



## CHAMPAIGN COUNTY MENTAL HEALTH BOARD

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

#### Champaign County Developmental Disabilities Board (CCDDB) AGENDA

Wednesday, August 22, 2012

Brookens Administrative Building

Meeting Room 1

1776 E. Washington St., Urbana, IL 61802

8:00 a.m.

1. Call to Order – Mr. Michael Smith, President
2. Roll Call – Stephanie Howard-Gallo
3. Additions to Agenda
4. Citizen Input
5. CCMHB Input
6. Approval of CCDDB Minutes
  - A. 7/18/12 Board Meeting\*

*Minutes are included in the packet. Board action is requested.*
7. President's Comments
8. Executive Director's Comments
9. Staff Report – Deferred
10. Agency Information
11. Financial Report
  - A. Approval of Claims\*

*Included in the Board packet. Action is requested.*
12. New Business
  - A. CCDDB FY13 Budget Deficit\*

*A Decision Memorandum regarding the CCDDB FY13 budget deficit and staff recommendations is included in the packet. Board action is requested.*
13. Old Business – None
14. Board Announcements
15. Adjournment

*\*Board action requested.*

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

*Minutes –June 18, 2012*

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

*8:00 a.m.*

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**MEMBERS PRESENT:** Joyce Dill, Elaine Palencia, Mike Smith

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

**OTHERS PRESENT:** Dale Morrissey, Patty Walters, Danielle Mathews, Developmental Services Center (DSC); Dennis Carpenter, Charleston Transitional Facility (CTF); Jennifer Knapp, Community Choices; Melissa Hoerner, Down Syndrome Network (DSN)

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**CALL TO ORDER:**

Mr. Michael Smith called the meeting to order at 8:00 a.m.

**ROLL CALL:**

Roll call was taken and a quorum was present.

**ADDITIONS TO AGENDA:**

Mr. Tracy requested an agenda item be added under “New Business, Item C” regarding “Budget Adjustment”.

**CITIZEN INPUT:**

None.

**CHAMPAIGN COUNTY MENTAL HEALTH BOARD (CCMHB) INPUT:**

None.

**APPROVAL OF MINUTES:**

Minutes from the June 20, 2012 Board meeting were included in the packet.

**MOTION: Ms. Palencia moved to approve the minutes from the June 20, 2012 Board meeting. Ms. Dill seconded and the motion passed unanimously.**

**PRESIDENT'S COMMENTS:**

None.

**EXECUTIVE DIRECTOR'S REPORT:**

Mr. Tracy reported he had met with Vicki Niswander to discuss "The Gathering" a meeting for micro-boards and cooperatives for developmental disabilities held in Bloomington.

**STAFF REPORT:**

Ms. Canfield's report was included in the Board packet.

**AGENCY INFORMATION:**

Mr. Morrissey announced a fundraising event for DSC on August 4<sup>th</sup> at Jupiters.

**FINANCIAL INFORMATION:**

**Approval of Claims:**

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

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

**NEW BUSINESS:**

**Election of Officers:**

**MOTION: Ms. Dill moved to nominate Mr. Michael Smith for President. Ms. Palencia seconded the motion. The motion passed with all members voting aye.**

**MOTION: Ms. Palencia moved to nominate Ms. Joyce Dill for Secretary. Mr. Smith seconded the motion. The motion passed with all members voting aye.**

**Open Meetings Act:**

The Open Meetings Act now requires that all elected and appointed officials to a public body must complete Open Meetings Act training. CCDDDB members will have until January 1, 2013 to complete the online training.

**CCDDDB Budget Adjustment:**

Funding decisions in May 2012 were predicated on an anticipated revenue increase of 1.5%. It has now been confirmed that the actual revenue will be a decrease of 0.23%. This means there will need to be adjustments made to address the deficit and this will have a negative impact on developmental disability services in Champaign County. Mr. Tracy will conduct a complete analysis of our options and present his findings in a Decision Memorandum at the August 22, 2012 CCDDDB meeting. A revised budget will be presented for Board approval at the August meeting as well.

Mr. Smith requested agency input in writing to Mr. Tracy and staff prior to the August meeting.

**OLD BUSINESS:**

**Disability Resource Expo:**

A report from Ms. Barb Bressner was included in the packet. Ms. Canfield reported on recent issues that had come up that are being addressed. Ms. Dill requested there be discussion at the August meeting to explore the idea of holding the Expo every two years due to time issues and financial constraints.

**BOARD ANNOUNCEMENTS:**

None.

**ADJOURNMENT:**

The meeting adjourned at 8:50 a.m.

Respectfully Submitted by: Stephanie Howard-Gallo

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

CHAMPAIGN COUNTY

EXPENDITURE APPROVAL LIST

8/09/12

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VENDOR NO	VENDOR NAME	TRN DTE	B N	TR CD	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								MENT HLTH BD FND 090			
		8/07/12	01	VR	108-	71	472850	8/09/12	108-050-533.07-00	PROFESSIONAL SERVICES	AUG ADMIN FEE	20,886.00
											VENDOR TOTAL	20,886.00 *
104	CHAMPAIGN COUNTY TREASURER								HEAD START FUND 104			
		7/25/12	01	VR	108-	61	472389	7/31/12	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL EARLY HEADSTART	3,473.00
		8/07/12	01	VR	108-	65	472852	8/09/12	108-050-533.92-00	CONTRIBUTIONS & GRANTS	AUG EARLY HEADSTART	3,473.00
											VENDOR TOTAL	6,946.00 *
5352	AUTISM SOCIETY OF ILLINOIS								GRANTS			
		8/07/12	01	VR	108-	63	472873	8/09/12	108-050-533.92-00	CONTRIBUTIONS & GRANTS	AUG AUTISM SOCIETY	1,000.00
											VENDOR TOTAL	1,000.00 *
16011	CHARLESTON TRANSITIONAL FACILITY											
		7/11/12	02	VR	108-	59	472074	7/12/12	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL NURSING SVCS	1,125.00
		7/11/12	02	VR	108-	59	472074	7/12/12	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL RESIDENTIAL	4,292.00
		7/25/12	01	VR	108-	62	472430	7/31/12	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUN RESIDENTIAL	3,163.00
		8/07/12	01	VR	108-	66	472888	8/09/12	108-050-533.92-00	CONTRIBUTIONS & GRANTS	AUG NURSING SVCS	1,125.00
		8/07/12	01	VR	108-	66	472888	8/09/12	108-050-533.92-00	CONTRIBUTIONS & GRANTS	AUG RESIDENTIAL	4,292.00
											VENDOR TOTAL	13,997.00 *
18203	COMMUNITY CHOICE, INC											
		8/07/12	01	VR	108-	67	472897	8/09/12	108-050-533.92-00	CONTRIBUTIONS & GRANTS	AUG CUSTOM EMPLOY	2,500.00
		8/07/12	01	VR	108-	67	472897	8/09/12	108-050-533.92-00	CONTRIBUTIONS & GRANTS	AUG LIVING COMMUNITY	1,667.00
											VENDOR TOTAL	4,167.00 *
18209	COMMUNITY ELEMENTS											
		7/11/12	02	VR	108-	60	472078	7/12/12	108-050-533.92-00	CONTRIBUTIONS & GRANTS	JUL COORD OF SVCS	2,917.00
		8/07/12	01	VR	108-	68	472898	8/09/12	108-050-533.92-00	CONTRIBUTIONS & GRANTS	AUG COORD OF SVCS	2,917.00
											VENDOR TOTAL	5,834.00 *

CHAMPAIGN COUNTY

EXPENDITURE APPROVAL LIST

8/09/12

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VENDOR NO	VENDOR NAME	TRN DTE	B N	TR CD	TRANS NO	PO NO	CHECK NUMBER	CHECK DATE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ITEM DESCRIPTION	EXPENDITURE AMOUNT
*** FUND NO. 108 DEVLPMNTL DISABILITY FUND												
22300	DEVELOPMENTAL SERVICES CENTER OF								CHAMPAIGN COUNTY INC			
		8/07/12	01	VR	108-69		472909	8/09/12	108-050-533.92-00	CONTRIBUTIONS & GRANTS	AUG APARTMENT SVCS	34,963.00
		8/07/12	01	VR	108-69		472909	8/09/12	108-050-533.92-00	CONTRIBUTIONS & GRANTS	AUG CLIENT & FAM SV	33,678.00
		8/07/12	01	VR	108-69		472909	8/09/12	108-050-533.92-00	CONTRIBUTIONS & GRANTS	AUG CLINICAL SUPPOR	15,127.00
		8/07/12	01	VR	108-69		472909	8/09/12	108-050-533.92-00	CONTRIBUTIONS & GRANTS	AUG DVL P TRAIN/EMPL	100,037.00
		8/07/12	01	VR	108-69		472909	8/09/12	108-050-533.92-00	CONTRIBUTIONS & GRANTS	AUG FAM DEVELOP CTR	32,263.00
		8/07/12	01	VR	108-69		472909	8/09/12	108-050-533.92-00	CONTRIBUTIONS & GRANTS	AUG INDIV & FAM SUP	30,008.00
		8/07/12	01	VR	108-69		472909	8/09/12	108-050-533.92-00	CONTRIBUTIONS & GRANTS	AUG CILA RESIDENTIA	12,833.00
											VENDOR TOTAL	258,909.00 *
22816	DOWN SYNDROME NETWORK								C/O WENDY BARKER			
		8/07/12	01	VR	108-64		472912	8/09/12	108-050-533.92-00	CONTRIBUTIONS & GRANTS	AUG DOWN SYNDROME	1,250.00
											VENDOR TOTAL	1,250.00 *
54930	PERSONS ASSUMING CONTROL OF THEIR								ENVIROMENT, INC			
		8/07/12	01	VR	108-70		472959	8/09/12	108-050-533.92-00	CONTRIBUTIONS & GRANTS	AUG OPPORT FOR INDE	4,962.00
											VENDOR TOTAL	4,962.00 *
										DEVL MNTL DISABILITY BOARD	DEPARTMENT TOTAL	317,951.00 *
										DEVLPMNTL DISABILITY FUND	FUND TOTAL	317,951.00 *



## CHAMPAIGN COUNTY MENTAL HEALTH BOARD

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

#### DECISION MEMORANDUM

**DATE:** August 22, 2012  
**TO:** Members, Champaign County Developmental Disabilities Board  
**FROM:** Peter Tracy  
**SUBJECT:** STAFF RECOMMENDATIONS – BUDGET DEFICIT

#### Background:

In May 2012, the Champaign County Developmental Disabilities Board (CCDDDB) completed the FY13 allocation process and authorized obligation of funds based on revenue projections. On July 16, 2012, the Champaign County Administrator provided the actual revenue numbers which represented an overall reduction of 0.23% and resulted in a budget deficit of \$148,528.

Interestingly, the Champaign County Mental Health Board's (CCMHB) revenue numbers in the contributions and grants line have increased by \$96,203. The reason for this disparity is because the CCDDDB levy is at its rate-limit of 0.100 and thus was impacted by lowering of equalized assessed valuation of property in Champaign County.

#### Policy Considerations:

The Intergovernmental Agreement between the CCMHB and CCDDDB clearly states both Boards have overlapping responsibilities pertaining to planning, funding monitoring and evaluating developmental disabilities programs and services in Champaign County. This means the budget shortfall is a problem for both Boards, requiring collaboration and problem solving participation.

On August 8, 2012, the "Presidents' Meeting" was held to review this situation and discuss possible solutions. Attending this meeting were Dr. Deborah Townsend, CCMHB President, Michael Smith, CCDDDB President, Dr. Deloris Henry, CCMHB Vice-President, Peter Tracy, Executive Director, Nancy Crawford, Business Unit Comptroller, and Lynn Canfield, Associate Director for Developmental Disabilities. This group reviewed and discussed possible actions which could be taken to address the developmental disabilities shortfall.

#### Analysis:

The group came to consensus about implementation of a collaborative approach to addressing this problem. Specifically, there was agreement it would be appropriate to use unanticipated CCMHB revenue to support developmental disabilities contracts which are consistent with preliminary discussions about realignment of CCDDDB and CCMHB FY14 contracts.

The remainder of the deficit would then be addressed by across-the-board percentage reductions for all CCDDDB contracts. It was further agreed this arrangement is for FY13 contracts only and the allocation of additional CCMHB funds would not be reflected in the "base" allocations for

developmental disabilities services funded by the CCMHB. This plan would require the approval and authorization by both the CCMHB and CCDDDB.

Recommendations:

1. Authorize the use of \$96,203 of CCMHB dollars to fund developmental disabilities programs and services. These funds shall be used to increase the contract maximum for the CCMHB FY13 Family Development Center contract with Developmental Services Center (DSC) by contract amendment. This action is for FY13 only and will not be included as part of the developmental disabilities calculations for the CCMHB allocation process.
2. Concurrent with this action, the CCDDDB FY13 DSC Family Development Center contract maximum would be reduced by \$96,203.
3. An across-the-board percentage reduction shall be applied to all CCDDDB contracts. The aggregate total will be about \$52,325.

Decision Section:

Contingent on the approval and authorization by the CCMHB of recommendations listed above, **Motion to decrease the contract maximums** of FY13 CCDDDB contracts by a total of \$148,671 as delineated below:

CU Autism Network	\$ 186
CC Down Syndrome Network	\$ 233
CC Head Start/ Early HS	\$ 646
Charleston Transition – Nursing	\$ 209
Charleston Transition – Resident	\$ 798
Community Choices – Employ	\$ 465
Community Choices – CL	\$ 310
Community Elements – MI/DD	\$ 543
DSC – Family Development C	\$102,204
DSC – Apartment Services	\$ 6,503
DSC – CILA Residential	\$ 2,387
DSC – Client Family Support	\$ 6,264
DSC – Clinical Services	\$ 2,813
DSC – DT –Employment	\$ 18,606
DSC – Individual Family Support	\$ 5,581
PACE – Opportunities	\$ 923
<b>Total</b>	<b>\$ 148,671</b>

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied

\_\_\_\_\_ Modified

\_\_\_\_\_ Additional Information Needed