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

Minutes February 21, 2024

*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.

MEMBERS PRESENT: Kim Fisher, Susan Fowler, Vicki Niswander, Anne Robin,
Georgiana Schuster

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

OTHERS PRESENT: Laura Bennett, Sarah Perry, Danielle Matthews, Patty Walters,
Heather Levingston, DSC; Becca Obuchowski, Hannah Sheets,
Community Choices; Angela Yost, Jessica McCann, Tiara
Richardson, CCRPC; Michelle Ingram, Bill Kubaitis, Mel Liong,
Paula Vanier, PACE; Nancy Uchtmann, Respite Task Force of
Illinois; Leah Taylor, Champaign County Board; Stephanie Sloane,
Rachel Jackson, Evaluation Capacity Building Project

CALL TO ORDER:

CCDDB Vice-President Georgiana Schuster called the meeting to order at 9:03 a.m.

ROLL CALL:

Roll call was taken, and a quorum was present. CCDDB member Vicki Niswander requested to attend remotely due to illness. In compliance with the CCDDB By-Laws a motion was requested by Ms. Schuster to allow her remote attendance.

**MOTION: Dr. Fowler moved to allow remote attendance for
Vicki Niswander for this meeting due to illness. Dr. Fisher
seconded the motion. All CCDDB members voted aye and the
motion passed.**

APPROVAL OF AGENDA:

An agenda was available for review and approved by a unanimous vote.

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:

Ms. Nancy Uchtmann from the Illinois Respite Task Force spoke regarding her concerns with the lack of developmental disability caregivers.

PRESIDENT’S COMMENTS:

None.

EXECUTIVE DIRECTOR’S COMMENTS:

Director Canfield provided a brief report on the national conferences she attended. A written report from her will be presented at a future meeting.

She reviewed the agenda.

APPROVAL OF MINUTES:

Minutes from the 1/17/2024 board meeting were included in the packet.

MOTION: Dr. Fisher moved to approve the minutes from the 1/17/24 CCDDB meeting. Dr. Fowler 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. Fisher moved to accept the Vendor Invoice List as presented in the packet. Dr. Robin seconded the motion. A voice vote was taken, and the motion passed unanimously.

STAFF REPORTS:

Staff reports were included in the packet.

NEW BUSINESS:

Mid-Year Progress Reports:

Becca Obuchowski from Community Choices presented mid-year findings on the Transportation and Staff Retention programs.

Angela Yost from the Regional Planning Commission presented on the Dual Diagnosis program and Person-Centered Planning survey.

Board members were given an opportunity to ask questions following the presentations.

PY2025 Applications for Funding:

A list of applications submitted by the February 12, 2024 deadline was included in the Board packet. The review process was discussed by Board members at length.

Draft Revised Travel Policy:

A Decision Memorandum presented a final draft of the CCDDDB-CCMHB Travel and Business Expense Policy for review.

MOTION: Dr. Fisher moved to accept the final draft of the CCDDDB-CCMHB Travel and Business Expense Policy. Ms. Niswander seconded the motion. A vote was taken and the motion passed unanimously.

OLD BUSINESS:

Evaluation Capacity Building Project:

Rachel Jackson and Stephanie Sloan provided a verbal update on the project.

Expo Update:

Save the Date Flyers for 2024 and an updated financial summary on the 2023 event were included in the packet.

2nd Quarter Program Service Reports:

Reports were included in the packet.

2nd Quarter Program Claims Data:

Reports were included in the packet.

211 4th Quarter 2024 Reports:

An activity report from October 1 through December 31, 2023 was included in the packet.

SUCSESSES AND AGENCY INFORMATION:

Updates were provided by Patty Walters and Sarah Perry from DSC; and Bill Kubaitus, Mel Liong, and Paula Vanier from PACE;

COUNTY BOARD INPUT:

None.

CCMHB INPUT:

The CCMHB will meet this evening with similar agenda items.

BOARD ANNOUNCEMENTS AND INPUT:

None.

ADJOURNMENT:

The meeting adjourned at 11:03a.m.

Respectfully Submitted by: Stephanie Howard-Gallo,
CCMHB/CCDDB Operations and Compliance Specialist

**Approved on March 20, 2024 by the CCDDB.*