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

*Minutes November 15, 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:** Kim Fisher, Susan Fowler, Vicki Niswander, Anne Robin,  
Georgiana Schuster

**MEMBERS EXCUSED:** n/a

**STAFF PRESENT:** Kim Bowdry, Leon Bryson, Lynn Canfield, Shandra Summerville,  
Chris Wilson

**OTHERS PRESENT:** Kelli Martin, Annette Becherer, Danielle Matthews, Patty Walters,  
Heather Levingston, DSC; Becca Obuchowski, Community  
Choices; Angela Yost, CCRPC; Annie Bruno, The Arc of Illinois  
Bill Kubaitis, Paula Vanier, Mel Liong, PACE; Dana Eldreth,  
Stephanie Sloan, Family Resiliency Center at UIUC; Ryan LaCosse,  
Best Buddies in Central Illinois; Brenda Eakins, Keysa Haley,  
GROW.

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**CALL TO ORDER:**

CCDDB President Vicki Niswander called the meeting to order at 9:08 a.m.

**ROLL CALL:**

Roll call was taken, and a quorum was present.

**APPROVAL OF AGENDA:**

An agenda was available for review and approved by a unanimous vote, with one change. (Motion made by Dr. Robin and seconded by Ms. Schuster.)

### **CCDDB and CCMHB SCHEDULES/TIMELINES:**

Updated copies of CCDDB and CCMHB meeting schedules and CCDDB allocation timeline were included in the packet.

### **ACRONYMS and GLOSSARY:**

A list of commonly used acronyms was included for information.

### **CITIZEN INPUT/PUBLIC PARTICIPATION:**

None.

### **PRESIDENT'S COMMENTS:**

Ms. Niswander praised agency and staff efforts and looked forward to reviewing applications for Program Year 2025 funding.

### **EXECUTIVE DIRECTOR'S COMMENTS:**

Director Canfield confirmed that the board would meet on December 20 and deferred to Shandra Summerville for comments on the recent Federation of Families National Conference.

### **APPROVAL OF MINUTES:**

Minutes from the 10/18/2023 board meeting were included in the packet.

**MOTION: Dr. Fowler moved to approve the minutes from the 10/18/23 CCDDB meeting. Dr. Robin seconded the motion. A voice vote was taken. The motion passed.**

### **VENDOR INVOICE LIST:**

The Vendor Invoice List was included in the Board packet.

**MOTION: Dr. Robin moved to accept the Vendor Invoice List as presented in the packet. Dr. Fowler seconded the motion. A voice vote was taken, and the motion passed unanimously.**

### **STAFF REPORTS:**

Staff reports were included in the packet from Kim Bowdry, Leon Bryson, Stephanie Howard-Gallo, and Chris Wilson.

## **NEW BUSINESS:**

### **DRAFT Revised Funding Requirements and Guidelines**

Draft CCDDDB Requirements and Guidelines for Allocation of Funds were available in the packet, with proposed revisions highlighted. The Board reviewed contributions by board and staff members, agencies, and board attorney and discussed possible impacts and the differences between audits, reviews, and compilations.

**MOTION: Dr. Fisher moved to approve the Revised Funding Requirements and Guidelines. Ms. Schuster seconded the motion. A voice vote was taken, and the motion passed unanimously.**

## **OLD BUSINESS:**

### **CCDDDB Three Year Plan with Objectives for 2024:**

A draft of the plan with revised objectives for 2024 was included for review and approval, along with a Decision Memorandum describing input toward the final draft.

**MOTION: Ms. Schuster moved to approve the proposed Three-Year Plan for Fiscal Years 2022 – 2024 with Fiscal Year 2024 Objectives. Dr. Robin seconded the motion. A voice vote was taken, and the motion passed unanimously.**

### **CCDDDB PY25 Allocation Priorities:**

For board review and approval, a final draft of PY2025 Allocation Priorities and Decision Criteria for the CCDDDB Fund was presented in the packet.

**MOTION: Dr. Robin moved to approve the CCDDDB Program Year 2025 Allocation Priorities and Decision Support Criteria as described in this memorandum. Dr. Fowler seconded the motion. A voice vote was taken, and the motion passed unanimously.**

### **IDDSI PY25 Allocation Priorities:**

For board review and approval, a final draft of PY2025 Allocation Priorities and Decision Criteria for the I/DD Special Initiatives Fund was presented in the packet. Approval will also be sought from the Champaign County Mental Health Board.

**MOTION: Dr. Robin moved to approve the I/DD Special Initiatives Program Year 2025 Allocation Priorities and Decision Support Criteria as described in this memorandum. Ms. Niswander seconded the motion. A voice vote was taken, and the motion passed unanimously.**

### **Input on Priorities:**

Comments from the public regarding I/DD priorities were included in the packet.

**Evaluation Capacity Building Project:**

An overview of activities was included in the packet. Stephanie Sloane and Dana Eldreth from the University of Illinois Family Resiliency Center provided an oral update on the project.

**Expo Update:**

Cost information to date was included in the packet.

**PY2024 Q1 DD Program Service Reports:**

Funded agency first quarter service activity reports were included in the packet for information.

**PY2024 Q1 Program Claims Data:**

Charts summarizing PY24 first quarter service claims data were included for information.

**211 Quarterly Update for Champaign County:**

The packet included an update on Champaign County 211 call activity reported by PATH for the period of July 1 to October 31.

**SUCSESSES AND AGENCY INFORMATION:**

Updates were provided by Paula Vanier and Bill Kubaitis of PACE, Becca Obuchowski from Community Choices, Annette Becherer and Patty Walters of DSC, Annie Bruno from The Arc of Illinois, Ryan LaCosse of Best Buddies in Central Illinois, and Angela Yost from the CCRPC.

**COUNTY BOARD INPUT:**

None.

**CCMHB INPUT:**

The CCMHB will meet this evening.

**BOARD ANNOUNCEMENTS AND INPUT:**

None.

**ADJOURNMENT:**

The meeting adjourned at 9:58 a.m.  
Respectfully Submitted by: Lynn Canfield

*\*Approved December 20, 2023*