



CHAMPAIGN COUNTY MENTAL HEALTH BOARD

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

Champaign County Developmental Disabilities Board (CCDDDB) AGENDA

Tuesday, July 20, 2011

Brookens Administrative Building

Meeting Room 1

1776 E. Washington St., Urbana, IL 61802

8:00 AM

1. Call to Order – Mr. Michael Smith, Secretary
2. Roll Call – Stephanie Howard-Gallo
3. Additions to Agenda
4. Citizen Input
5. CCMHB Input
6. Approval of CCDDDB Minutes
 - A. 6/22/11 Board Meeting*
Minutes are included in the packet. Board action is requested.
7. Secretary's Comments – Mr. Michael Smith
8. Executive Director's Report – Peter Tracy
9. Staff Report – Lynn Canfield
Included in the Board packet.
10. Agency Information
11. Financial Report
 - A. Approval of Claims*
Included in the Board packet. Action is requested.
12. New Business
 - A. Election of Officers
13. Old Business
 - A. Disability Resource Expo
An oral report will be provided.
 - B. Meeting Schedule – Info Only
14. Board Announcements
15. Adjournment

**Board action requested*

**CHAMPAIGN COUNTY BOARD FOR CARE AND TREATMENT
OF PERSONS WITH A DEVELOPMENTAL DISABILITY
(CCDDB)
BOARD MEETING**

Minutes –June 22, 2011

*Brookens Administrative Center
1776 E. Washington St.
Urbana, IL
Meeting Room 1 (Lyle Shields Room)*

8:00 a.m.

MEMBERS PRESENT: Holly Jordan, President; Mike Smith, Joyce Dill

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

OTHERS PRESENT: Patty Walters, Danielle Matthews, Developmental Services Center (DSC); Pam Klassert, Glenna Tharp, Persons Assuming Control of their Environment(PACE); Lynn Watson, Head Start

CALL TO ORDER:

Ms. Holly Jordan, Board President, called the meeting to order at 8:00 a.m.

ROLL CALL:

Roll call was taken and a quorum was present.

ADDITIONS TO AGENDA:

None.

CITIZEN INPUT:

None.

CHAMPAIGN COUNTY MENTAL HEALTH BOARD (CCMHB) INPUT:

The CCMHB will meet later today.

APPROVAL OF MINUTES:

Minutes from the May 18, 2011 Board meeting were included in the packet.

MOTION: Mr. Smith moved to approve the minutes from the May 18, 2011 Board meeting. Ms. Dill seconded and the motion passed unanimously.

PRESIDENT'S COMMENTS:

Ms. Jordan announced that this would be her last Board meeting. She stated that it had been an honor to serve on the CCDDDB and she has thoroughly enjoyed working with her fellow Board members and the CCDDDB staff. A retirement party will be held in Ms. Jordan's honor on July 7th.

EXECUTIVE DIRECTOR'S REPORT:

Mr. Tracy provided an update on the State of Illinois budget.

STAFF REPORT:

A report from Ms. Canfield was included in the packet.

AGENCY INFORMATION:

None.

FINANCIAL INFORMATION:

Approval of Claims:

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

MOTION: Mr. Smith moved to accept the claims report as presented. Ms. Dill seconded and the motion passed unanimously.

NEW BUSINESS:

CCDDDB FY12 Budget:

A Decision Memorandum and a copy of the preliminary FY12 CCDDDB Budget was included in the packet.

MOTION: Ms. Dill moved to approve the preliminary budget document for County Fiscal Year 2012 for the CCDDDB. Mr. Smith seconded the motion. A roll call vote was taken and the motion passed unanimously.

Proposed FY12 Budgets managed by the CCMHB:

Copies of the proposed budgets managed by the CCMHB were included in the Board packet for information only.

OLD BUSINESS:

Anti-Stigma Alliance:

A Decision Memorandum on the Roger Ebert Film Festival 2012 was included in the Board packet.

MOTION: Ms. Dill moved to approve up to \$15,000 as the CCDDDB share, contingent on approval of \$15,000 by the CCMHB to fund an equal share. FY11 excess revenue options should be utilized first if available. Mr. Smith seconded the motion. A roll call vote was taken and the motion passed unanimously.

Disability Resource Expo:

Ms. Canfield provided a verbal report on activities related to the planning of the 2011 Disability Resource Expo.

BOARD ANNOUNCEMENTS:

Mr. Smith thanked Ms. Holly Jordan for her service on the CCDDDB and for her many years of dedication to developmental disability advocacy in Champaign County. Ms. Jordan will leave the Board in June 2011.

ADJOURNMENT:

The meeting adjourned at 8:18 a.m.

Respectfully Submitted by: Stephanie Howard-Gallo

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

Lynn Canfield, Associate Director for Developmental Disabilities Staff Report – July 20, 2011

Agency Monitoring Visits: Stephanie Howard-Gallo and I completed program monitoring visits for the Down Syndrome Network, CU Autism Network, Head Start/Early Head Start's Social Emotional Disabilities Services Program, and DSC's Individual/Family Support and Clinical Supports Programs. Given the complexity of the latter, a follow-up visit will demonstrate confidential clinical files as they relate to subcontracted counseling services. Follow-up visits to Community Choices and PACE will focus on elements of individual client files. I accompanied Mark Driscoll to monitoring visits of Psychological Services Center's Parent to Parent, Effective Black Parenting, and Family Advocacy programs, Champaign Urbana Area Project's Family Advocacy Program, and Best Interest of Children's Family Link and Support and Peer Ambassadors' programs.

Contracts and Reporting: FY12 CCDDDB contracts and those of the CCMHB designated for DD services have been executed, and we are processing revised program plan and budget forms. FY11 Annual Performance Measures reports and fourth quarter financial and program reports are due August 26, although some agencies plan to submit them sooner. Mark Driscoll and I met with Alex Campbell of EMK Data Systems to discuss possible enhancements to the online system, our impressions of working with it so far, and EMK's community needs assessment collaboration with ACMHAI.

Fifth Annual Expo: Save the Date flyers are now available for distribution, and sponsorship brochures have been finalized. Many of last year's sponsors were contacted by phone and have pledged involvement in this year's event and/or Resource Book. At the Marketing/Sponsorship subcommittee meeting on June 23, we discussed the possibility of advertising the Expo through facebook. I created a page but have not reached a wide audience to date, so please search and like "Reaching out for Answers: Disability Resource Expo." We plan to purchase an advertisement in that environment when the event is nearer and we have tweaked the page with input from partners. I attended a meeting of the Steering Committee met on June 28 with reports from several subcommittees. Although the Pride subcommittee has yet to meet, we have had numerous email exchanges and unscheduled conversations around changing the environment and activities in order to improve traffic flow to the Pride area; we are talking with previous vendors about their preferences for this year's Expo and our plans to upgrade. Some of the artists have offered ideas of their own, including poetry readings, either in the same area or onstage as part of the scheduled Entertainment. This offers a bridge to the spoken word performances staged by the ACCESS Initiative at the end of Ebertfest and throughout Children's Mental Health Awareness Week.

Board Liaison Assignments: Because TALKS' June board meeting overlapped with that of the CCDDDB, I was again unable to attend. Later that morning, I did make it to a quarterly meeting of the Champaign County Senior Services Advisory Board. Community Announcements of interest: RSVP will be funded only to April 2012, causing reduction of hours of part-time staff; Peace Meal is now 'closed' on Fridays

(they still deliver meals but are not paid) in response to budget shortfall caused by increased gas and food prices and anticipated state budget cuts. Senior Services has substantial federal revenue which is now vulnerable. Their clients are particularly concerned about insurance, so they are doing related outreach, such as a late June presentation on Medicare at Peace Meal.

ACCESS Initiative: I attended a meeting of the Evaluation Committee on selection of an Organizational Assessment tool to show where agencies stand in their approach to youth and families and in collaboration with each other as we move toward a trauma-informed and justice-informed system of care. I also participated in a one-day workshop, "Understanding the Effects of Trauma on the Lives of Those We Serve," which introduced why we must address trauma, strategies for self-regulation, and the biopsychosocial impact of trauma. This material will be useful to providers of disability services and to family and self-advocates, so DD agency staff and others will be invited to similar future trainings.

Other Activity: I continued reading the accounting principles materials shared with us by Michael Smith and had email exchanges and a meeting with Dr. Ordal, UI School of Medicine, about the nutrition and health/mental health study session slated for early fall. Holly Jordan's final act as member and president of the CCDDDB is captured in photos of her signing a stack of FY12 contracts on June 30, 2011. Thanks to all who attended the reception for Ms. Jordan at El Toro Restaurant. It was a nice evening and doubled as an opportunity to welcome Elaine Palencia, whose service on the board began July 1.

Unmet DD Service Needs in Champaign County:

From February 7, 2011 PUNS update:

- **194** individuals in Champaign County were identified with "emergency need."
- **269** Champaign County residents identified as in need of service within a year; **116** of these are recent or coming graduates.

From April 5, 2011:

- **198** individuals in Champaign County were identified with "emergency need."
- **274** in crisis (need service within a year), of whom **120** are recent or coming grads.

From May 12, 2011:

- **195** individuals in Champaign County were identified with "emergency need"
- **272** in crisis (need service within a year), of whom **121** are recent or coming graduates.

From June 9, 2011:

- **194** individuals in Champaign County were identified with "emergency need", the only change from last month being 1 less in "exceedingly expensive or inappropriate placement and immediately needs a new place to live"
- **268** individuals in crisis, of whom **120** are recent or coming graduates

168 were annual updates (170 in May), 20 were closed (21 in May), 2 were deceased, 1 withdrew from PUNS, and 3 moved to another state. Desired supports continue to include Transportation, Personal Support, Support to work in community, Support for in-center work/activities, Occupational Therapy, Speech Therapy, Behavioral Supports, 24 hour Residential, Respite, Physical Therapy, Intermittent Residential Support, and Assistive Technology. Champaign County data are attached.



PUNS Data By County and Selection Detail

June 09, 2011

County: Champaign

Reason for PUNS or PUNS Update

New	168
Annual Update	93
Change of category (Emergency, Planning, or Critical)	16
Change of service needs (more or less) - unchanged category (Emergency, Planning, or Critical)	3
Person is fully served or is not requesting any supports within the next five (5) years	124
Moved to another state, close PUNS	3
Person withdraws, close PUNS	1
Deceased	2
Other, supports still needed	5
Other, close PUNS	20

EMERGENCY NEED(Person needs in-home or day supports immediately)

1. Individual needs immediate support to stay in their own home/family home (short term - 90 days or less); e.g., hospitalization of care giver or temporary illness of an individual living in their own home.	9
2. Individual needs immediate support to stay in their own home/family home or maintain their employment situation (long term); e.g., due to the person's serious health or behavioral issues.	15
3. Care giver needs immediate support to keep their family member at home (short term - 90 days or less); e.g., family member recuperating from illness and needs short term enhanced supports.	4
4. Care giver needs immediate support to keep their family member at home (long term); e.g., care giver is permanently disabled or is terminally ill and needs long term enhanced supports immediately to keep their family member at home.	6

EMERGENCY NEED(Person needs out-of-home supports immediately)

1. Care giver is unable or unwilling to continue providing care (e.g., person has been abandoned).	26
2. Death of the care giver with no other supports available.	4
3. Person has been committed by the court or is at risk of incarceration.	3
4. Person is living in a setting where there is suspicion of abuse or neglect.	3
5. Person is in an exceedingly expensive or inappropriate placement and immediately needs a new place to live (for example, an acute care hospital, a mental health placement, a homeless shelter, etc.).	6
6. Other crisis, Specify:	118

CRITICAL NEED(Person needs supports within one year)

1. Individual or care giver will need support within the next year in order for the individual to continue living in their current situation.	26
2. Person has a care giver (age 60+) and will need supports within the next year.	6
3. Person has an ill care giver who will be unable to continue providing care within the next year.	3
4. Person has behavior(s) that warrant additional supports to live in their own home or family home.	24
5. Individual personal care needs cannot be met by current care givers or the person's health has deteriorated.	6
6. There has been a death or other family crisis, requiring additional supports.	2
7. Person has a care giver who would be unable to work if services are not provided.	16
8. Person or care giver needs an alternative living arrangement.	10
9. Person has graduated or left school in the past 10 years, or will be graduating in the next 3 years.	120
10. Person is living in an inappropriate place, awaiting a proper place (can manage for the short term; e.g., persons aging out of children's residential services).	2
11. Person moved from another state where they were receiving residential, day and/or in-home supports.	7



PUNS Data By County and Selection Detail

June 09, 2011

12. The state has plans to assist the person in moving within the next year (from a state-operated or private Intermediate Care Facility for People with Developmental Disabilities, nursing home or state hospital).	1
13. Person is losing eligibility for Department of Children and Family Services supports in the next year.	5
14. Person is losing eligibility for Early Periodic Screening, Diagnosis and Treatment supports in the next year.	3
15. Person is losing eligibility for Intermediate Care Facility for People with Developmental Disabilities supports in the next year.	1
16. Person is losing eligibility for Medically Fragile/Technology Dependant Children's Waiver supports in the next year.	1
17. Person is residing in an out-of-home residential setting and is losing funding from the public school system.	1
20. Person wants to leave current setting within the next year.	5
21. Person needs services within the next year for some other reason, specify:	29

PLANNING FOR NEED(Person's needs for service is more than a year away but less than 5 years away, or the care giver is older than 60 years)

1. Person is not currently in need of services, but will need service if something happens to the care giver.	73
2. Person lives in a large setting, and person/family has expressed a desire to move (or the state plans to move the person).	1
3. Person is dissatisfied with current residential services and wishes to move to a different residential setting.	1
4. Person wishes to move to a different geographic location in Illinois.	3
5. Person currently lives in out-of-home residential setting and wishes to live in own home.	1
6. Person currently lives in out-of-home residential setting and wishes to return to parents' home and parents concur.	2
7. Person is receiving supports for vocational or other structured activities and wants and needs increased supports to retire.	1
8. Person or care giver needs increased supports.	44
9. Person is losing eligibility for Department of Children and Family Services supports within 1-5 years.	2
14. Other, Explain:	18

EXISTING SUPPORTS AND SERVICES

Respite Supports (24 Hour)	20
Respite Supports (<24 hour)	20
Behavioral Supports (includes behavioral intervention, therapy and counseling)	88
Physical Therapy	61
Occupational Therapy	112
Speech Therapy	141
Education	179
Assistive Technology	31
Homemaker/Chore Services	3
Adaptions to Home or Vehicle	5
Personal Support under a Home-Based Program, Which Could Be Funded By Developmental Disabilities, Division of Rehabilitation Services or Department on Aging (can include habilitation, personal care, respite, retirement supports, budgeting, etc.)	5
Medical Equipment/Supplies	10
Nursing Services in the Home, Provided Intermittently	1
Other Individual Supports	18

TRANSPORTATION

Transportation (include trip/mileage reimbursement)	115
Other Transportation Service	46
Senior Adult Day Services	2
Developmental Training	64
"Regular Work"/Sheltered Employment	77



PUNS Data By County and Selection Detail

June 09, 2011

Supported Employment	40
Vocational and Educational Programs Funded By the Division of Rehabilitation Services	13
Other Day Supports (e.g. volunteering, community experience)	6

RESIDENTIAL SUPPORTS

Community Integrated Living Arrangement (CILA)/Family	5
Community Integrated Living Arrangement (CILA)/Intermittent	5
Community Integrated Living Arrangement (CILA)/Host Family	1
Community Integrated Living Arrangement (CILA)/24 Hour	30
Intermediate Care Facilities for People with Developmental Disabilities (ICF/DD) 16 or Fewer People	3
Intermediate Care Facilities for People with Developmental Disabilities (ICF/DD) 17 or More People	1
Skilled Nursing Facility/Pediatrics (SNF/PED)	2
Supported Living Arrangement	1
Shelter Care/Board Home	1
Children's Residential Services	7
Child Care Institutions (Including Residential Schools)	5
Other Residential Support (including homeless shelters)	8

SUPPORTS NEEDED

Personal Support (includes habilitation, personal care and intermittent respite services)	224
Respite Supports (24 hours or greater)	90
Behavioral Supports (includes behavioral intervention, therapy and counseling)	132
Physical Therapy	78
Occupational Therapy	168
Speech Therapy	140
Assistive Technology	67
Adaptations to Home or Vehicle	29
Nursing Services in the Home, Provided Intermittently	5
Other Individual Supports	36

TRANSPORTATION NEEDED

Transportation (include trip/mileage reimbursement)	228
Other Transportation Service	77

VOCATIONAL OR OTHER STRUCTURED ACTIVITIES

Support to work at home (e.g., self employment or earning at home)	6
Support to work in the community	151
Support to engage in work/activities in a disability setting	147

RESIDENTIAL SUPPORTS NEEDED

Out-of-home residential services with less than 24-hour supports	71
Out-of-home residential services with 24-hour supports	109



RESOLUTION NO. 7768

RESOLUTION APPOINTING ELAINE PALENCIA TO THE
CHAMPAIGN COUNTY DEVELOPMENTAL DISABILITIES BOARD

WHEREAS, C. Pius Weibel has submitted to the County Board his appointment of Elaine Palencia to the Champaign County Developmental Disabilities Board; and

WHEREAS, Such appointment requires the advice and consent of the County Board under 35 ILCS 200/6-5;

NOW, THEREFORE, BE IT RESOLVED By the Champaign County Board that the County Board does hereby advise and consent to the appointment of Elaine Palencia to the Champaign County Developmental Disabilities Board for a term commencing July 1, 2011 and ending June 30, 2014; and

BE IT FURTHER RESOLVED That the County Clerk transmit a certified copy of this resolution to: Elaine Palencia, 3006 Valleybrook Drive, Champaign IL 61822.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 23rd day of June, A.D. 2011.

C. Pius Weibel, Chair
Champaign County Board

ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

CHAMPAIGN COUNTY

EXPENDITURE APPROVAL LIST

7/07/11

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VENDOR NO	VENDOR NAME	TRN DTE	B N CD	TR TRANS NO	PO NO	CHECK NUMBER	CHECK DATE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ITEM DESCRIPTION	EXPENDITURE AMOUNT
*** FUND NO. 108 DEVLPMNTL DISABILITY FUND											
*** DEPT NO. 050 DEVLMTNL DISABILITY BOARD											
90	CHAMPAIGN COUNTY TREASURER	7/06/11	02 VR 108-	63		455468	7/07/11	108-050-533.07-00	MENT HLTH BD FND 090 PROFESSIONAL SERVICES	JUL ADM FEE VENDOR TOTAL	27,848.00 27,848.00 *
104	CHAMPAIGN COUNTY TREASURER	7/06/11	02 VR 108-	58		455470	7/07/11	108-050-533.92-00	HEAD START FUND 104 CONTRIBUTIONS & GRANTS	JUL EARLY HEADSTART VENDOR TOTAL	3,473.00 3,473.00 *
5352	AUTISM SOCIETY OF ILLINOIS	7/06/11	02 VR 108-	56		455490	7/07/11	108-050-533.92-00	GRANTS CONTRIBUTIONS & GRANTS	JUL AUTISM SOCIETY VENDOR TOTAL	1,000.00 1,000.00 *
16011	CHARLESTON TRANSITIONAL FACILITY	7/06/11	02 VR 108-	59		455507	7/07/11	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL NURSING SVC	1,684.00
		7/06/11	02 VR 108-	59		455507	7/07/11	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL RESIDENTIAL VENDOR TOTAL	3,167.00 4,851.00 *
18203	COMMUNITY CHOICE	7/06/11	02 VR 108-	60		455514	7/07/11	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL CUSTOM EMPLOYMNM VENDOR TOTAL	2,500.00 2,500.00 *
22300	DEVELOPMENTAL SERVICES CENTER OF	7/06/11	02 VR 108-	61		455521	7/07/11	108-050-533.92-00	CHAMPAIGN COUNTY INC CONTRIBUTIONS & GRANTS	JUL APARTMENT SVCS	34,277.00
		7/06/11	02 VR 108-	61		455521	7/07/11	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL CLIENT FAM SPRT	33,018.00
		7/06/11	02 VR 108-	61		455521	7/07/11	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL CLINICAL SPRT	14,831.00
		7/06/11	02 VR 108-	61		455521	7/07/11	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL DT/EMPLOY	98,559.00
		7/06/11	02 VR 108-	61		455521	7/07/11	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL FAM DEVELOP CTR	31,786.00
		7/06/11	02 VR 108-	61		455521	7/07/11	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL INDIV & FAM SPR	28,194.00
		7/06/11	02 VR 108-	61		455521	7/07/11	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL CILA RESIDENTIA VENDOR TOTAL	12,833.00 253,498.00 *

CHAMPAIGN COUNTY

EXPENDITURE APPROVAL LIST

7/07/11

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VENDOR NO	VENDOR NAME	TRN B TR DTE N CD	TRANS NO	PO NO	CHECK NUMBER	CHECK DATE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ITEM DESCRIPTION	EXPENDITURE AMOUNT
*** FUND NO. 108 DEVLPMNTL DISABILITY FUND										
22816	DOWN SYNDROME NETWORK							C/O WENDY BARKER		
		7/06/11 02 VR 108-	57		455524	7/07/11	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL DOWN SYNDROME	1,250.00
									VENDOR TOTAL	1,250.00 *
54930	PERSONS ASSUMING CONTROL OF THEIR							ENVIROMENT, INC		
		7/06/11 02 VR 108-	62		455568	7/07/11	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL OPPT FR INDEPDN	4,962.00
									VENDOR TOTAL	4,962.00 *
								DEVLPMNTL DISABILITY BOARD	DEPARTMENT TOTAL	299,382.00 *
								DEVLPMNTL DISABILITY FUND	FUND TOTAL	299,382.00 *

CCDDB 2012 Meeting Schedule

Board Meetings

8:00 AM

Brookens Administrative Building

Meeting Room 1

1776 East Washington Street, Urbana, IL

October 19, 2011 – 8:00AM (extra)

November 16, 2011 – 8:00 AM

December 14, 2011 – 8:00 AM

January 18, 2012 – 8:00 AM

February 22, 2012 – 8:00 AM

March 21, 2012 – 8:00 AM

April 18, 2012 – 8:00 AM

May 23, 2012 – 8:00 AM

June 20, 2012 – 8:00 AM

July 18, 2012 – 8:00 AM

November 14, 2012 – 8:00 AM (off cycle)

December 19, 2012 – 8:00 AM

This schedule is subject to change due to unforeseen circumstances.

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