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

*Minutes May 17, 2023*

*This meeting was held at the Brookens Administrative Center  
1776 E. Washington St., Urbana, IL 61802  
and with remote access via Zoom.*

*9:00 a.m.*

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**MEMBERS PRESENT:** Anne Robin, Kim Fisher, Deb Ruesch, Vicki Niswander,  
Georgiana Schuster

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

**OTHERS PRESENT:** Leah Taylor, Champaign County Board; Sarah Perry, Jami Olsen,  
Annette Becherer, Laura Bennett, Patty Walters, Nicole Smith,  
Heather Levingston, Danielle Matthews, DSC; Mel Liong, PACE;  
Becca Obuchowski, Hannah Sheets, Community Choices; Annie  
Bruno, The Autism Project; Lisa Benson, Angela Yost, RPC; Nancy  
Uchtmann, Citizen

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**CALL TO ORDER:**

Dr. Robin called the meeting to order at 9:00 a.m.

**ROLL CALL:**

Roll call was taken and a quorum was present.

**APPROVAL OF AGENDA:**

The agenda was in the packet for review and approved by a unanimous vote.

**PRESIDENT’S COMMENTS:**

Dr. Robin thanked the staff and the agencies for their work.

**EXECUTIVE DIRECTOR’S COMMENTS:**

Director Canfield reviewed the meeting agenda.

**APPROVAL OF MINUTES:**

Minutes from the 4//19/2023 board meeting were included in the packet.

**MOTION: Ms. Ruesch moved to approve the minutes from the 4/19/23 CCDDDB meeting. Ms. Schuster 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.

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

**NEW BUSINESS:**

**CCDDDB PY24 Funding Requests:**

A chart of all PY24 funding requests related to I/DD was included in the packet for information only.

**Correction of Errors in Draft PY24 Program Summaries:**

Communications from agency representatives regarding staff errors in program summaries were included in the Board packet.

**Staff Recommendations for PY24 I/DD Funding:**

A Decision Memorandum was included in the Board packet. The memorandum presented staff recommendations for funding for the Program Year (PY) 2024 (July 1, 2023 through June 30, 2024.) Decision authority rests with the CCDDDB and their sole discretion concerning appropriate use of available dollars based on assessment of community needs, best value, alignment with decision support criteria, pricing, affordability, and distribution across service intensity.

The following were recommendations by CCDDDB/CCMHB staff:

CU Autism Network – Community Outreach Program \$79,132

- Promotes inclusion and education, improves access by distributing materials to local businesses, schools, and peers; promotes sensory friendly, non-discriminatory environments for Autistic people and their families to utilize.
- Outcomes relate to impact on participants and greater community.
- Required prior to contract: clarification or correction of expense details in financial forms; utilization target should be added for CSEs and develop and track NTPCs (families attending events, e.g.); letter of engagement for 2023 financial review; Financial Review or Compilation for 2022 (due by June 30, 2023).
- New special provisions: inform participants of PUNS database; contribute information to advance enhancing independence through online technology training and access for staff and participants; 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 consult with CLC coordinator to improve policies and engagement strategies.

**MOTION: Ms. Schuster moved to approve CCDDDB funding of \$79,132 for CU Autism Network - Community Outreach Program subject to the caveats as presented. Ms. Ruesch seconded. A roll call vote was taken and the motion passed unanimously.**

CU Autism Network - CUAN Planning Seed Grant NEW \$65,217

- Investigation, development, and planning for a Regional Autism Support Network.
- Outcomes for gaining clarity about the needs of autistic people in our community.
- Required prior to contract: clarification and correction of details in financial forms (Total agency budget does not match with that of the agency’s other application); agency should develop at least one utilization target; letter of engagement for 2023 financial review; Financial Review or Compilation for 2022 (due by June 30, 2023). Clarify how the center will serve a larger region, i.e., other funding.
- New special provisions: orientation to Champaign County service providers and resources included as part of the planning process; 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 consult with CLC coordinator to improve policies and engagement strategies.

**MOTION: Dr. Fisher moved to approve CCDDDB funding of \$65,217 for CU Autism Network - CUAN Planning Seed Grant subject to the caveats as presented. Ms. Niswander seconded the motion. A roll call vote was taken and the motion passed unanimously.**

Community Choices, Inc. – Customized Employment \$226,500

- Long running program, providing individualized employment services.
- Two outcomes for the whole program and 1-3 for each component; all have measurable targets and appropriate assessment tools.

- Agency worked with UIUC Evaluation Capacity Building Team in past projects and has shown interest in working with UIUC Family Resiliency Center.
  - Required prior to contract: letter of engagement with CPA for PY23 audit; and clarification of ‘Total Program’ revenue with CCDDDB staff support.
  - Retain PY2023 special provisions for: collaborate with ISC when enrolling new people, with consideration for length of time on PUNS; provide brochures to ISC for distribution; provide CCRPC Decision Support PCP with list of participants for PCP completion; online service claims reporting; collaborate with providers of similar service; provide CCDDDB staff with Discovery process tools, copies of interagency agreements, and list of clients enrolled in waiver funded services; training efforts in natural settings; and contribute information to advance enhancing independence through online technology training and access for staff and clients.
- MOTION: Dr. Fisher moved to approve CCDDDB funding of \$226,500 for Community Choices, Inc. – Customized Employment subject to the caveats as presented. Ms. Schuster seconded the motion. A roll call vote was taken and the motion passed unanimously.**

Community Choices, Inc. – Inclusive Community Support \$198,000

- Formerly Community Living
  - PY24 request is reduced by 2.5% (\$198,000). PY23 award was prorated due to staff vacancy at beginning of contract.
  - Six categories of outcomes, some with multiple measures, related to those being served through the three tracks of support. Data collected from program participants, families, & staff, using tools specific to each measure.
  - The program provides community-based living mid-level support in 3 main tracks.
  - Required prior to contract: letter of engagement with CPA for PY23 audit; and clarification of ‘Total Program’ revenue with CCDDDB staff support.
  - Retain PY2023 special provisions for: collaborate with ISC when enrolling new people into the program, with consideration for length of time on PUNS; provide brochures to ISC for distribution; provide CCRPC Decision Support PCP with list of participants for PCP completion; online service claims reporting; collaborate with providers of similar service; provide CCDDDB staff with copies of interagency agreements, and list of clients enrolled in waiver funded services; training efforts in natural settings; and contribute information to advance enhancing independence through online technology training and access for staff and clients.
- MOTION: Ms. Ruesch moved to approve CCDDDB funding of \$198,000 for Community Choices, Inc. – Inclusive Community Support subject to the caveats as presented. Dr. Fisher seconded the motion. A roll call vote was taken and the motion passed unanimously.**

Community Choices, Inc. – Self-Determination Support \$176,500

- Connects people with disabilities and their families to each other and the community.
- Two to three outcomes for each of the three program components, focused on the participants’ experience, with timeframes and associated assessment tools.
- Required prior to contract: letter of engagement with CPA for PY23 audit.
- Retain PY2023 special provisions for: provide brochures to ISC for distribution; collaborate with providers of similar service; provide CCDDDB staff with sample PCP documents, copies of interagency agreements, and list of clients enrolled in waiver funded services; training

efforts in natural settings; and contribute information to advance enhancing independence through online technology training and access for staff and clients.

**MOTION: Ms. Schuster moved to approve CCDDDB funding of \$176,500 for Community Choices, Inc. – Self-Determination Support subject to the caveats as presented. Ms. Ruesch seconded the motion. A roll call vote was taken and the motion passed unanimously.**

Community Choices, Inc. – Staff Recruitment and Retention - NEW \$34,000

- Addresses workforce shortage through staff incentive and retention payments.
- Request includes staff incentive payments after completion of training and 90-day probationary period for newly hired staff and quarterly retention payments for existing staff in good standing.
- Three outcomes relating to length of employment, recruitment, and retention.
- Required prior to contract: letter of engagement with CPA for PY23 audit.
- New special provisions: quarterly list of staff receiving bonuses.

**MOTION: Dr. Fisher moved to approve CCDDDB funding of \$34,000 for Community Choices, Inc. – Staff Recruitment and Retention subject to the caveats as presented. Ms. Niswander seconded the motion. A roll call vote was taken and the motion passed unanimously.**

Community Choices, Inc. – Transportation Support - NEW \$119,500

- Addresses transportation gap with personalized and community-focused approach allowing participants an increased ability to access their community.
- Outcomes in 3 domains (4 subcategories each) are measurable, assessed through monthly survey tool completed by participants. All relate to participants' experience.
- Required prior to contract: letter of engagement with CPA for PY23 audit.
- New special provisions: contribute information to advance enhancing independence through online technology training and access for staff and clients; and if claims system is not used, provide information about riders and riding trends in comments section of quarterly program reports.

**MOTION: Ms. Niswander moved to approve CCDDDB funding of \$119,500 for Community Choices, Inc. – Transportation Support subject to the caveats as presented. Ms. Ruesch seconded the motion. A roll call vote was taken and the motion passed unanimously.**

DSC – Clinical Services \$241,000

- Improves access to behavioral healthcare, collaborates with other providers, buffers vulnerable people from changes in the health care delivery and payment systems, and helps meet behavioral health needs despite low provider capacity.
- Adds staff position to improve DSP skill set relevant to people with MI and DD.
- Outcomes to avoid overservice/overmedication and to measure client's improved sense of wellbeing due to service (using program's specific assessment tool.)
- Required prior to contract: update financial forms so that indirect and direct portions of individual positions do not exceed 1 FTE; copies of subcontracts; letter of engagement with CPA for PY23 audit.

- Retain PY2023 special provisions for: provide CCRPC Decision Support PCP with list of participants for PCP completion; provide brochures to ISC for distribution; document efforts to use community alternatives, including providers who bill insurance/other payers to create capacity for others in this program; provide list of clients enrolled in waiver funded services; online service claims reporting; monthly personnel change report; provide CCDDDB staff with samples of assessment tools; and contribute information to advance enhancing independence through online technology training and access for staff and clients.
- New special provisions: contract will be prorated until new program staff is hired; if consulting psychiatrist or counselors accept Medicaid in their other practices, the agency may arrange for DSC practice patients with Medicaid to be seen in the consulting provider's other office OR the agency may bill Medicaid directly for services provided to DSC practice patients with this coverage; and complete agency-wide CLC assessment and consult with CLC coordinator on engagement strategies.

**MOTION: Dr. Fisher moved to approve CCDDDB funding of \$241,000 for DSC – Clinical Services subject to the caveats as presented. Ms. Schuster seconded the motion. A roll call vote was taken and the motion passed unanimously.**

DSC – Community Employment

\$459,606

- Longstanding program providing support in all aspects of employment.
- With approval, \$24,986 may be used as match for Title XX-DFI grant funding.
- One outcome measures utilization of certain services in the program; the other two relate to the client experience.
- Required prior to contract: update financial forms so that indirect and direct portions of individual positions do not exceed 1 FTE; ensure that 163.31 FTE listed as Other in Indirect were not also reported as Direct FTE; and provide letter of engagement with CPA for PY23 audit.
- Retain PY2023 special provisions for: collaborate with ISC when enrolling new people into the program, with consideration for length of time on PUNS; provide CCRPC Decision Support PCP with list of participants for PCP completion; provide brochures to ISC for distribution; online service claims reporting; collaborate with providers of similar service; provide CCDDDB staff with Discovery process tools, copies of interagency agreements and list of clients enrolled in waiver funded services; training efforts in natural settings; monthly personnel change report; and contribute information to advance enhancing independence through online technology training and access for staff and clients.
- New special provisions: participate with the Evaluation Capacity Building project during the contract year; and complete agency-wide CLC assessment and consult with CLC coordinator on engagement strategies.

**MOTION: Ms. Schuster moved to approve CCDDDB funding of \$459,606 for DSC – Community Employment subject to the caveats as presented. Ms. Ruesch seconded the motion. A roll call vote was taken and the motion passed unanimously.**

**MOTION: Dr. Fisher moved to approve the use of \$24,986 of this contract as match for Title XX-DFI grant funding. Ms. Ruesch seconded the motion. A roll call vote was taken and the motion passed unanimously.**

DSC – Community First

\$890,042

- Longstanding program with continued focus on transformation from shelter-based services to meaningful community life.
- Outcomes relate to accomplishments of program participants. Each is a count of total individuals achieving them.
- The per person cost associated with TPCs in this program is very close to the state’s rate for Community Day Services, but payment is value-based rather than reimbursed. Performance benchmarks (continued from PY23 contract) for each quarter relate to volume and type of service: a six-month minimum of 10,000 total service hours and subsequent quarterly minimum of 5,000 total service hours associated with qualifying TPCs; a minimum of 60% (6,000 and 3,000) of those service hours in direct (virtual or in-person) contact with TPCs engaging in activities they have identified in person-centered plans; and a minimum of 50% (3,000 and 1,500) of these direct contact service hours delivered in community settings or the person’s home. If benchmarks are not met during a quarter, the following quarter’s payments will be prorated. Fourth quarter data will inform the final payment.
- Required prior to contract: errors in financial forms should be corrected; ensure that 114.31 Indirect personnel were not also reported as Direct FTE; letter of engagement with CPA for PY23 audit.
- Retain PY2023 special provisions for: collaborate with ISC when enrolling new people into the program, with consideration for length of time on PUNS, and on PCPs for each TPC reported; provide Decision Support PCP with list of participants for PCP completion; provide program brochures to ISC for distribution; provide CCDDDB staff with list of clients enrolled in waiver funded services and monthly personnel change reports; online service claims reporting; training efforts in natural settings; continue virtual service options and repeat survey on client/family preferences for staying connected; include number of people on program wait list and average wait time in quarterly report; benchmarks determine payments; no dual program enrollment with Individual and Family Support, without CCDDDB staff approval; and contribute information to advance enhancing independence through online technology training and access for staff and clients.
- New special provisions: contract will be prorated for vacancies and amended as vacant staff positions are filled; participate with the Evaluation Capacity Building project during the contract year to further develop outcomes for this program, e.g., client survey to measure satisfaction; and complete an agency-wide CLC assessment and consult with CLC coordinator on engagement strategies.

**MOTION: Ms. Ruesch moved to approve CCDDDB funding of \$890,042 for DSC – Community First subject to the caveats as presented. Dr. Fisher seconded the motion. A roll call vote was taken and the motion passed unanimously.**

DSC – Community Living

\$565,480

- Formerly Apartment Services.
- Longstanding program supports people to live independently. Adds staff to support health and wellness of current participants.

- Outcomes relate to the client’s experience, one standard to the program, and the other connecting to the person’s community; appropriate assessment tools are associated with these, maintained by staff.
- Required prior to contract: update financial forms so that indirect and direct portions of individual positions do not exceed 1 FTE (i.e., Director of Residential Services listed twice); letter of engagement with CPA for PY23 audit.
- Retain PY2023 special provisions for: collaborate with ISC when enrolling new people into the program, with consideration for length of time on PUNS; provide CCRPC Decision Support PCP with list of participants for PCP completion; provide program brochures to ISC for distribution; provide CCDDDB staff with list of clients enrolled in waiver funded services and monthly personnel change report; report service claims online; collaborate with providers of similar service; training efforts in natural settings; and contribute information to advance enhancing independence through online technology training and access for staff and clients.
- New special provisions: participate in Evaluation Capacity Building project to further develop outcomes for this program; and complete an agency-wide CLC assessment and consult with CLC coordinator on engagement strategies.

Ms. Niswander expressed that she would like to see more community engagement, outside of 9 a.m. to 3 p.m., reported in this program in the future.

**MOTION: Ms. Schuster moved to approve CCDDDB funding of \$565,480 for DSC – Community Living subject to the caveats as presented. Dr. Fisher seconded the motion. A roll call vote was taken and the motion passed unanimously.**

DSC – Connections	\$106,400
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- Provides access to recreation, hobbies, and leisure choices.
- One outcome measures participant satisfaction with the program, the others relate to program performance.
- Required prior to contract: revise error in Revenue form; update financial forms so that indirect and direct portions of individual positions do not exceed 1 FTE; ensure that 176.31 FTE listed as Other in Indirect were not also reported as Direct FTE; letter of engagement with CPA for PY23 audit.
- Retain PY2023 special provisions for: collaborate with ISC when enrolling new people into the program, with consideration for length of time on PUNS; provide CCRPC Decision Support PCP with list of participants for PCP completion; provide brochures to ISC for distribution; provide CCDDDB staff list of clients enrolled in waiver funded services; online service claims reporting; training efforts in natural settings; monthly personnel change report; allow outside artists to participate in community art shows; allow outside artists to participate in program when feasible; and contribute information to advance enhancing independence through online technology training and access for staff and clients.
- New special provisions: participate with the Evaluation Capacity Building project; and complete an agency-wide CLC assessment and consult with CLC coordinator on engagement strategies.



Ms. Niswander stated this is another program that she would like to see have more community engagement in the future.

**MOTION: Ms. Schuster moved to approve CCDDDB funding of \$106,400 for DSC - Connections subject to the caveats as presented. Dr. Fisher seconded the motion. A roll call vote was taken and the motion passed unanimously.**

DSC/Community Choices – Employment First \$90,100

- A continuing collaboration promoting inclusion and prioritizing employment for people with disabilities.
- Outcomes overlap with utilization measures/targets and measure the program’s performance. Program impact would be demonstrated by an increase in employment as a result of LEAP training.
- Required prior to contract: copy of subcontract; letter of engagement with CPA; revise Program Plan Narrative to include an outcome related to increased employment of people with I/DD and one for improved knowledge or attitude of trainees or to their satisfaction with the training.
- Retain PY2023 special provisions for: report zip codes of LEAP certified businesses; collaborate with ISC; share complete list of LEAP certified businesses; share details on number of jobs directly resulting from LEAP trainings; monthly personnel change report; and contribute information to advance enhancing independence through online technology training and access for staff and clients.
- New special provisions: participate in Evaluation Capacity Building project to further develop outcomes for this program; and complete an agency-wide CLC assessment and consult with CLC coordinator on engagement strategies.

**MOTION: Ms. Niswander to approve CCDDDB funding of \$90,100 for DSC/Community Choices – Employment First subject to the caveats as presented. Dr. Fisher seconded the motion. A roll call vote was taken and the motion passed unanimously.**

DSC – Individual and Family Support \$250,000

- Continues portions of 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: correct financial forms (i.e., Director of Program Assurance is listed as full-time direct and full-time indirect); 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.
- Retain PY2023 special provisions for: 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 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 approval; and contribute information to advance enhancing independence through online technology training and access for staff and clients.

- New special provisions: 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.

**MOTION: Dr. Fisher moved to deny CCDDDB funding and to approve I/DD Special Initiatives funding of \$250,000 for DSC- Individual and Family Support subject to the caveats as presented in this memorandum and pending approval by the CCMHB. Ms. Niswander seconded the motion. A roll call vote was taken and the motion passed unanimously.**

DSC – Service Coordination

\$496,080

- Intensive case management and coordination of services and supports.
- Three outcome measures relate to the client’s experience (input in goal setting, reporting of POMs, and progress; appropriate assessment strategies for each.
- Required prior to contract: resolve the agency personnel/expense issue for consistency across all program applications and for greater accuracy regarding total budget positions; and letter of engagement with CPA for PY23 audit.
- Retain PY2023 special provisions for: for CCDDDB contract files, share copies of template individual service plan and assessment forms (if any are in use which are different from those required by IDHS-DDD); collaborate with ISC when enrolling new people into the program, with consideration for length of time on PUNS; provide CCRPC Decision Support PCP with list of participants for PCP completion; provide program brochures to ISC for distribution; online service claims reporting; collaborate with providers of similar service; training efforts in natural settings; provide CCDDDB staff with Implementation Strategy/Plan tools, list of clients enrolled in waiver funded services, monthly personnel change reports, and report on service needs otherwise unmet, avoid activities which risk conflict of interest; and contribute information to advance enhancing independence through online technology training and access for staff and clients.
- New special provisions: complete an agency-wide CLC assessment and consult with CLC coordinator on engagement strategies.

**MOTION: Georgiana Schuster to approve CCDDDB funding of \$496,080 for DSC- Service Coordination subject to the caveats as presented. Ms. Ruesch 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

\$36,000

- Recruits and trains personal support workers (PSWs) and maintains a PSW registry.
- 35 Successful PSW matches since 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.
  - Retain PY2023 special provisions for: 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; and contribute information to advance enhancing independence through online technology training and access for staff and clients.
- MOTION: Ms. Niswander moved to deny CCDDDB funding and 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 this memorandum and pending approval by the CCMHB. Ms Ruesch seconded the motion. A roll call vote was taken and the motion passed unanimously.**

The following funding requests which include I/DD services were submitted to the CCMHB for consideration:

DSC – Family Development \$656,174

- Services for children birth to 5 with assessed risk; developmental screenings, various therapies, uses Early Intervention funding when children are eligible. Collaborates with other funded programs toward system of care approach.
- One outcome measures the family’s experience (positive impact), the other the impact on the child; appropriate assessment strategies for each.
- Required prior to contract: update financial forms so that indirect and direct portions of individual positions do not exceed 1 FTE; and letter of engagement with CPA for PY23 audit.
- Retain PY2022-23 special provisions for: inform families of PUNS and ISC role; online service claims reporting; collaborate with programs providing similar services; provide CCDDDB with monthly personnel change reports.
- New special provisions: complete an agency-wide CLC assessment and consult with CLC coordinator on engagement strategies.

**MOTION: Dr. Fisher moved to advise the Champaign County Mental Health Board to provide funding in the amount of \$656,174 for DSC - Family Development. Ms. Ruesch seconded the motion. A roll call vote was taken and the motion passed unanimously.**

CU Early – CU Early NEW \$77,184

- Home visiting program serving expectant families and children up to age 3, provides developmental screenings on all enrolled children alongside the parent to ensure that children are developing on track.
- Focus on pregnant and parenting teens, homeless families, linguistically isolated/Spanish speaking community members.
- A NEW Request to CCMHB: \$77,184, 16% of total program revenue, a small portion serves children with suspected DD through referrals to Early Intervention.

- Three outcomes are specific, measurable, and relevant to the people served. Each is associated with appropriate assessment tools. Outcomes based on a logic model.
- Required prior to contract: develop utilization targets for TPC, SC, CSE.
- Special Provisions: 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 CCMHB; at the end of the contract term, program-specific audited financial statements will be provided (from combined audit).

**MOTION: Ms. Ruesch moved to advise the Champaign County Mental Health Board to use \$4,043 of I/DD set-aside funds for CU Early – CU Early. Ms. Niswander seconded the motion. A roll call vote was taken and the motion passed unanimously.**

CRIS Healthy Aging - Improving Family Caregiver MH \$125,000

- Closes the gaps in access to care for unpaid caregivers of older adults, usually family members, with dementia. May also serve the priorities of the I/DD Special Initiatives fund to strengthen the DSP workforce.
- NEW CCMHB Program Request: \$125,000, 45% of total program revenue
- Seven outcomes relate to various impacts on program participants, are measurable with specific targets and assessment tools, all completed by staff.
- 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: partner with other organizations serving this population; use technical assistance from CLC Coordinator to strengthen strategies; ; letter of engagement with CPA firm for audit of PY24; mid-year progress report.

**MOTION: Ms. Niswander moved to defer a decision on I/DD Special Initiatives funding of \$125,000 as recommended for CRIS Healthy Aging - Improving Family Caregiver MH, pending programmatic revisions to focus on I/DD. Dr. Fisher seconded the motion. A roll call vote was taken and the motion passed unanimously.**

Contract Negotiations and Special Notifications:

Many recommendations are contingent on completion of contract negotiations, application revisions, or resolution of other issues. Awards may be adjusted by the cost of a vacancy and amended when that vacancy is filled. Award recipients may be required to revise program or financial forms to align with CCDDDB planning, budget, and policy specifications. They may be asked for more information, to reach terms that are 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. Fisher moved to authorize the Executive Director to conduct contract negotiations as specified in the memorandum. Ms. Niswander 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 CCDDDB contract maximums will be subject to reductions to compensate for any CCDDDB revenue shortfall. These reductions will be documented by contract amendment at the discretion of the 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 “Developmental Disabilities Fund” is judged by the CCDDDB executive director not to be sufficient for payment as delineated in the terms and conditions under this Contract.

**MOTION: Ms. Niswander moved to authorize the Executive Director to implement contract maximum reductions as described in the memorandum. Dr. Fisher 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 early in PY21 but not since. 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 CCDDDB and Champaign County. This remains relevant:

The CCDDDB Requirements and Guidelines for Allocation of Funds is 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, a formal written request may be made for the greater amount to be allowed.

**MOTION: Ms. Ruesch moved to include in all PY2024 contracts the provision for specific exceptions to Funding Requirements and Guidelines, as described in the memorandum. Dr. Fisher seconded the motion. A roll call vote was taken and the motion passed unanimously.**

CCRPC-Community Services – Decision Support PCP

\$433,777

- Conflict-free case management and person-centered planning, transition from high school to adult life, identification of desired supports (for future system planning), and case management services for dually diagnosed adults.
- Outcomes for staff performance of value to clients.
- Required prior to contract: complete contract negotiation related to change in ISC status; and update utilization target section to include numeric targets.
- Retain PY2023 special provisions for: any excess revenue is based on 4th quarter reports; online service claims reporting; collaborate with providers to move toward conflict-free case management for each participating TPC, with plans clarifying specific service needs and

preferences; inform CCDDDB staff of any TPCs in which current program placement is not appropriate; work directly with other case management programs toward the best interests of people served and document these collaborative efforts in quarterly service activity report comments section; and contribute information to advance enhancing independence through online technology training and access for staff and clients.

- New special provisions: work directly with ISC agency and provider agencies to maintain list of participants eligible for conflict-free case management services and case management services for dually diagnosed adults; contract prorated based on any staff vacancies at start of contract year.

An addendum to the packet was discussed. A press release announced The RPC informed the Illinois Department of Human Services' (DHS) Division of Developmental Disabilities in the middle of March that it will exercise the option to not renew its Independent Service Coordination (ISC) grant agreement for Fiscal Year 2024 due to extenuating circumstances impacting RPC's ISC program. The RPC committed to working collaboratively with the Division through June 30, 2023—the effective date of the termination—to transition the ISC program and services to another provider in a manner that serves the needs of the families and individuals in Region H, which includes Champaign. Ms. Lisa Benson and Ms. Angela Yost from RPC were present and provided additional information to Board members.

**MOTION: Dr. Fisher moved to approve CCDDDB funding of \$433,777 for CCRPC-Community Services – Decision Support PCP subject to the caveats as presented. Ms. Ruesch seconded the motion. A roll call vote was taken and the motion passed.**

#### **OLD BUSINESS:**

#### **PY23 Third Quarter Reports and Data:**

Third quarter reports were included in the packet for information only.

#### **211 First Quarter 2023 Report:**

A report from PATH regarding 211 calls and outcomes was included in the board packet for information.

#### **CCDDDB and CCMHB Schedules and CCDDDB Timelines:**

Updated copies of CCDDDB and CCMHB meeting schedules and CCDDDB allocation timelines were included in the packet.

#### **Acronyms and Glossary:**

A list of commonly used acronyms was included for information.

#### **CCMHB Input:**

The CCMHB will have a study session this evening.

#### **Staff Reports:**

Staff reports were included in the Board packet.

#### **Citizen Input/Public Participation:**

Jennifer Buoy spoke regarding her experiences with several of the CCDDDB funded agencies. She also suggested that each agency have consumer satisfaction surveys available.

**BOARD ANNOUNCEMENTS:**

None.

**ADJOURNMENT:**

The meeting adjourned at 10:47 a.m.  
Respectfully Submitted by: Stephanie Howard-Gallo

*\*Minutes were approved at the 6/21/23 CCDDDB meeting.*