meetings Act. Notice/agenda for each meeting shall be posted on the Champaign County website and in the physical location of the meeting and shall be continuously available for public review during the 48-hour period preceding the meeting.

- F. The presence of five (5) members shall constitute a quorum for any meeting of the CCMHB. For a member to attend a meeting by other means than physical presence (e.g. by video or audio conference), a majority of members must be physically present at the properly-noticed meeting, and a majority of physically present members must agree to allow the electronic attendance. Such attendance may only be due to: personal illness or disability, employment purposes or CCMHB business; or a family or other emergency. A member wishing to attend a meeting by other means must notify the Board before the meeting unless advance notice is impractical. Provisions for a quorum of members to attend the meeting by other means, due to a declared disaster, are set forth in the Illinois Open Meetings Act. These By-laws affirm the Mental Health Board's intent to exercise flexibilities as the law allows.

IV. OFFICERS:

- A. The officers of the CCMHB shall be a President and a Vice-President/Secretary.

- B. Election of the officers shall take place during a meeting of the CCMHB which is held after appointment of members (to terms beginning January 1) and prior to July 1.

- C. Effective July 1, 2022: Officers shall be elected for one year, beginning July 1. No member shall hold the same office for more than two (2) consecutive years, except that officers may remain in their then current positions until their successors can be chosen.

- D. Duties of Officers:
 - 1. President:

Subject to the control and direction of the CCMHB. The President shall maintain a current general overview of the affairs and business of the CCMHB. The President shall preside over meetings and conduct the agenda and shall have the privilege of voting in all actions by the CCMHB.

 - 2. Vice-President / Secretary:

The Vice-President / Secretary shall act in place of the President in the latter's absence.

3. The President, Vice-President / Secretary, or a member as designated by the President, shall have the authority to sign all legal documents approved by the CCMHB.

V. STAFF:

The CCMHB shall employ an Executive Director who, subject to the control and direction of the Board, shall have general charge, oversight and directions of the affairs and business of the CCMHB and shall be its responsible managing head. The Executive Director shall have the responsibility for the employment and discharge of staff pursuant to the provisions of the CCMHB Personnel Policies. The Executive Director shall have the authority to sign on behalf of the CCMHB, all necessary papers pursuant to CCMHB action and shall have the authority with the endorsement of the President to make contracts and expenditures within the approved program and budget. The Executive Director or delegate shall attend all meetings of CCMHB. The Executive Director shall also be liaison between the CCMHB, staff, and affiliated agencies and implement policies regarding communications between them.

VI. FISCAL AND GRANT YEARS:

- A. The fiscal year of the CCMHB shall be the same as that of the County of Champaign, i.e., January 1 through December 31.
- B. CCMHB contracts for mental health, intellectual and developmental disabilities, and substance use disorder services shall be allocated on the same fiscal year as the State of Illinois, i.e., July 1 through June 30.

VII. RULES OF ORDER:

Roberts' Rules of Order shall be followed in deliberations of the Board unless otherwise precluded by these By-laws.

IX. CHANGE OF BY-LAWS:

Any or all of these By-laws may be altered, amended, or repealed by a majority vote of the Board at any regular or special meeting, provided that written notice of the proposed action is given in the call to the meeting and that a quorum is present.

Approved as amended by the CCMHB on February 22, 2017 and June 23, 2021.

CCMHB PY24 Funding Decisions		PY2023 Awards	PY2024	PY2024	PY2024 Awards
Agency	Program	Extended for PY2024	Requests	AWARDS	Extended for PY2025
CCRPC - Community Services	Homeless Services System Coordination	\$54,281			
	Youth Assessment Center		\$76,350		\$76,350
CRIS Healthy Aging	Improving Family Caregiver MH - NEW		\$125,000	deferred to IDDSI but not applying	
CU at Home	Shelter Case Management Program		\$403,564	\$256,700	
CU Early	CU Early (MH and DD) - NEW		\$77,184	\$77,184	
			\$4,043 for DD	\$4,043 for DD	
CC Children's Advocacy Center	Children's Advocacy		\$63,911		\$63,911
CC Christian Health Center	Mental Health Care at CCCHC		\$33,000		\$33,000
CC Head Start/Early Head Start	Early Childhood MH Svcs (MH and DD)	\$347,235			
		\$149,666 for DD			
CC Health Care Consumers	CHW Outreach and Benefit Enrollment		\$91,054		\$86,501
	Justice Involved CHW Services & Benefits		\$94,892		\$90,147
	Disability Services	\$91,500			
Community Svc Center of Northern C	Resource Connection		\$75,069		\$68,609
Courage Connection	Courage Connection	\$127,000			
Crisis Nursery	Beyond Blue-Champaign County		\$100,000		\$90,000
Cunningham Childrens Home	ECHO Housing and Employment Support	\$127,249			
	Families Stronger Together	\$398,092			
DSC	Family Development (DD)		\$656,174		\$656,174
			'all I/DD		'all I/DD
Don Moyer Boys and Girls Club	C-U CHANGE		\$100,000	\$75,000	
	CUNC		\$132,322	\$110,000	
	Community Coalition Summer Initiatives		\$107,000	\$90,000	
	Youth and Family Services		\$160,000	\$160,000	
East Central IL Refugee Mutual Assist	Family Support & Strengthening		\$71,300		\$62,000
Family Service of CC	Counseling		\$30,000		\$30,000
	Disability Benefits for the Family - NEW		\$72,619		\$0
	Self-Help Center		\$28,930		\$28,430
	Senior Counseling & Advocacy		\$178,386		\$178,386
FirstFollowers	FirstSteps Community Reentry House	\$39,500			
	Peer Mentoring for Reentry	\$95,000			
GROW in Illinois	Peer-Support	\$129,583			
Immigrant Services of CU	Immigrant Mental Health Program - NEW		\$119,705	\$90,000	
Mahomet Area Youth Club	Bulldogs Learning and Succeeding Together		\$12,000		
	MAYC Members Matter!		\$27,405		
Promise Healthcare	Mental Health Services		\$352,035		\$330,000
	PHC Wellness		\$107,078		\$107,078

CCMHB PY2024 Allocation Requests and Recommendations (continued)		PY23-PY24	PY2024	PY2024	PY24-PY25
		Commitments	Request	Awards	Awards
Rape Advocacy, Counseling & Educat	Sexual Trauma Therapy Services - NEW	n/a	\$149,284		\$140,000
	Sexual Violence Prevention Education	n/a	\$82,996		\$75,000
Rosecrance Central Illinois	Benefits Case Management	n/a	\$80,595	\$80,595	
	Child & Family Services	n/a	\$83,500	\$73,500	
	Criminal Justice PSC	n/a	\$330,000	\$320,000	
	Crisis Co-Response Team (CCRT)	n/a	\$207,948	\$207,948	
	Recovery Home	n/a	\$100,000	\$100,000	
	Specialty Courts	n/a	\$178,000	\$178,000	
Terrapin Station Sober Living	Recovery Home	n/a	\$79,677	\$79,677	
The UP Center of CC	Children, Youth & Families Program	n/a	\$190,056	\$190,056	
The Well Experience	Well Family Care Program	n/a	\$256,656	<i>deferred for later info on audit and revenue</i>	
Urbana Neighborhood Connections	Community Study Center	' n/a	\$25,500	<i>deferred for later info on audit and revenue</i>	
WIN Recovery	Community Support ReEntry Houses	' n/a	\$123,198	<i>deferred for later info on audit and revenue</i>	
	Total PY24 Awards	\$1,409,440	\$5,182,388	\$2,088,660	\$2,115,586
		PY23-PY24 Awards	PY24 Requests	PY24 Awards	PY24-PY25 Awards
	MI-SUD only	\$1,259,774	\$4,522,171	\$2,084,617	\$1,459,412
	DD set-aside	\$149,666	\$660,217	\$4,043	\$656,174
	<i>PY24 total awards as of June 1 = \$5,613,686, with \$809,883 for I/DD and \$4,803,803 for MI/SUD</i>				
	<i>PY24 total projected available was \$5,637,176, as of May 24 and \$5,657,176 as of June 1</i>				

CCDDB and CCMHB I/DD Funding Decisions for PY2024 (July 1, 2023 to June 30, 2024)

		PY24 Decisions, included in 2023 and 2024 Board budgets		
Agency	Program Name	DDB	MHB	IDDSI
Priority: Self-Advocacy				
CU Autism Network	Community Outreach Program	\$79,132		
CU Autism Network	CUAN Planning Seed Grant NEW	\$65,217		
Priority: Linkage and Coordination				
CCRPC - Community Services	Decision Support PCP	\$433,777		
DSC	Service Coordination	\$496,080		
Priority: Home Life				
Community Choices, Inc.	Inclusive Community Support	\$198,000		
DSC	Community Living	\$565,480		
Priority: Personal Life				
Community Choices, Inc.	Transportation Support NEW	\$119,500		
DSC	Clinical Services	\$241,000		
DSC	Individual & Family Support	-		\$250,000
PACE	Consumer Control in Personal Support	-		\$36,000
Priority: Work Life				
Community Choices, Inc.	Customized Employment	\$226,500		
DSC	Community Employment	\$459,606		
DSC/Community Choices	Employment First	\$90,100		
Priority: Community Life				
Community Choices, Inc.	Self-Determination Support	\$176,500		
DSC	Community First	\$890,042		
DSC	Connections	\$106,400		
Priority: Strengthening the I/DD (or DSP) Workforce				
CRIS Healthy Aging (MHB application)	CRIS Healthy Aging (MHB) NEW	-		- <i>defer decision</i>
Community Choices	Staff Recruitment and Retention NEW	\$34,000		
DSC	Workforce Development and Retention	\$227,500		
Priority: Young Children and their Families (CCMHB focus)				
DSC	Family Development		\$656,174	
CU Early	CU Early - NEW (amount here is dedicated to DD)		\$4,043	
CC Head Start/Early Head Start	Early Childhood Mental Health Svs (MH & DD) (amount here is dedicated to DD)		\$149,666	
	TOTAL	\$4,408,834	\$809,883	\$286,000
		Under DDB authority, in DDB Fund budget	Under MHB authority, with DDB input, in MHB Fund budget	Under DDB and MHB authority, in IDD Special Initiatives Fund budget

I-DD Special Initiatives Funding for PY2024		
July 1, 2023 thru June 30, 2024		
Agency	Program Name	PY24 Decisions
<i>Priority: Strengthening the DSP Workforce</i>		
CRIS Healthy Aging	Caregiver Support (to be negotiated)	<i>Deferred \$125,000</i>
PACE, Inc.	Consumer Control in Personal Support	\$36,000
<i>Priority: Individual Supports to Underserved People</i>		
DSC	Individual and Family Support	\$250,000
<i>Priority: Community Education and Advocacy</i>		
<i>Priority: Housing Supports</i>		
TOTAL		\$286,000



CCMHB 2023 Meeting Schedule

5:45PM Wednesday after the third Monday of each month
Brookens Administrative Building, 1776 East Washington Street, Urbana, IL
<https://us02web.zoom.us/j/81393675682> (if it is an option)

- June 21, 2023** – Shields-Carter Room
- July 19, 2023** – Shields-Carter Room
- August 16, 2023** – Shields-Carter Room - *tentative*
- September 20, 2023** – Shields-Carter Room
- September 27, 2023** – *Joint Study Session w CCDDDB* - Shields-Carter
- October 18, 2023** – Shields-Carter Room
- October 25, 2023** – *Joint Meeting with CCDDDB* - Shields-Carter Room
- November 15, 2023** – Shields-Carter Room
- December 20, 2023** – Shields-Carter Room (*off cycle*) - *tentative*
- January 17, 2024** – Shields-Carter Room
- January 24, 2024** – *Study Session* - Shields-Carter Room
- February 21, 2024** – Shields-Carter Room
- February 28, 2024** – *Study Session* - Shields-Carter Room
- March 20, 2024** – Shields-Carter Room
- March 27, 2024** – *Joint Study Session w CCDDDB* - Shields-Carter
- April 17, 2024** – Shields-Carter Room
- April 24, 2024** – *Study Session* - Shields-Carter Room
- May 15, 2024** – *Study Session* - Shields-Carter Room
- May 22, 2024** – Shields-Carter Room
- June 19, 2024** – Shields-Carter Room
- July 17, 2024** – Shields-Carter Room

This schedule is subject to change due to unforeseen circumstances.

Please email stephanie@ccmhb.org to confirm meetings or to request alternative format documents, language access, or other accommodation needed to participate.
Meetings are archived at <http://www.co.champaign.il.us/mhbddb/MHBMeetingDocs.php>

Public Input: All meetings and study sessions include time for members of the public to address the Board. All are welcome to attend meetings, whether using the Zoom options or in person, to observe and to offer thoughts during "Public Participation". For support to participate, let us know how we might help by emailing stephanie@ccmhb.org. If the time of the meeting is not convenient, you may still communicate with the Board by emailing stephanie@ccmhb.org any written comments which you would like us to read to the Board during the meeting. Your feedback is appreciated but be aware that the time for each person's comments may be limited to five minutes.



CCDDB 2023-2024 Meeting Schedule

9:00AM Wednesday after the third Monday of each month
Brookens Administrative Building, 1776 East Washington Street, Urbana, IL
<https://us02web.zoom.us/j/81559124557>

June 21, 2023 – Shields-Carter Room

July 19, 2023 – Shields-Carter Room

August 16, 2023 – Shields-Carter Room - *tentative*

September 20, 2023 – Shields-Carter Room

September 27, 2023 5:45PM – Shields-Carter Room – *joint study session with the CCMHB*

October 18, 2023 – Shields-Carter Room

October 25, 2023 5:45PM – Shields-Carter Room – *joint meeting with the CCMHB*

November 15, 2023 – Shields-Carter Room (*off cycle*)

December 20, 2023 – Shields-Carter Room (*off cycle*) - *tentative*

January 17, 2024 – Shields-Carter Room

February 21, 2024 – Shields-Carter Room

March 20, 2024 – Shields-Carter Room

March 27, 2024 5:45PM – Shields-Carter Room – *joint study session with the CCMHB*

April 17, 2024 – Shields-Carter Room

May 22, 2024 – Shields-Carter Room

This schedule is subject to change due to unforeseen circumstances.

Please email stephanie@ccmhb.org to confirm meetings or to request alternative format documents, language access, or other accommodation needed to participate.
All meetings and study sessions include time for members of the public to address the Board.

Meetings are posted in advance and recorded and archived at
<http://www.co.champaign.il.us/mhbddb/DDBMeetingDocs.php>

Public Input: All are welcome to attend the Board's meetings, whether virtually or in person, to observe and to offer thoughts during the "Public Participation" period of the meeting. For support to participate in a meeting, let us know how we might help by emailing stephanie@ccmhb.org. If the time of the meeting is not convenient, you may still communicate with the Board by emailing stephanie@ccmhb.org any written comments which you would like us to read to the Board during the meeting. Your feedback is appreciated but be aware that the time for each person's comments may be limited to five minutes.

IMPORTANT DATES

2023-24 Meeting Schedule with Subjects, Agency and Staff Deadlines, and PY25 Allocation Timeline

The schedule offers dates and subject matter of meetings of the Champaign County Mental Health Board. Subjects are not exclusive to any given meeting, as other matters requiring Board review or action may also be addressed. Study sessions may be scheduled on topics raised at meetings, brought by staff, or in conjunction with the CCDDDB. Included are tentative dates for steps in the funding allocation process for PY25 and deadlines related to PY23 and PY24 agency contracts. **Meetings and study sessions are scheduled to begin at 5:45PM and may be confirmed by Board staff.**

- 6/1/23 *For contracts with a PY23-PY24 term, all updated PY24 forms should be submitted by this date.*
- 6/17/23 *Deadline for agency application/contract revisions
Deadline for agency letters of engagement w/ CPA firms
PY2024 agency contracts completed*
- 6/21/23 **Regular Board Meeting**
Draft FY2024 Budgets, Election of Officers
- 6/30/23 *Agency Independent Audits, Reviews, or Compilations due
(only applies to those with calendar FY, check contract)*
- 7/19/23 **Regular Board Meeting**
- 8/16/23 **Regular Board Meeting - tentative**
Possible additional PY24 allocations
- 8/25/23 *Agency PY2023 4th Quarter reports, CLC progress reports, and Annual Performance Measure Reports due*
- 9/20/23 **Regular Board Meeting**
FY2024 Budgets
Draft Program Year 2025 Allocation Criteria
Draft Three Year Plan 2022-2024 with 2024 Objectives
- 9/27/23 **Joint Study Session with CCDDDB**

- Discussion of Draft I/DD Special Initiatives
PY25 Allocation Priorities and RFP options
- 10/18/23 **Regular Board Meeting**
- 10/25/23 **Joint Meeting with CCDDB**
PY25 I/DD Special Initiatives Priorities and RFPs
- 10/27/23 *Agency PY2024 First Quarter Reports due*
- 11/15/23 **Regular Board Meeting** (off cycle)
Approve Three Year Plan with One Year Objectives
Allocation Decision Support – PY25 Allocation Criteria
- 12/1/23 *Public Notice of Funding Availability to be published by
date, giving at least 21-day notice of application period.*
- 12/20/23 **Regular Board Meeting** (off cycle) – *tentative*
- 12/22/23 *Online system opens for applications for PY25 funding.*
- 12/31/23 *Agency Independent Audits, Reviews, Compilations due*
- 1/17/24 **Regular Board Meeting**
Mid-Year Program Presentations
- 1/24/24 **Study Session:** Mid-Year Program Presentations
- 1/26/24 *Agency PY24 2nd Quarter and CLC progress reports due*
- 2/12/23 *Deadline for submission of applications for PY25 funding
(Online system will not accept any forms after 4:30PM)*
- 2/21/24 **Regular Board Meeting**
Discuss list of PY25 Applications and Review Process
- 2/28/24 **Study Session:** Initial Review of Applications
- 3/20/24 **Regular Board Meeting:** 2023 Annual Report
Discussion of PY25 Funding Requests

- 3/27/24 **Joint Study Session with CCMHB**
Discussion of PY25 I/DD Special Initiatives
- 4/10/24 *Program summaries released to Board, posted
online with CCMHB April 17 meeting agenda and packet*
- 4/17/24 **Regular Board Meeting**
Board Review, Staff Summaries of Funding Requests
- 4/24/24 **Study Session**
Board Review, Staff Summaries of Funding Requests
- 4/26/24 *Agency PY2024 3rd Quarter Reports due*
- 5/10/24 *Allocation recommendations released to Board, posted
online with CCMHB May 17 study session agenda packet*
- 5/15/24 **Study Session:** Allocation Recommendations
- 5/22/24 **Regular Board Meeting**
Allocation Decisions; Authorize Contracts for PY2025
- 6/1/24 *For contracts with a PY24-PY25 term, all updated PY25
forms should be completed and submitted by this date.*
- 6/19/24 **Regular Board Meeting**
Draft FY2025 Budget, Election of Officers
- 6/21/24 *Deadline for agency application/contract revisions
Deadline for agency letters of engagement w/ CPA firms.
PY2025 agency contracts completed.*
- 6/30/24 *Agency Independent Audits, Reviews, or Compilations due
(only applies to those with calendar FY, check contract)*
- 7/17/24 **Regular Board Meeting - tentative**
- 8/21/24 **Regular Board Meeting**
Approve Draft FY2025 Budgets
Release Draft Program Year 2026 Allocation Criteria

- 8/30/24 *Agency PY2024 4th Quarter reports, CLC progress reports, and Annual Performance Measure Reports due*
- 9/18/24 **Regular Board Meeting**
Community Needs Assessment Report
Draft Three Year Plan 2025-2027 with 2025 Objectives
- 9/25/24 **Joint Study Session Joint with CCDDDB**
- 10/16/24 **Joint Meeting with CCDDDB**
I/DD Special Initiatives
- 10/23/24 **Regular Board Meeting**
DRAFT Program Year 2026 Allocation Criteria
- 10/25/24 *Agency PY2025 First Quarter Reports due*
- 11/20/24 **Regular Board Meeting**
Approve Three Year Plan with One Year Objectives
Approve PY26 Allocation Criteria
- 11/29/24 *Public Notice of Funding Availability to be published by date, giving at least 21-day notice of application period.*
- 12/18/24 **Regular Board Meeting**– tentative
- 12/20/24 *Online system opens for applications for PY26 funding.*
- 12/31/24 *Agency Independent Audits, Reviews, Compilations due.*

Agency and Program Acronyms commonly used by the CCMHB

BLAST – Bulldogs Learning and Succeeding Together, a program of Mahomet Area Youth Club

CC – Community Choices

CCCAC or CAC – (Champaign County) Children’s Advocacy Center

CCCHC – Champaign County Christian Health Center

CCDDB or DDB – Champaign County Developmental Disabilities Board

CCHCC – Champaign County Health Care Consumers

CCHS – Champaign County Head Start, a department of the Regional Planning Commission (also CCHS-EHS, for Head Start-Early Head Start)

CCMHB or MHB – Champaign County Mental Health Board

CCRPC or RPC – Champaign County Regional Planning Commission

CN - Crisis Nursery

CSCNCC - Community Service Center of Northern Champaign County, may also appear as CSC

CU TRI – CU Trauma & Resiliency Initiative, affiliated with the Champaign Community Coalition and CUNC, funded through Don Moyer Boys & Girls Club

Courage Connection – previously The Center for Women in Transition

DMBGC - Don Moyer Boys & Girls Club

DREAAM – Driven to Reach Excellence and Academic Achievement for Males

DSC - Developmental Services Center

ECHO – a Housing and Employment Support program of Cunningham Children’s Home

ECIRMAC or RAC – East Central Illinois Refugee Mutual Assistance Center, also The Refugee Center

ECMHS - Early Childhood Mental Health Services, a program of Champaign County Regional Planning Commission Head Start Department

FD – Family Development, previously Family Development Center, a DSC program

FS - Family Service of Champaign County

FST – Families Stronger Together, a program of Cunningham Children’s Home

GAP – Girls Advocacy Program, a program component of the Psychological Service Center.

IAG – Individual Advocacy Group, Inc., a provider of I/DD services

JDP – Justice Diversion Program, a Regional Planning Commission program

MAYC - Mahomet Area Youth Club

MRT – Moral Reconciliation Therapy, a systematic treatment strategy that seeks to decrease recidivism among juvenile and adult criminal offenders by increasing moral reasoning.

NAMI – National Alliance on Mental Illness

PATH – regional provider of 211 information/call services

PEARLS - Program to Encourage Active Rewarding Lives

PHC – Promise Healthcare

PSC - Psychological Services Center (University of Illinois)

RAC or ECIRMAC – East Central Illinois Refugee Mutual Assistance Center

RACES – Rape Advocacy, Counseling, and Education Services

RCI – Rosecrance Central Illinois

RPC or CCRPC – Champaign County Regional Planning Commission

UNCC – Urbana Neighborhood Community Connections Center

UP Center – Uniting Pride

UW or UWCC – United Way of Champaign County

WIN Recovery – Women in Need Recovery

YAC – Youth Assessment Center. Screening and Assessment Center developed by the Champaign County Regional Planning Commission-Social Services Division with Quarter Cent funding.

Glossary of Other Terms and Acronyms

211 – Similar to 411 or 911. Provides telephone access to information and referral services.

ABA – Applied Behavioral Analysis. An intensive behavioral intervention targeted to autistic children and youth and others with associated behaviors.

ACA – Affordable Care Act

ACEs – Adverse Childhood Experiences

ACMHAI – Association of Community Mental Health Authorities of Illinois

ADL- Activities of Daily Living

A/N- Abuse and Neglect

ANSA – Adult Needs and Strengths Assessment

APN – Advance Practice Nurse

ARMS – Automated Records Management System. Information management system used by law enforcement.

ASAM – American Society of Addiction Medicine. May be referred to in regards to assessment and criteria for patient placement in level of treatment/care.

ASD – Autism Spectrum Disorder

ASQ – Ages and Stages Questionnaire. Screening tool used to evaluate a child's developmental and social emotional growth.

ATOD – Alcohol, Tobacco and Other Drugs

CADC – Certified Alcohol and Drug Counselor, substance abuse professional providing clinical services that has met the certification requirements of the Illinois Alcoholism and Other Drug Abuse Professional Certification Association.

CALAN or LAN – Child and Adolescent Local Area Network

CANS – Child and Adolescent Needs and Strengths. The CANS is a multi-purpose tool developed to support decision making, including level of care, service planning, and monitoring of outcomes of services.

CBCL – Child Behavior Checklist

CBT- Cognitive Behavioral Therapy

CC – Champaign County

CCBoH – Champaign County Board of Health

CCMHDDAC or MHDDAC – Champaign County Mental Health and Developmental Disabilities Agencies Council

CDC – federal Centers for Disease Control and Prevention

CDS – Community Day Services, day programming for adults with I/DD, previously Developmental Training

C-GAF – Children’s Global Assessment of Functioning

CHW – Community Health Worker

CILA – Community Integrated Living Arrangement, Medicaid-waiver funded residential services for people with I/DD

CIT – Crisis Intervention Team; law enforcement officer trained to respond to calls involving an individual exhibiting behaviors associated with mental illness.

CLC – Cultural and Linguistic Competence

CLST – Casey Life Skills Tool

CMS – federal Centers for Medicare and Medicaid Services

CQL – Council on Quality and Leadership

CRT – Co-Responder Team; mobile crisis response intervention coupling a CIT trained law enforcement officer with a mental health crisis worker.

CSEs - Community Service Events. Is a category of service measurement on the Part II utilization form and the actual activity to be performed should also be described in the Part I Program Performance Measures-Utilization section of the application/program plan. It relates to the number of public events (including mass media and articles), consultations with community groups and/or caregivers,

classroom presentations, and small group workshops to promote a program or educate the community. Activity (meetings) directly related to planning such events may also be counted here. Actual direct service to clientele is counted elsewhere.

CSPH – Continuum of Service Providers to the Homeless

CSPI – Childhood Severity of Psychiatric Illness. A mental health assessment instrument

CY – Contract Year, runs from July to following June. For example CY08 is July 1, 2007 to June 30, 2008. (Also referred to as Program Year – PY). Most contract agency Fiscal Years are also from July 1 to June 30 and may be interpreted as such when referenced in a Program Summary e.g. FY23

CYFS – Center for Youth and Family Solutions (formerly Catholic Charities)

DASA – Division of Alcoholism and Substance Abuse in the Illinois Department of Human Services, renamed as IDSUPR or SUPR

DBT -- Dialectical Behavior Therapy

DCFS – Illinois Department of Children and Family Services.

Detox – abbreviated reference to detoxification. It is a general reference to drug and alcohol detoxification program or services, e.g. Detox Program.

DD – Developmental Disability

DDD or IDHS DDD – Illinois Department of Human Services - Division of Developmental Disabilities

DFI – Donated Funds Initiative, source of matching funds for some CCMHB funded contracts. The Illinois Department of Human Services administers the DFI Program funded with federal Title XX Social Services Block Grant. The DFI is a “match” program meaning community based agencies must match the DFI funding with locally generated funds. The required local match is 25 percent of the total DFI award.

DHFS – Illinois Department of Healthcare and Family Services. Previously known as IDPA (Illinois Department of Public Aid)

DHS – Illinois Department of Human Services

DMH or IDHS DMH – Illinois Department of Human Services - Division of Mental Health

DSM – Diagnostic Statistical Manual

DSP – Direct Support Professional, a certification required for those serving people with I/DD

DT – Developmental Therapy (children), or Developmental Training (adults), now Community Day Services

EAP-- Employee Assistance Program

EBP: Evidence Based Practice

EHR – Electronic Health Record

EI – Early Intervention

EPDS – Edinburgh Postnatal Depression Scale – Screening tool used to identify mothers with newborn children who may be at risk for prenatal depression.

EPSDT – Early Periodic Screening Diagnosis and Treatment. Intended to provide comprehensive and preventative health care services for children under age 21 who are enrolled in Medicaid.

ER – Emergency Room

FACES – Family Adaptability and Cohesion Evaluation Scale

FAST – Family Assessment Tool

FFS – Fee for Service. Type of contract that uses performance-based billings as the method of payment.

FOIA – Freedom of Information Act

FQHC – Federally Qualified Health Center

FTE – Full Time Equivalent is the aggregated number of employees supported by the program. Can include employees providing direct services (Direct FTE) to clients and indirect employees such as supervisors or management (Indirect FTE).

FY – Fiscal Year, for the county runs from December to following November. Changing in 2015 to January through December.

GAF – Global Assessment of Functioning. A subjective rating scale used by clinicians to rate a client's level of social, occupational and psychological

functioning. The scale included in the DSM-IV has been replaced in the DSM-V by another instrument.

GAIN-Q - Global Appraisal of Individual Needs-Quick. Is the most basic form of the assessment tool taking about 30 minutes to complete and consists of nine items that identify and estimate the severity of problems of the youth or adult.

GAIN Short Screen - Global Appraisal of Individual Needs, is made up of 20 items (four five-item subscales). The GAIN-SS subscales identify: internalizing disorders, externalizing disorders, substance use disorders, crime/violence.

HBS – Home Based Support, a Medicaid-waiver program for people with I/DD

HCBS – Home and Community Based Supports, a federal Medicaid program

HFS or IDHFS – Illinois Department of Healthcare and Family Services

HIPPA – Health Insurance Portability and Accountability Act

HRSA – Health Resources and Services Administration. The agency is housed within the federal Department of Health and Human Resources and has responsibility for Federally Qualified Health Centers.

I&R – Information and Referral

ICADV – Illinois Coalition Against Domestic Violence

ICASA – Illinois Coalition Against Sexual Assault

ICDVP - Illinois Certified Domestic Violence Professional

ICFDD – Intermediate Care Facility for the Developmentally Disabled

ICJIA - Illinois Criminal Justice Authority

ID or I/DD – Intellectual Disability or Intellectual/Developmental Disability

IDHFS or HFS – Illinois Department of Healthcare and Family Services

IDHS DDD or DDD – Illinois Department of Human Services - Division of Developmental Disabilities

IDHS DMH or DMH – Illinois Department of Human Services - Division of Mental Health

IDOC – Illinois Department of Corrections

IDSUPR or SUPR – Illinois Division of Substance Use Prevention & Recovery

IM+CANS – The Illinois Medicaid Comprehensive Assessment of Needs and Strengths

IOP – Intensive Outpatient Treatment

IPLAN - Illinois Project for Local Assessment of Needs. The Illinois Project for Local Assessment of Needs (IPLAN) is a community health assessment and planning process that is conducted every five years by local health jurisdictions in Illinois. Based on the *Assessment Protocol for Excellence in Public Health (APEX-PH)* model, IPLAN is grounded in the core functions of public health and addresses public health practice standards. The completion of IPLAN fulfills most of the requirements for Local Health Department certification under Illinois Administrative Code Section 600.400: Certified Local Health Department Code Public Health Practice Standards. The essential elements of IPLAN are:

1. an organizational capacity assessment;
2. a community health needs assessment; and
3. a community health plan, focusing on a minimum of three priority health problems.

ISC – Independent Service Coordination

ISP – Individual Service Plan

ISSA – Independent Service & Support Advocacy

JDC – Juvenile Detention Center

JJ – Juvenile Justice

JJPD – Juvenile Justice Post Detention

LAN – Local Area Network

LCPC – Licensed Clinical Professional Counselor

LCSW – Licensed Clinical Social Worker

LGTBQ – Lesbian, Gay, Bi-Sexual, Transgender, Queer

LPC – Licensed Professional Counselor

MBSR -- Mindfulness-Based Stress Reduction

MCO – Managed Care Organization. Entity under contract with the state to manage healthcare services for persons enrolled in Medicaid.

MCR – Mobile Crisis Response. Previously known as SASS. It is a state program that provides crisis intervention for children and youth on Medicaid.

MDT – Multi-Disciplinary Team

MH – Mental Health

MHDDAC or CCMHDDAC – Mental Health and Developmental Disabilities Agencies Council

MHP - Mental Health Professional. Rule 132 term, typically referring to a bachelors level staff providing services under the supervision of a QMHP.

MI – Mental Illness

MI – Motivational Interview

MIDD – A dual diagnosis of Mental Illness and Developmental Disability.

MISA – A dual diagnosis condition of Mental Illness and Substance Abuse

NACBHDD – National Association of County Behavioral Health and Developmental Disability Directors

NACO – National Association of Counties

NMT – Neurodevelopmental Model of Therapeutics

NOFA – Notice of Funding Availability

NTPC – NON - Treatment Plan Clients – This is a new client engaged in a given quarter with case records but no treatment plan - includes: recipients of material assistance, non-responsive outreach cases, cases closed before a plan was written because the client did not want further service beyond first few contacts or cases assessed for another agency. It is a category of service measurement providing an actual number of those served in the prior program year and a projection for the coming program year on the Part II utilization form application/program plan and the actual activity to be performed should also be described in the Part I Program Performance Measures-Utilization section of the application. Similar to TPCs, they may be divided into two groups – Continuing NTPCs - clients without treatment plans served before the first day of July and actively receiving services within the first quarter of the new program year. The first quarter of the program year is the only quarter in which this data is reported.

Essentially it is a case carried from one program year into the next. The other is New TPCs, the number of new clients in a given quarter of the program year.

NREPP – National Registry of Evidence-based Programs and Practices maintained by Substance Abuse Mental Health Services Administration (SAMHSA)

OCD: Obsessive-Compulsive Disorder

ODD: Oppositional Defiant Disorder

OMA – Open Meetings Act

OUD/SUD – Opioid Use Disorder/Substance Use Disorder

PAS – Pre-Admission Screening

PCI – Parent Child Interaction groups.

PCP – Person Centered Planning

PLAY – Play and Language for Autistic Youngsters. PLAY is an early intervention approach that teaches parents ways to interact with their child who has autism that promotes developmental progress.

PLL – Parenting with Love and Limits. Evidenced based program providing group and family therapy targeting youth/families involved in juvenile justice system.

PPSP – Parent Peer Support Partner

PSR – Patient Service Representative; staff position providing support services to patients and medical staff.

PTSD – Post-Traumatic Stress Disorder

PUNS – Prioritization of Urgency of Need for Services. PUNS is a database implemented by the Illinois Department of Human Services to assist with planning and prioritization of services for individuals with disabilities based on level of need. An individuals' classification of need may be emergency, critical or planning.

PWI – Personal Well-being Index

PY – Program Year, runs from July 1 to following June 30. (Also referred to as Contract Year – CY - and often the Agency Fiscal Year)

QCPS – Quarter Cent for Public Safety. The funding source for the Juvenile Justice Post Detention programming. May also be referred to as Quarter Cent.

QIDP – Qualified Intellectual Disabilities Professional

QMHP – Qualified Mental Health Professional. Rule 132 term, that simply stated refers to a Master’s level clinician with field experience that has been licensed.

REBT -- Rational Emotive Behavior Therapy

RFI – Request for Information

RFP – Request for Proposals

RTC -- Residential Treatment Center

SA – Substance Abuse

SAD -- Seasonal Affective Disorder

SAMHSA – Substance Abuse and Mental Health Services Administration, a division of the federal Department of Health and Human Services

SASS – Screening Assessment and Support Services is a state program that provides crisis intervention for children and youth on Medicaid.

SBIRT – Screening, Brief Intervention, Referral to Treatment. SAMHSA defines SBIRT as a comprehensive, integrated, public health approach to the delivery of early intervention and treatment services for persons with substance use disorders, as well as those who are at risk of developing these disorders.

SCs - Service Contacts/Screening Contacts. This is the number of phone and face-to-face contacts with consumers who may or may not have open cases in the program. It can include information and referral contacts or initial screenings/assessments or crisis services. May sometimes be referred to as a service encounter (SE). It is a category of service measurement providing a picture of the volume of activity in the prior program year and a projection for the coming program year on the Part II utilization form of the application/program plan and the actual activity to be performed should also be described in the Part I Program Performance Measures-Utilization section of the application.

SDOH – Social Determinants of Health

Seeking Safety - a present-focused treatment for clients with a history of trauma and substance abuse.

SEDS – Social Emotional Development Specialist.

SEL – Social Emotional Learning

SIM – Sequential Intercept Mapping, a model developed by SAMHSA

SOAR - SSI/SSDI Outreach, Access, and Recovery. Assistance with completing applications for Social Security Disability and Supplemental Income, provided to homeless population

SSI – Supplemental Security Income, a program of Social Security

SSDI – Social Security Disability Insurance, a program of Social Security

SSPC - Social Skills and Prevention Coaches.

SUD – Substance Use Disorder

SUPR or IDSUPR – (Illinois Division of) Substance Use Prevention & Recovery

TANF- Temporary Assistance for Needy Families

TPCs - Treatment Plan Clients – This is the number of service recipients with case records and treatment plans. It is a category of service measurement providing an actual number of those served in the prior program year and a projection for the coming program year on the Part II utilization form of the application/program plan and the actual activity to be performed should also be described in the Part I Program Performance Measures-Utilization section of the application. Treatment Plan Clients may be divided into two groups – Continuing TPCs - clients with treatment plans written prior to the first day of July and actively receiving services within the first quarter of the new program year. The first quarter of the program year is the only quarter in which this data is reported. Essentially it is a case carried from one program year into the next. The other is New TPCs that is the number of new clients with treatment plans written in a given quarter of the program year.

TPITOS - The Pyramid Infant-Toddler Observation Scale. Used by Champaign County Head Start.

TPOT - Teaching Pyramid Observation Tool. Used by Champaign County Head Start.

WHODAS – World Health Organization Disability Assessment Schedule. It is a generic assessment instrument for health and disability and can be used across all diseases, including mental and addictive disorders. The instrument covers 6 domains: Cognition, Mobility; Self-care; Getting along; Life activities; and Participation. Replaces the Global Assessment of Functioning in the DSM-V.

WRAP – Wellness Recovery Action Plan, is a manualized group intervention for adults that guides participants through the process of identifying and understanding their personal wellness resources and then helps them develop an individualized plan to use these resources on a daily basis to manage their mental illness.

YASI – Youth Assessment and Screening Instrument. Instrument assesses risks, needs, and protective factors in youth. Instrument is used in Champaign County by the Youth Assessment Center, Juvenile Detention Center.

Kim Bowdry,
Associate Director for Intellectual & Developmental Disabilities
Staff Report – June 2023

CCDDB/CCMHB/IDDSI: After the completion of the May Board meetings, I emailed each agency that applied for I/DD funding to let them know the outcome of their request. I then spent late May and early June developing and sending contracts. I developed and reviewed the Special Provisions for each PY2024 I/DD contract. I participated in several meetings with other CCDDB-CCMHB staff related to PY2024 contracts and special provisions. As was done in PY2023, all I/DD contracts are electronic, using Adobe Sign. At the time of this writing, several contracts are in process or completed.

PY2023 4th Quarter programs were cloned in preparation for PY2024. The cloning of PY2023 4th Quarter Programs creates the PY2024 1st Quarter programs for data entry into the Online Claims system. This requires creating each program for PY2024 and then setting up the claims options and associating them for each program.

As agencies have been submitting their Letter of Engagement from their Audit firm, I have been uploading them onto Compliance Dashboard in the Online System. I also worked with other CCDDB-CCMHB staff to set up the compliance dashboard requirements for PY2024 for each agency/program.

I participated in contract negotiation meetings with CCRPC, CU Autism Network, and Community Choices. I met with PACE regarding some questions they had about their Letter of Engagement. I also met with CU Early to discuss Utilization Targets and other questions.

Head Start-Early Head Start submitted their 3rd Quarter claims in the Online Reporting System on May 11, 2023. Dr. Belknap completed and submitted the Request for Extension of Report Deadline form.

I participated in meetings with representatives from the Family Resiliency Center, related to the Evaluation Capacity project.

I participated in a meeting with other CCDDB-CCMHB staff and a self-advocate to discuss possible survey questions for the Community Needs Assessment.

CCDDB Contract Amendments: A contract amendment was sent to CCRPC for Decision Support PCP on May 18, 2023. The amendment was created to reduce the contract maximum because the contract was underspent due to vacancies. I created the contract

amendment and sent it through Adobe Sign to agency representatives and CCDDB representatives for signature.

Learning Opportunities: Karen Sims is scheduled to present “Resiliency Refresher” on June 29, 2023 at 9:30 AM at the Champaign Public Library. You can also [register](#) for this event if you’re interested in seeing the presentation.

(<https://www.eventbrite.com/e/resiliency-refresher-tickets-650912144747?aff=oddtcreator>)

Disability Resource Expo: I participated in the Expo Marketing Committee meeting on June 16, 2023. A meeting is being planned for June for the full Expo Steering Committee and another meeting for the Children’s Activities Committee meeting. I will participate in both meetings if I am able.

Representatives from the Expo will be at several upcoming community events to promote the Expo, including the Tolono Fun Days! Festival, the Juneteenth Celebration at Douglass Park, and the Champaign County Fair Senior Day. The Expo Steering Committee is always looking for new members, please let us know if you or someone you know is interested in helping plan this event!

MHDDAC: I participated in the May meeting of the MHDDAC. Karen Simms, CU TRI presented to the group during the May meeting. The next meeting is scheduled for June 27, 2023.

ACMHAI: The next ACMHAI I/DD committee meeting is scheduled for July 11, 2023.

Human Services Council: The HSC is taking a break for the summer. HSC meetings will resume in August.

Other: I participated in biweekly Community Coalition Race Relations Subcommittee meetings, through the end of May. This group is also taking a break for the summer. I also participated in several webinars and took some time off in June.

Leon Bryson, Associate Director for Mental Health & Substance Use Disorders

Staff Report- June 2023

Summary of Activity

In May and early June, I spent time developing PY24 and PY24-25 contracts. Prior to contracts being issued, agencies are required to complete their special provisions. The provisions were developed and reviewed with other staff members. Many of the agencies were proactively making their revisions to the applications in advance of the June 17th deadline. I spent some time assisting agencies with utilizing the online forms for those revisions.

Evaluation Capacity Committee Team: We have our first meeting with the Family Resiliency Center on Friday, June 16th.

IPlan Behavioral Health Workgroup: Members reviewed 2022 Community Health Needs Assessment (CHNA) Survey Questions and discussed equitable dissemination solutions for the 2025 CHNA Survey. The next meeting is scheduled for Thursday, June 15th, at 11:00am.

CCMHDDAC Meeting: On May 23rd at 9am, members received agency updates and heard a presentation from Executive Director Karen Simms of C-U TRI. They are currently hiring new staff for different positions.

Reentry Executive Committee & Council Meetings: On June 8th, all Reentry Council zoom meetings were temporarily postponed. The Executive Committee is actively reorganizing its priorities to better guide the Council. The next Executive Committee meeting is scheduled for Friday, June 23rd.

ACMHAI CoP Crisis Response Monthly Discussion Group: I missed the last meeting due to scheduled time off.

Continuum of Service Providers to the Homeless (CSPH): Attended the CSPH Strategic Planning Meeting CSPH on May 24th.

Rantoul Service Provider's Meeting: I missed the last meeting due to scheduled time off.

SOFTT/LAN: The group is preparing for the Martin Luther King-Jettie Rhodes Neighborhood Day for Saturday, June 24th 12-4pm at King Park. In Urbana, IL. Next meeting is June 21st.

Other Activities:

- CU Early meeting with Kim Bowdry and Kelly Russell, the Program Director, for guidance on their pre-contract requirements.

Learning Opportunities (Trainings and Webinars): Exploring the Intersection of I/DD and Behavioral Health. Hosted by NACBHDD and MediSked.

Supporting Individuals Living With A Mental Health Condition Through 988 #038 Mental Health Education. PsychU

I attended the 2023 Mental Health America Conference in Washington, D.C. June 7th -11th. Below are the sessions I attended.

The Fear of No Future: Youth Mental Health Implications of the Climate Crisis.

Presenter: Christina Johnson, Psychotherapist and Mental Health Consultant Brightside Bahamas

This session will outline the climate crisis as it pertains to youth mental health. Studies have shown climate distress is significantly impacting youth functioning and mental health, and it is often unclear how to support youth when we don't even have all the answers ourselves. This session will outline the presenter's personal experience with climate and mental health, some findings from a local survey they contributed to, common responses of youth to the climate crisis, how to address the climate crisis with youth in clinical practice, and how to support youth in clinical practice with climate distress concerns.

Social Determinants of Health from a Social Work Perspective: Prevention and Intervention Strategies.

Presenters: Dr. JaNeen Cross, Assistant Professor Howard University School of Social Work. Shavonne Simmons, Graduate Student Howard University

Social determinants of health play a major role in the overall health and mental health outcomes of individuals. Providers can best support individuals with mental health challenges when they know how to identify and understand social determinants of health. This workshop will improve participant skills in identifying SDOH factors that impact mental health outcomes. The presenters will discuss evidence-based interventions and innovative ways to target SDOH and improve mental health outcomes. The Howard University Mental Health Awareness and Suicide Prevention (HU-MHASP) training program will be discussed and how the program is improving mental health outcomes and health equity locally and regionally for vulnerable and marginalized populations.

Youth Lived Experiences Translating into Intersectional Mental Health Advocacy

Youth Presenters: Rei Scott, President, Executive Board Students With Psychosis. Jose Caballero is a mental health advocate and blogger. In 2020, he founded the first mental health awareness non-profit, In Touch, at Miami Senior High, a 118-year-old school that lacked mental health awareness and support for students. Crystal Widodo (they/them) is a student journalist, advocate, public speaker, and high school senior. After dealing with personal struggles with suicide in middle school, they became extremely passionate about teen mental health and intersectional approaches to their generation's conversations surrounding mental health justice. Mariama Bah, MHA Youth Mental Health Leadership Council member Mental Health America. Mariama Bah (she/her) is a 24-year-old mental health advocate born in Guinea, Africa. She emigrated to the US in 2009 and calls Raleigh, North Carolina home. She is the founder of Nation of Diversity (NOD), an organization focused on reducing homelessness and supporting mental health through art and music. NOD conducts homeless outreach, including providing hygiene kits, clothing, blankets, and hot meals, in addition to hosting community empowerment programs and events focused on the power of art and music to promote creativity, mindfulness, and mental health.

From living in a Hispanic household and community as a queer individual, to experiencing racialized bullying at their school and struggling with suicide, to emigrating to the US in 2009, attendees will learn about diverse stories from three YMHLIC members who have created and left impactful legacies and done incredible advocacy work in their communities and school campuses—as well as empowering those around them to join and advocate for mental health and create a more diverse community. For our panel, we want to divide our focus into three main points: using social media for storytelling, how our lived experiences have shaped our youth mental health work, and the impact we've made within this field. We hope to discuss the power of social media platforms to not only promote advocacy work and well-being but also to empower young individuals to join mental health movements and continue with advocacy work on their school campuses and in their communities. By hearing panelists' stories, on how their lived experiences have shaped their intersectional mental health work, conference attendees will gain insight into the importance of listening to the voices of lived experiences and the impact that translates from empowering and promoting the youth voice. These award-winning activists ultimately present the truth that their work reflects a very likely future of the youth mental health landscape: a generation of hope, solidarity, and intersectionality.

Keynote - A Conversation with Carmela Wallace, Philanthropist, Entrepreneur, and Mother of Juice WRLD + Clifford W. Beers Awards Presentation.

Keynote: Next Gen Prevention and the Importance of Youth Mental Health. Dr. Miriam E. Delphin Rittmon. Assistant Secretary for Mental Health and Substance Use U.S. Department of Health and Human Services.

The Workplace Meeting: A Hotbed for Oppression — An Opportunity for Social Change.
Presenter: Desmera Gatewood Organizing Program Manager Democracy North Carolina.

The session will employ a neurodiverse lens to examine and critique common meeting practices while providing alternatives for meeting approaches. Participants will reflect on their personal meeting experiences to explore the following: 1. Covert dynamics in meetings 2. Meeting processes and purposes 3. Structuring of meeting agendas 4. Meeting outcomes 5. Meetings' impacts at the group and Individ level Participants will then navigate how the five aforementioned factors may either exclude or elevate participation among neurodiverse minds. Participants will also consider the implications of meeting-inclusion effectiveness across multiple levels of the Organization ecosystem. Finally, participants will work in teams to create approaches for inclusive meetings and realize action plans for implementation.

Media Awards Presentation Ceremony

The Art of De-Escalation During Law Enforcement Encounters

Presenters: Dr Annise Mabry, Executive Director of The Dr. Annise Mabry Foundation. Chief Patricia Barber, Chief of Police Marshallville Police Department.

This workshop is designed to show participants why de-escalation classes matter (and to spotlight why not all law enforcement officers have an opportunity to access this training), how 988 services help rural law enforcement agencies who lack access to mental health professionals,

and how individuals with lived experience can become community experts that help change how law enforcement officers respond to mental health crisis calls.

More Than an Event: Funding a Crisis-Response Ecosystem

Presenters: Jason Holcomb Director of the Winnebago County Community Mental Health Board, Vice President of the Association of Community Mental Health Authorities of Illinois. Community Impact Region 1 Planning Council. Chelsey Glatz, Community Impact Planner Region 1 Planning Council.

This session will discuss the early wins, challenges, and long-term vision for the coordination of services that includes state and federal legislation, state and local funding, and private and public service providers, including partnerships between EMS and law-enforcement with health care systems and community mental health centers. It will also examine the importance of follow-up support after the crisis event, including when criminal justice involvement transpires. Speaker Jason Holcomb will discuss his own lived-experience with crisis, including the day he helped a family member navigate a crisis event that involved law-enforcement response. The session will also explore the formation and coordination of a county-wide communications working group that focuses on the promotion and awareness of mental health, with an emphasis on educating residents about the newly available services in the community – especially crisis response services, in a shifting environment that makes 988 as easy to call as 911.

Supporting Youth Substance Use and Addiction Recovery From a Peer Perspective

Presenters: Savannah Frye, Regional Peer Coordinator. Kelly Davis, Associate Vice President of Peer and Youth Advocacy, Mental Health America.

Early intervention is critical for individuals struggling with substance use and addiction. Many approaches, including clinical services, 12-step programs, peer support communities, harm reduction, and spirituality, can help people find their unique path to well-being. For young people, who are still learning about themselves and their place in the world, there may be additional barriers and considerations, including their personal identity, peer groups, and future goals. To address these concerns, it is crucial to take a peer support and lived-experience-driven approach that engages youth directly and empowers them to take control of their recovery and discovery journeys. In this session, we will explore peer and youth-centered approaches to create responsive and empowering resources for young people.

Keynote: A Conversation with Rachel Aviv, Author and Staff Writer at the New Yorker followed by Awards Presentation.

Keynote: Mental Health in the Black LGBTQ+ Community - A Conversation with Dr. David J. Johns, Executive Director of the National Black Justice Coalition.

Developing A Framework for Public Health's Role in Suicide Prevention and Mental Health.

Presenters: Alison Maffey, Vice President, Social and Behavioral Health Association of State and Territorial Health Officials (ASTHO). Christopher Jones, Director of the National Center for Injury Prevention and Control Centers for Disease Control and Prevention. Maddy Reinert

Senior Director of Population Health Mental Health America. Nia West-Bay, Director of Youth Policy CLASP.

With support from the Centers for Disease Control and Prevention (CDC), the Association of State and Territorial Health Officials (ASTHO), Mental Health America (MHA) and the Center for Law and Social Justice Policy (CLASP) are working to engage youth, state public health agencies, national public health and behavioral health organizations, and communication experts to develop an equity-centered framework that characterizes public health's unique role in suicide prevention and mental health promotion. In this session, we will present the preliminary findings from our stakeholder engagement and discuss the development of this framework for public health's role in suicide prevention and mental health.

Keynote: Self Love and Healing through Indigenous Tradition followed by Closing Ceremony.

Executive Director's Report – Lynn Canfield, June 2023

Background - Strategic Plan Goals:

Champaign County Mental Health Board Current Three-Year Plan Goals

1. Support a **continuum of services** to improve the quality of life experienced by individuals with mental or emotional disorders, substance use disorders, or intellectual and/or developmental disabilities and their families residing in Champaign County.
2. Sustain commitment to addressing health disparities experienced by **historically underinvested populations**.
3. Improve **access** to supports, services, and resources currently available and beneficial.
4. Continue the collaborative working relationship with the Champaign County Board for Care and Treatment of Persons with a Developmental Disability (CCDDDB).
5. Building on progress achieved through the six-year Cooperative Agreement between the Federal Substance Abuse and Mental Health Services Administration (SAMHSA), the Illinois Department of Human Services (IDHS), and the CCMHB, **sustain the SAMHSA/IDHS system of care** model.
6. **Divert persons with behavioral health needs or I/DD from the criminal justice system**, as appropriate.
7. In conjunction with the Champaign County Sheriff's Office, other law enforcement, and community stakeholders, pursue a continuum of services as an **alternative to incarceration and/or overutilization of local Emergency Departments** for persons with behavioral health needs or I/DD.
8. Support **interventions for youth** who have juvenile justice system involvement.
9. Address the need for **acceptance, inclusion, and respect** associated with a person's or family member's mental illness, substance use disorder, intellectual and/or developmental disability through broad based community education efforts to increase community acceptance and positive self-image.
10. Engage with other local, state, and national stakeholders on **emerging issues**.

Champaign County Developmental Disabilities Board Current Three-Year Plan Goals

1. Support a **continuum of services** to meet the needs of people with intellectual and/or developmental disabilities (I/DD), along with their families, residing in Champaign County.
2. Sustain the commitment to improving outcomes for members of **underrepresented and underserved populations**.
3. Improve **access to and engagement in services** through increased coordination among providers, community stakeholders, people with I/DD, their families, and other key supporters.
4. Encourage high-quality **person-centered planning** and follow-through for people served by funding from the CCDDDB and, through the Intergovernmental Agreement, from the CCMHB.
5. Continue the collaborative working relationship with the Champaign County Mental Health Board.
6. Identify children at-risk of developmental delay or disability and support **early intervention services and family supports**.
7. Support **access to services and programs** for youth and adults with I/DD, with a preference for evidence-based practices to increase positive outcomes.
8. Promote **inclusion and respect** of people with I/DD, through broad based community education efforts.
9. Stay abreast of **emerging issues** affecting service and support systems and be proactive through concerted **advocacy efforts**.

Activities of Staff and Board Members:

To support CCMHB Three Year Plan goals 1-8 and CCDDDB Three Year Plan goals 1-7, the allocation of funding for services through agency contracts and the subsequent development and monitoring of those contracts are a primary focus. This Spring, all team members worked with me to develop program summaries and recommendations for each funding request made of the CCDDDB and CCMHB. I revised the format and process for program summaries, updated the templates to be used

for CCMHB, CCDDDB, and I/DD Special Initiatives contracts with agencies, and had a final draft review with attorney Barbara Mann.

With staff and consultant input, I continued working on accessibility of public webpages, documents, and recordings of meetings. For the second time this year, we revised the second quarter CLC report and the annual Performance Outcomes Report forms, along with POR and Required Report instructions. The second accessibility review notes much improvement with a bit more to be done.

We offer technical support to agency users regarding use of the online system forms and reports. A Report Deadline Extension Request form is posted in the site, to be completed prior to a deadline by those who anticipate a delay in any report. The exception is Audit (or review or compilation) reports.

Contracts with service providers appear as Contributions & Grants, the largest expenditure line in each Board's budget. In this packet are proposed DRAFT budgets for each fund for our (County) fiscal year 2024, with background information and a decision memo requesting initial approval. From here, new information from County staff may lead to updated budgets for the Boards to review.

A small share of total costs to each Board are non-agency activities which also support individuals, families, agencies, and community. These appear in Personnel, Professional Services, Public Relations, Advertising, Books, Printing, Rental, and Non-Employee Training costs and are accomplished through staff, independent contractors, associations, or partnerships. Many activities and collaborations are referenced in other staff reports.

Anti-Stigma and Community Awareness:

(MHB goals 1, 3, 4, and 9 and DDB goals 1, 3, 5, and 8)

Resource information: 211 offers call-based and online resource information. United Way, CCMHB, and CCDDDB co-fund this service. PATH serves as a call center for this and 988 (previously the National Suicide Prevention Lifeline). The United Way director has suggested the State will pay for 211 services in 2023 or 2024, but this is not yet official.

Alliance for Inclusion and Respect (AIR) social media and website continue anti-stigma messaging and promotion of member organizations and local artists and entrepreneurs who have behavioral health conditions or disabilities. AIR sponsored an 'anti-stigma' film and events during the Roger Ebert's Film Festival, which ran from April 19-22. The art show was held April 22, coordinated by Stephanie Howard-Gallo with a group of artists and supporters. The CCMHB paid for sponsorship of the film, "My Name is Sara." Dr. William Gingold joined the filmmakers for a post-screening Q&A. AIR costs are budgeted as Public Relations and offset by Donations.

disABILITY Resource Expo will be held October 28, 2023 at Market Place Mall. The consulting Expo Coordinators have added graphic design and production to their responsibilities. Barb Bressner continues to support the Expo through committees and attending community events with Expo information. ChrispMedia maintains AIR and Expo websites, hosting short videos on exhibitors, and is available to provide technical support for any virtual Expo events. Expo expenses are now budgeted under Professional Services, Printing, Advertising, and Rental.

CCMHB/CCDDDB I/DD Special Initiatives Fund:

(MHB goals 1 and 4 and DDB goals 1 and 5)

Continuing the focus on individuals with I/DD and complex support needs, their families, and the direct support staff providing their care, the hope for 2023 was to fund contracts which would

mitigate the staffing crisis and support people in spite of it. No proposals were submitted directly to the fund, but two CCDDDB applications were identified as well aligned to the priorities and purposes, and one CCMHB application explicitly addressed direct support staff training. Staff asked the latter about the option of revising their proposal to focus on I/DD, for both Boards to consider funding for a PY24 contract; the provider has declined. In addition to developing PY25 priorities during the coming months, the Boards may consider creating Requests for Proposals appropriate to this fund's focus. Joint study sessions and meetings are being planned.

Support for Agency Programs:

(MHB goals 1, 3, 5, 6, 7, and 8 and DDB goals 1, 2, 3, 4, 6, and 7)

Activities described in staff reports:

- Cultural and Linguistic Competence training and technical assistance and Mental Health First Aid training and coordination (Shandra Summerville).
- Collaborations: Champaign County Transition Planning Committee, Continuum of Service Providers to the Homeless, Champaign County Community Coalition, Champaign County Reentry Council, Coalition Race Relations Subcommittee and Goal Teams Meetings, Human Services Council, I-Plan Behavioral Health Committee, Local Funders Group, UIUC Campus-Community Compact, Youth Assessment Center Advisory Committee, and more (Kim Bowdry, Leon Bryson, Shandra Summerville, or myself).
- Monthly Provider Learning Opportunities (Kim Bowdry), free of charge and offering CEUs to a primary audience of case managers, joined by family advocates and social workers.

Independent Contractors:

- Alex Campbell of EMK offers technical support for users of the online application and reporting system. Board members interested in learning to view forms and reports may reach him at afcambell9@msn.com. EMK is improving the accessibility of the site's design, per recommendations from Tim Offenstein (of Falling Leaf), who has twice tested our public pages and documents and led two Provider Learning Opportunities on these topics.
- John Brusveen, CPA, reviews all agency audits, compilations, and financial reviews, summarizing findings. While not a direct support to agencies, his recommendations help our staff team understand what to discuss with them and how to improve processes.
- For the first half of 2023, Mary Fortune (of MTF) worked with small agencies to improve bookkeeping, financial reporting, and audit-readiness and provide our team with periodic updates and recommendations. This contract ends July 1, and a follow-up report will be developed, along with recommendations for any next phase. The cost has not been shared by the CCDDDB, due to no DDB-funded agencies seeking such support.

UIUC Evaluation Capacity Project: May 1 marked the beginning of the new Evaluation consultation project, and the team from UIUC Family Resiliency Center has completed a number of interviews and surveys, of our staff and board members and of many agency reporters. Kim Bowdry and Leon Bryson and I will have regular meetings with Dr. Dariotis as the supports are implemented. She and her team members will also be present at Board meetings and agency council meetings, and an informal update from them will be on July board meeting agendas.

UIUC Student Projects: Although we do not request Spring projects due to our focus on agency applications, funding recommendations, and subsequent contracts, we welcome student support for translation of documents or short videos of Expo exhibitors; this has not been available for about a year. In March, I did a guest lecture on federal mental health policy with Social Work 514. Our team members met with the Gies College of Business Action Learning Program about

designing a project to support agencies with their internal financial management, and Leon Bryson worked with the students through their final report.

Executive Director Activities:

In addition to collaborations above and below, I continue to read audits, financial reviews, and compilations as they arrive and request information or return of excess revenue as needed. Most were due December 31, but several were delayed, at times by the CPA firm. This results in suspension of payments and can lead to termination of contracts. In preparation for PY2024 contracts, agencies have once again reported difficulty securing the services of independent CPA firms to complete these reports. This barrier to accountability may continue to require our attention in the coming year.

With assistance from Chris Wilson, Barb Mann (attorney), and our insurance representatives, I reviewed and agreed to renewal policies for each board's Directors & Officers, property, and cybersecurity coverage. We also pay our portion of the County's liability, property, personal injury, and worker's compensation insurance.

I completed the refresher Course in the Protection of Human Subjects, Core IRB Training, UIUC, just in case we participate in any research projects which would require it.

I participated in mandatory training on Managing Employees' Leaves, including through Family Medical Leave Act, Americans with Disabilities Act Amendments Act of 2008, Worker's Compensation, and Intermittent Leave. Already complex, some Illinois leave laws will change soon.

The County's IT department has been very supportive of our efforts to improve accessibility of documents and meeting recordings. We've made progress with documents, with their help, and they found free software to affix closed captions to the video recordings of board meetings. So far, efforts to edit the automated closed caption transcripts have been a disaster, as I've been editing the transcript rather than vtt files, which means the captions on the zoom recordings remain in their original, awful form. With guidance from IT, we know how to proceed. They supported our return to in person meetings through training and set up of media in the Shields-Carter Room as well as connecting the room's audio to our zoom link for greater inclusion.

The County's ARPA Coordinator and County Board members are patiently waiting for me to resolve any overpayment issues and complete final reports for the federal Treasury regarding the nine behavioral health programs funded in PY22 by their ARPA fiscal relief funds. We are stalled until the last few audits are submitted and additional questions settled. If excess revenue is owed for any contract, it is transferred to the County's ARPA fund for re-allocation, and per federal rules, all ARPA funds must be obligated by the end of 2024. For the County to include these in their 2024 budgets, which are due by July 7, there is a bit of pressure now.

Initial drafts of 2024 budgets are included in this packet for each Board's review and approval. Per statute, the CCDDDB has full authority over its budget, and recent changes to the Community Mental Health Act clarify that the CCMHB also has this authority over its budget, affirming our complicated process of starting earlier than other County units and bringing revised budgets to the Boards whenever subsequent projections become available from the County. Early work on these allowed us to estimate how much could be affordably allocated to PY2024 agency contracts, the total cost of which is split between our 2023 and 2024 fiscal years.

Intergovernmental/Interagency Collaborations:

(MHB goals 1, 2, 4, 9, and 10 and DDB goals 1,2, 3, 5, 8, and 9)

Champaign County Department Heads: with the County Executive, Administrative staff, and other Departments' representatives, June meeting topics were: status of the new phone system; migration to the County's new dotgov domain name and the integration of Duo and Microsoft 365; Scott M. Bennett Administrative Center update; annual requirement for cybersecurity training for all staff (implementation is delayed); 2024 budget instructions; and open discussion. On June 8, we had a training on budget process using Munis and the secondary online system.

Champaign County Opioid Settlement Funds: I participated in two meetings of an intergovernmental group for initial discussion of what the County might do with opioid settlement funds it will receive over the next several years. The group reviewed the approved spending parameters for the first settlement, discussed local harm reduction/abatement programs already operating and with potential for expansion, and noted that state law (and stigma) may limit some innovations. County Board member Emily Rodriguez recommended establishing a Task Force, and subsequently CCB-CCMHB member Jen Straub offered to participate.

Mental Health and Developmental Disabilities Agency Council: monthly meeting of agency representatives, not all of which are funded by the Boards, for discussion of agency activities, federal and state updates, special topics, and announcements. Our staff announce upcoming deadlines, report on recent board meetings, and explain any changes to process or expectations.

Metropolitan Intergovernmental Council: three times a year, representatives from local government meet on topics of shared interest as well as roundtable discussion. In May we learned about the Homeless Service System, coordinated by CCRPC with a grant from the CCMHB, and affordable housing needs, gaps, and resources, reported by City of Urbana staff. Representatives presented data and a resource map, answered questions, and predicted increased demands on this system as some federal relief is withdrawn 'post-pandemic.'

Regional Champaign-Vermilion Executive Committee: bimonthly meeting of public and private entities responsible for community health needs assessment and strategic plans. The most recent health plan/I-Plan identified behavioral health and community violence as priorities. The IPlan Coordinator leads all workgroups. Mr. Bryson and I alternate participation in the monthly Behavioral Health workgroup meetings, currently focused on community mental health needs assessment instruments and strategies. Relatedly, he and Kim Bowdry and I met with a self-advocate who has autism, to develop survey questions for anyone with a DD to answer regarding satisfaction with services and interest in other services.

Partnerships related to Underrepresented Populations and/or Justice System:
(MHB goals 1, 2, 5, 6, 7, 8, and 10 and DDB goals 1, 2, 3, and 7)

Champaign County Community Coalition: I attend meetings of the Executive Committee, which sets Coalition priorities and goals. Our new meeting format includes lead-in presentations by one member followed by discussion on that topic and then any other pressing matters. Presentations so far: Fentanyl (Urbana Police Department), Mental Health (me!), Education (Champaign and Urbana School Districts). Just as with the mental health-focused MIC meeting, the mental health session had fewer attendees but more passionate discussion.

Crisis Intervention Team (CIT) Steering Committee: bimonthly meetings of representatives of law enforcement, EMS, hospital, behavioral health, providers of service to people with housing insecurity, support network leaders, and other interested parties, to promote CIT training, review

data analyzed by City of Urbana, and share updates. The meeting has returned to in person and been very well attended in March and June, including by an officer of the CCMHB.

Drug Court Steering Committee: I attended the April 17 graduation and met Judge Ben Dyer, who will be taking over Champaign County Problem Solving Courts. Family Service and Rosecrance each applied for and were awarded CCMHB funding to continue serving Drug Court clients and for Rosecrance to support a new Mental Health Court. Judge Rosenbaum and Kyle Schiebert submitted an application for Adult Redeploy Illinois (ARI) funds to supplement current Drug Court supports. I met with the State's Attorney and County Executive (separately) to discuss potential additional resources to pursue through ARI, should the initial grant be awarded.

Illinois Criminal Justice Information Authority (ICJIA) was awarded \$9,527,496 in federal Byrne State Crisis Intervention Program (SCIP) funding, through the Bipartisan Safer Communities Act of 2022. The focus is development of extreme risk protection order programs, state crisis intervention court proceedings, and related gun violence reduction initiatives, while assuring due process protections. I will serve on their multi-disciplinary Advisory Board to establish priorities and approve a funding plan. The first meeting is June 20, for which I will review information on firearm restraining orders, gun violence data, and program models.

Illinois Mental Health Planning and Advisory Council (IMHPAC) is a council mandated by SAMHSA for all states receiving Federal Block Grant Funding for Mental Health and must prepare a State Plan for mental health services every three years. A major issue has been the availability of psychiatric hospital beds, especially for those experiencing severe MI and incarceration. A former colleague sits on the subcommittee making recommendations related to correctional settings and is seeking input through our state association. I shared the following observations by current and former correctional staff: the staffing crisis and physical infrastructure issues impacting those booked into the County Jail started before the pandemic and have predictably grown worse; due to insufficient capacity, the County transfers people to other county's jails with space, which tend not to accept those charged with violent crimes or those with SMI, so our jail has a higher concentration of people with additional support needs, thus increasing the demand for community-based behavioral health provider programming within the jail and exacerbating the staffing concerns; a driver has been the state's tendency to delay the transfer of people with SMI to state facilities where care may be more appropriate to their needs.

State and National Associations and Advocacy:

(MHB goal 10 and DDB goal 9)

Association of Community Mental Health Authorities of Illinois (ACMHAI): I attend meetings of the Executive, Legislative, I/DD, and Community of Practice (Crisis Continuum) Committees. These feature updates on committee-specific issues, planning webinars of interest and sharing information about contracting and monitoring, state funding and policies, goal setting, community awareness, etc. Government Strategy Associates updates the membership on state legislative activity and relies on our input for advocacy. I serve as President of the association this year, leading Executive Committee meetings and meetings of the membership.

Our April in-person membership meeting included training on Illinois' Property Tax System and the Property Tax Extension Law Limit (PTELL), which does apply to Champaign County. The presenter used Champaign County 2022 rates as the example, allowing me to follow the complex rule a little more easily. We have added 'Wellness Breaks' to the meeting agendas; after this session and a break, were the legislative update and roundtable discussion and a networking/awards event. Our business meeting covered financial, officer, coordinator,

committee, inter-association, and community updates. The day was dominated by discussion and growing disagreement on proposed changes to the Community Mental Health Act.

To represent the compromise consensus of the membership beyond that meeting, the legislative committee co-chairs, liaisons, and I had extensive follow up conversations, for the rest of the legislative session, about negotiations with the sponsors and other state associations. As we sent updates to ACMHAI members, we continued to answer complaints, some quite heated, which illuminated how different our communities are and how imperfect the statute. Just in case revisions are again introduced during the 2024 legislative session, we are preparing a ‘wish list’ of proposed clarifications and revisions that would better serve all 708 boards and their constituents. I plan to suggest we do this for 377 boards and consider advocating for introduction of revisions to the Community Care for Persons with a Developmental Disability Act.

International Transformational Resilience Coalition: Last fall, I participated in the ITRC’s eight-week Community of Practice focused on a public health approach to building capacity for mental wellness and resilience in the face of ecosystem-biodiversity catastrophes (which include COVID). This June, they offered a presentation on how this work can support the recent bipartisan federal legislation, the Community Mental Wellness and Resilience Act of 2023. With climate impacts aggravating existing inequalities and creating new ones, we have a population level problem which should be addressed proactively. Cascading disruptions stress everyone (e.g., barriers to food, water, shelter, income, health). Emergencies and disasters traumatize millions and are more frequent and unpredictable. Leaving individual, community, and societal distress and trauma unaddressed creates another epidemic. The current social service and mental health systems cannot fully address current trauma or the scale of what’s next, so deeper change is needed. Review of elements of transformational resilience: help others develop the capacity for self-regulation and adversity-based growth (to find new meaning and purpose); prioritize prevention and strengthen protective factors; establish social infrastructure/networks within communities; foster mental health literacy and avoid stigmatization. The CMWR Act of 2023 would direct the CDC to create planning and program grants for these strategies, set aside funds for rural communities, establish technical assistance, and appropriate \$30 million. The Green New Deal for Health includes a stronger version of the CMWRA and would appropriate \$100 million for Community Wellness and Resilience Programs. Both would shift systems toward strengthening population health and beyond individual treatment and crisis focus.

National Association of County Behavioral Health and Developmental Disability Directors (NACBHDD): As Secretary, I work with the Executive Committee and CEO to review policies, positions, and financial information, and to evaluate the CEO’s performance. I participate in bimonthly I/DD committee calls for presentations by national experts and discussion of state and federal rules, funding, and the workforce crisis. I chair monthly meetings of the Behavioral Health and Justice Committee, which feature presentations and roundtable discussions; we have taken a break for two months, as NACBHDD is reorganizing many functions. I will not participate in the July NACBHDD or NACo conferences due to travel costs and time constraints.

National Association of Counties (NACO): bi-monthly Health Steering Committee (HSC) calls with legislative updates, county and state programs, and policy priorities; bi-monthly leadership calls to plan these; quarterly Healthy Counties Advisory Board and Stepping Up Innovator County calls. HSC is a policy board, so through them and with NACBHDD input, I support NACo policy resolutions related to DSP classification, Medicaid and IMD changes, crisis response system, and behavioral health workforce. The Healthy Counties Advisory Board is focused on equity and social determinants of health/behavioral health, with presentations from leaders in the field as well as local success stories. Champaign County joined the Stepping Up

Initiative in 2016 and has been an Innovator County for many years, due to the brief screening of all who are booked into the Jail, with referral for assessment by community mental health providers funded by the CCMHB. Stepping Up has merged with a NACo community of practice called Familiar Faces; the data they seek from participants are not always available to me, since Illinois' behavioral health system is not county run, as many states' are, but it is helpful to receive guidance and to learn about other communities' solutions and successful pilot programs.

Illinois Legislative Issues for 2024: I met with Senator Paul Faraci, his staff, and their UIUC intern for extensive discussion of the session that just ended and of what we might tackle together in the next cycle, since this is the time for planning discussions. Agreeing that some issues are not best tackled through state legislation, we will focus on specific workforce development strategies (including my hope to address housing costs) and connecting to relevant federal opportunities. Ms. Husby-Gordon and I will explore priorities of their office and of the CCDDDB and CCMHB. Finally, in compliance with the Community Mental Health Act, Stephanie Howard-Gallo and I mailed the CCMHB 2022 Annual Report to those representing Champaign County in the Illinois General Assembly, as well as to the County Executive, County Board Members, and Illinois Department of Human Services Secretary.

Stephanie Howard-Gallo

Operations and Compliance Coordinator Staff Report – June 2023 Board Meeting

SUMMARY OF ACTIVITY:

Third Quarter Reporting:

All third quarter reports are now in. Fourth quarter reporting will be due at the end of August.

Other Compliance:

I made contact with two funded agencies regarding missing minutes from their Board meetings for our files and the online Compliance Dashboard, as required in their contracts.

Community Awareness/Anti-Stigma Efforts/Alliance for Inclusion and Respect (AIR):

AIR artists were invited to participate in the sale at The CROW at 110 on May 20th. I attended the sale as a patron and purchased some really cool things.

CCMHB Annual Report:

The link to the CCMHB 2022 Annual Report the Board approved in April has been announced in an ad placed in the News Gazette. I sent paper copies to County Board members, the IL Department of Human Services, and state legislators.

Contracts:

Contracts for 2024 are being prepared. As agencies submit their certificates of liability insurance and letters of engagement from an auditing firm, I upload the documents to the Compliance Dashboard.

Other:

- Prepared meeting materials for CCMHB/CCDDB regular meetings, special meetings, and study sessions/presentations.
- Composed minutes from the CCDDB/CCMHB meetings.
- Participated in meetings and study sessions for the CCDDB/CCMHB.

June 2023 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

Agency Support and Technical Assistance:

Community Services Center of Champaign County: CLC Board Training May 18, 2023

The WELL Experience: Annual CLC Training: June 1, 2023

PY24 update to 2nd Quarter Reports – A new form was created to make it accessible. There will be a question added to learn about the lived experience of members that are serving on the boards. There will be no other demographic information collected.

PY 24 Contract meeting: I attended an introductory meeting with CU- Autism Network on May 30, 2023.

Family Service Center of Champaign County: I attended the Self-Help Center Advisory Committee meetings to prepare for the Biennial Self-Help Conference on May 5, 2023. I attended the conference and helped with registration.

CLC Coordinator Direct Service Activities

Mental Health First Aid-

Upcoming Mental Health First Aid for Youth

Friday, June 23, 2023, and June 30- In Person at Brookens 10:00-2pm. You must attend both classes to receive the certificate.

Tuesday, July 18- Blended- Virtual Instruction 9am 3pm. There is a 2-hour self-paced course that is required to complete the certification.

Tuesday, July 25- Blended- In person Instruction: 9:00am-3pm

For registration please email: Shandra@ccmhb.org or fill out the google form:

[Youth Mental Health First Aid Registration](#)

Webinars and Training

National and Local Perspectives on Person-Centered Supports in Older Adult Nutrition Programs and Service Delivery- May 30, 2023

Parenting While Black 2023- June 12, 2023

June 2023 Staff Report- Shandra Summerville Cultural and Linguistic Competence Coordinator Anti-Stigma Activities/Community Collaborations and Partnerships

June 19, 2023- Juneteenth- Joy and Pain of Emancipation-11:00-1:00pm

I will serve as the speaker at Parkland College for their Juneteenth Luncheon. This is not open to the public, but guests of mine are welcome to attend.

.Short Reading List to continue the conversation about Racism and Trauma as a decision maker.

Call to Action to Address Racism & Social Injustice at the University of Illinois (Highly Recommended)

<https://calltoaction.illinois.edu/>

The University of Illinois Call to Action to Address Racism & Social Injustice is a commitment by our university to put the need to address systemic racism and generationally embedded racial disparity into concrete action to find new solutions. Announced by Chancellor Robert J. Jones in July 2020, the Call to Action includes an \$2 million annual commitment designed to quickly and permanently transform the way our own university supports, prioritizes, and recognizes the research of scholars working on issues of systemic racism in the United States. Chancellor Jones has also charged a steering committee and four working groups to identify the work that we must commit to now, in order to create a campus that is free of structural and systemic racism and bias.

The Behavioral Health Care Workforce: The National Institute for Health Care Management (NIHCM) Foundation is a nonprofit, nonpartisan organization dedicated to transforming health care through evidence and collaboration.

[Behavioral Workforce Infographic](#)

About the Infographic

“The United States is facing a significant shortage of mental health professionals, with nearly half of the population living in mental health workforce shortage areas. Additionally, the behavioral health care workforce suffers from a lack of diversity. Many individuals have limited access to mental health care and the COVID-19 pandemic has further intensified the demand for these essential services.

To address these challenges, our new infographic presents various strategies to enhance the behavioral health care workforce. These include partnering with communities, expanding the paraprofessional workforce, and addressing burnout. By implementing these initiatives, we can bolster the capacity of the mental health care system and improve access to quality care for all individuals.”

June 2023 Staff Report- Shandra Summerville Cultural and Linguistic Competence Coordinator



YOUTH MENTAL HEALTH FIRST AID

LEARN HOW TO SUPPORT THE YOUNG PEOPLE IN YOUR LIFE

Youth Mental Health First Aid teaches you how to identify, understand and respond to signs of mental health and substance use challenges among adolescents ages 12-18. You'll build skills and confidence you need to reach out and provide initial support to young people who are struggling. You'll also learn how to help connect them to appropriate support.

AFTER THE COURSE, YOU'LL BE ABLE TO:

- Recognize common signs and symptoms of mental health challenges, including anxiety, depression, eating disorders and attention deficit hyperactive disorder (ADHD).
- Recognize common signs and symptoms of substance use challenges.
- Understand how to interact with a young person in crisis.
- Know how to connect a young person with help.
- Better understand trauma, substance use, self-care and the impact of social media and bullying.

Join the more than

2.6 MILLION

*First Aiders who
have chosen to be
the difference in
their community.*

REGISTER TODAY!

Delivery Format:

In-Person for 2 Days. Must register for both days to receive the
Mental Health First Aid Certification

Date and Time:

6/23/2023 Part 1 and 6/30/2023 Part 2 10am-2pm

Location:

Brookens Administrative Services 1776 E. Washington, Urbana IL

Where to Register:

<https://forms.gle/DQCvBDa87Nke3CbC7>

Learn how to respond with the Mental Health First Aid Action Plan (**ALGEE**):

- A**ssess for risk of suicide or harm.
- L**isten nonjudgmentally.
- G**ive reassurance and information.
- E**ncourage appropriate professional help.
- E**ncourage self-help and other support strategies.

For more information, visit MHFA.org



FUND DEPT 2108-050 : DEVLPMNTL DISABILITY FUND - DEVLMTNL DISABILITY BOARD
COMBINED REPORTING FOR YEAR: 2023 FROM PERIOD: 01 THROUGH PERIOD: 05

	<u>ACTUAL</u> 2022 JAN - MAY	<u>ACTUAL</u> 2023 JAN - MAY	<u>2023</u> ANNUAL BUDGET
REVENUES			
4001 PROPERTY TAX			
01 PROPERTY TAXES - CURRENT	0.00	0.00	4,857,487.00
03 PROPERTY TAXES - BACK TAX	0.00	0.00	2,000.00
04 PAYMENT IN LIEU OF TAXES	0.00	0.00	4,000.00
4001 PROPERTY TAX TOTAL	0.00	0.00	4,863,487.00
4008 INVESTMENT EARNINGS			
01 INVESTMENT INTEREST	1,278.97	18,005.10	2,000.00
4008 INVESTMENT EARNINGS TOTAL	1,278.97	18,005.10	2,000.00
4009 MISCELLANEOUS REVENUES			
02 OTHER MISCELLANEOUS REVENUE	0.00	0.00	5,000.00
4009 MISCELLANEOUS REVENUES TOTAL	0.00	0.00	5,000.00
TOTAL REVENUES	1,278.97	18,005.10	4,870,487.00
EXPENDITURES			
5020 SERVICES			
01 PROFESSIONAL SERVICES	197,712.00	169,630.00	407,118.00
25 CONTRIBUTIONS & GRANTS	1,739,299.00	1,677,347.00	4,417,369.00
5020 SERVICES TOTAL	1,937,011.00	1,846,977.00	4,824,487.00
TOTAL EXPENDITURES	1,937,011.00	1,846,977.00	4,824,487.00
OTHER FINANCING SOURCES (USES)			
6001 OTHER FINANCING SOURCES			
01 TRANSFERS IN	0.00	0.00	4,000.00
6001 OTHER FINANCING SOURCES TOTAL	0.00	0.00	4,000.00
7001 OTHER FINANCING USES			
01 TRANSFERS OUT	-50,000.00	-50,000.00	-50,000.00
7001 OTHER FINANCING USES TOTAL	-50,000.00	-50,000.00	-50,000.00



FUND DEPT 2108-050 : DEVLPMNTL DISABILITY FUND - DEVLMTNL DISABILITY BOARD
COMBINED REPORTING FOR YEAR: 2023 FROM PERIOD: 01 THROUGH PERIOD: 05

	<u>ACTUAL</u> 2022 JAN - MAY	<u>ACTUAL</u> 2023 JAN - MAY	<u>2023</u> ANNUAL BUDGET
TOTAL OTHER FINANCING SOURCES (USES)	-50,000.00	-50,000.00	-46,000.00
NET CHANGE IN FUND BALANCE	1,985,732.03	1,878,971.90	0.00

FUND DEPT 2090-053 : MENTAL HEALTH - MENTAL HEALTH BOARD

COMBINED REPORTING FOR YEAR: 2023 FROM PERIOD: 01 THROUGH PERIOD: 05



	ACTUAL 2022 JAN - MAY	ACTUAL 2023 JAN - MAY	2023 ANNUAL BUDGET
REVENUES			
4001 PROPERTY TAX			
01 PROPERTY TAXES - CURRENT	0.00	0.00	5,913,892.00
03 PROPERTY TAXES - BACK TAX	0.00	0.00	1,000.00
04 PAYMENT IN LIEU OF TAXES	0.00	0.00	2,000.00
4001 PROPERTY TAX TOTAL	0.00	0.00	5,916,892.00
4004 INTERGOVERNMENTAL REVENUE			
76 OTHER INTERGOVERNMENTAL	98,856.00	169,630.00	407,118.00
4004 INTERGOVERNMENTAL REVENUE TOTAL	98,856.00	169,630.00	407,118.00
4008 INVESTMENT EARNINGS			
01 INVESTMENT INTEREST	2,350.23	22,584.20	3,000.00
4008 INVESTMENT EARNINGS TOTAL	2,350.23	22,584.20	3,000.00
4009 MISCELLANEOUS REVENUES			
01 GIFTS AND DONATIONS	0.00	450.00	3,000.00
02 OTHER MISCELLANEOUS REVENUE	38,771.00	9,856.00	39,000.00
4009 MISCELLANEOUS REVENUES TOTAL	38,771.00	10,306.00	42,000.00
TOTAL REVENUES	139,977.23	202,520.20	6,369,010.00
EXPENDITURES			
5001 SALARIES AND WAGES			
02 APPOINTED OFFICIAL SALARY	40,991.25	39,101.33	107,000.00
03 REGULAR FULL-TIME EMPLOYEES	124,524.10	134,536.17	368,198.00
05 TEMPORARY STAFF	0.00	0.00	2,500.00
08 OVERTIME	0.00	0.00	2,612.00
5001 SALARIES AND WAGES TOTAL	165,515.35	173,637.50	480,310.00
5003 FRINGE BENEFITS			
01 SOCIAL SECURITY-EMPLOYER	11,980.81	12,791.56	36,353.00
02 IMRF - EMPLOYER COST	8,237.79	4,414.35	12,546.00
04 WORKERS' COMPENSATION INSURANC	687.27	603.89	2,376.00
05 UNEMPLOYMENT INSURANCE	1,494.89	1,655.53	1,656.00

FUND DEPT 2090-053 : MENTAL HEALTH - MENTAL HEALTH BOARD

COMBINED REPORTING FOR YEAR: 2023 FROM PERIOD: 01 THROUGH PERIOD: 05



	ACTUAL 2022 JAN - MAY	ACTUAL 2023 JAN - MAY	2023 ANNUAL BUDGET
06 EE HLTH/LIF (HLTH ONLY FY23)	21,925.75	23,294.50	73,440.00
5003 FRINGE BENEFITS TOTAL	44,326.51	42,759.83	126,371.00
5010 COMMODITIES			
01 STATIONERY AND PRINTING	0.00	176.46	1,000.00
02 OFFICE SUPPLIES	502.91	1,860.00	4,200.00
03 BOOKS, PERIODICALS, AND MANUAL	0.00	0.00	300.00
04 POSTAGE, UPS, FEDEX	366.77	473.85	2,000.00
05 FOOD NON-TRAVEL	0.00	404.55	1,150.00
13 DIETARY NON-FOOD SUPPLIES	0.00	91.86	200.00
17 EQUIPMENT LESS THAN \$5000	6,802.00	608.54	7,000.00
21 EMPLOYEE DEVELOP/RECOGNITION	0.00	0.00	285.00
5010 COMMODITIES TOTAL	7,671.68	3,615.26	16,135.00
5020 SERVICES			
01 PROFESSIONAL SERVICES	67,232.61	34,145.75	155,133.00
02 OUTSIDE SERVICES	17,421.09	2,801.25	24,611.28
03 TRAVEL COSTS	320.39	5,166.07	11,500.00
04 CONFERENCES AND TRAINING	0.00	660.00	10,000.00
05 TRAINING PROGRAMS	0.00	1,950.00	20,729.86
07 INSURANCE (non-payroll)	7,843.67	9,618.00	18,000.00
11 UTILITIES	272.80	0.00	0.00
12 REPAIRS AND MAINTENANCE	0.00	0.00	600.00
13 RENT	11,851.23	12,359.24	31,564.74
14 FINANCE CHARGES AND BANK FEES	0.00	0.00	30.00
19 ADVERTISING, LEGAL NOTICES	0.00	44.00	500.00
21 DUES, LICENSE & MEMBERSHIP	9,650.00	8,069.99	20,000.00
22 OPERATIONAL SERVICES	8,116.48	2,148.39	77,230.00
24 PUBLIC RELATIONS	16,370.00	16,500.00	20,000.00
25 CONTRIBUTIONS & GRANTS	2,569,734.00	2,083,379.00	5,318,936.40
45 ATTORNEY/LEGAL SERVICES	0.00	975.00	2,000.00
46 EQUIP LEASE/EQUIP RENT	0.00	796.24	2,388.72
47 SOFTWARE LICENSE & SAAS	0.00	9,243.67	13,500.00
48 PHONE/INTERNET	0.00	1,009.99	2,470.00
5020 SERVICES TOTAL	2,708,812.27	2,188,866.59	5,729,194.00
TOTAL EXPENDITURES	2,926,325.81	2,408,879.18	6,352,010.00

FUND DEPT 2090-053 : MENTAL HEALTH - MENTAL HEALTH BOARD

COMBINED REPORTING FOR YEAR: 2023 FROM PERIOD: 01 THROUGH PERIOD: 05



	ACTUAL 2022 JAN - MAY	ACTUAL 2023 JAN - MAY	2023 ANNUAL BUDGET
OTHER FINANCING SOURCES (USES)			
6001 OTHER FINANCING SOURCES			
01 TRANSFERS IN	32,952.00	0.00	0.00
6001 OTHER FINANCING SOURCES TOTAL	32,952.00	0.00	0.00
7001 OTHER FINANCING USES			
01 TRANSFERS OUT	0.00	0.00	-17,000.00
7001 OTHER FINANCING USES TOTAL	0.00	0.00	-17,000.00
TOTAL OTHER FINANCING SOURCES (USES)	32,952.00	0.00	-17,000.00
NET CHANGE IN FUND BALANCE	2,753,396.58	2,206,358.98	0.00

FUND DEPT 2101-054 : I/DD SPECIAL INITIATIVES - CILA PROJECT

COMBINED REPORTING FOR YEAR: 2023 FROM PERIOD: 01 THROUGH PERIOD: 05



	ACTUAL 2022 JAN - MAY	ACTUAL 2023 JAN - MAY	2023 ANNUAL BUDGET
REVENUES			
4008 INVESTMENT EARNINGS			
01 INVESTMENT INTEREST	638.91	6,380.70	1,000.00
4008 INVESTMENT EARNINGS TOTAL	638.91	6,380.70	1,000.00
4009 MISCELLANEOUS REVENUES			
02 OTHER MISCELLANEOUS REVENUE	260,368.90	0.00	0.00
4009 MISCELLANEOUS REVENUES TOTAL	260,368.90	0.00	0.00
TOTAL REVENUES	261,007.81	6,380.70	1,000.00
EXPENDITURES			
5010 COMMODITIES			
17 EQUIPMENT LESS THAN \$5000	0.00	0.00	5,063.00
5010 COMMODITIES TOTAL	0.00	0.00	5,063.00
5020 SERVICES			
01 PROFESSIONAL SERVICES	600.00	0.00	4,000.00
07 INSURANCE (NON-PAYROLL)	316.33	0.00	0.00
12 REPAIRS AND MAINTENANCE	12,562.00	0.00	0.00
19 ADVERTISING, LEGAL NOTICES	0.00	0.00	200.00
25 CONTRIBUTIONS & GRANTS	0.00	0.00	341,737.00
5020 SERVICES TOTAL	13,478.33	0.00	345,937.00
TOTAL EXPENDITURES	13,478.33	0.00	351,000.00
OTHER FINANCING SOURCES (USES)			
6001 OTHER FINANCING SOURCES			
01 TRANSFERS IN	50,000.00	50,000.00	50,000.00
6001 OTHER FINANCING SOURCES TOTAL	50,000.00	50,000.00	50,000.00
TOTAL OTHER FINANCING SOURCES (USES)	50,000.00	50,000.00	50,000.00

FUND DEPT 2101-054 : I/DD SPECIAL INITIATIVES - CILA PROJECT

COMBINED REPORTING FOR YEAR: 2023 FROM PERIOD: 01 THROUGH PERIOD: 05



	<u>ACTUAL</u> 2022 JAN - MAY	<u>ACTUAL</u> 2023 JAN - MAY	<u>2023</u> ANNUAL BUDGET
NET CHANGE IN FUND BALANCE	-297,529.48	-56,380.70	300,000.00



Champaign County Illinois



For the final day of Mental Health Awareness Month, we'd like to introduce author, Champaign County Mental Health Board employee, and AIR artist member Allison Boot as she shares more information regarding the Alliance for Inclusion and Respect and the Disability Resource Expo—as well as how YOU can get involved! 😊

"My name is Allison Boot. I have been an employee of CCMHB since October 2019. I am the Co-Coordinator of the Annual Disability Resource Expo which is put on in p... [See more](#)





Champaign County Illinois



Meet Stephanie Howard-Gallo, CCMHB's long standing Operation and Compliance Coordinator. 🙌 Today she shares an overview of one of CCMHB's more recent programs, the Alliance for Inclusion and Respect (AIR).

How long have you been with the CCMHB?

"I have been at the CCMHB for 25 years."... [See more](#)

The video player features a green and white background with a large green graphic of a hand holding a leaf on the left. A central video frame shows Stephanie Howard-Gallo, a woman with dark hair, wearing a white lab coat. Below the video frame, the text "STEPHANIE HOWARD-GALLO" is displayed in large green letters, followed by "Operations and Compliance Coordinator" in smaller green text. The video player interface includes a play button, a progress bar showing 0:00 / 0:05, a settings gear icon, a full screen icon, a share icon, and a close icon.



Champaign County Illinois



Before May officially ends, we'd like to highlight a few diligent employees of the Champaign County Mental Health Board and Developmental Disabilities Board to celebrate Mental Health Awareness Month! First, we asked Shandra Summerville, CCMHB's Cultural and Linguistic Competence Coordinator, to tell us more about Mental Health First Aid Training and what the CCMHB has planned in coming months regarding MHFA.

How long have you been with the Champaign County Mental Health Bo... [See more](#)



CCMHB Liaison Choices 2023

	Jane Sprandel	Daphne Maurer	Matthew Hausman	Elaine Palencia	Jon Straub	Jon Paul Youakim	Joe Orm-Osagle	Molly McRay	Lisa Liggins-Chair
Courage Connection (4th Mon., 5:30pm)									
CCRPC (Head Start and Community Services)									
Cunningham Children's Home(meets qtrly)									
Children's Advocacy Ctr (4th Thurs., 9 am)									
CC Health Care Consumers(4th Thurs., 6 p.m.)									
Christian Health Center (last Sat., 10 a.m.)									
Community Service Ctr (3rd Thurs., 4:30 pm)									
Crisis Nursery (2nd Wed., 5:30 pm)									
Don Moyer (3rd Tues., 7 am)									
DSC (4th Thurs., 5:30 pm)									
ECIRMAC (Refugee Ctr (2nd Tues., 4 pm)									
Family Service (2nd Mon., noon)									
First Followers (generally 3rd Fri., 5 pm)									
GROW in IL (last Mon., 7 pm)									
Promise Healthcare (4th Tues., 6 pm)									
RACES (3rd Thurs., 6 pm)									
Rosecrance (last Tues, 4:30 pm)									
Terrapin Station Sober Living									
UP Center (2nd Wed., 6:30 pm)									
Urbana Neighborhood Conn.(2nd Thurs., 6 pm)									
We'll Experience (4th Sat at noon)									
WIN Recovery (2nd Monday, 5:30 p.m.)									
County Board Opioid Settlement Task Force									
Community Coalition (2nd Wed., 3:30pm)									
Expo Committees (various)									