



## CHAMPAIGN COUNTY MENTAL HEALTH BOARD

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

#### Champaign County Mental Health Board (CCMHB)

WEDNESDAY, MARCH 23, 2011

Brookens Administrative Building  
Lyle Shields Meeting Room  
1776 E. Washington St., Urbana, IL

4:30 p.m.

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1. Call to Order - Deborah Townsend, President
2. Roll Call
3. Citizen Input
4. CCDDDB Information
5. Approval of CCMHB Minutes
  - A. 2/23/11 Board meeting\*  
*Minutes are included in the packet. Action is requested.*
6. President's Comments
7. Executive Director's Comments
8. Staff Reports  
*Staff Reports from Mark Driscoll, Lynn Canfield and Tracy Parsons are included in the Board packet.*
9. Board to Board Reports
10. Agency Information
11. Financial Information
  - A. Acceptance of Claims

12. New Business
  - A. CCMHB Annual Report\*  
*A draft FY10 Annual Report is included in the Board packet for review and approval. Action is requested.*
  - B. Application/Funding Requests  
*List of program applications with amounts requested is included in the Board packet.*
13. Old Business
  - A. ACCESS Initiative Financial Policy Manual\*  
*Decision Memorandum with the Policy Manual is included in the Board packet. Action is requested.*
  - B. Anti Stigma Alliance  
*A report from Barb Bressner is included in the Board packet.*
  - C. Developmental Disabilities Expo Update  
*A report from Barb Bressner is included in the Board packet.*
14. Board Announcements
15. Adjournment

*\*Board action*

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**CHAMPAIGN COUNTY MENTAL HEALTH BOARD  
MONTHLY BOARD MEETING**

*Minutes—February 23, 2011*

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

**DRAFT**

*4:30 p.m.*

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**MEMBERS PRESENT:** Jan Anderson, Ernie Gullerud, Deloris Henry, Mike McClellan, Mary Ann Midden, Deborah Townsend

**MEMBERS EXCUSED:** Aillinn Dannave, Bill Gleason, Thom Moore

**STAFF PRESENT:** Peter Tracy, Executive Director; Lynn Canfield, Nancy Crawford, Mark Driscoll, Stephanie Howard-Gallo, Tracy Parsons, Shandra Summerville, Julia Thomas

**OTHERS PRESENT:** Andre Arrington, Deborah McFarland, Don Moyer Boys & Girls Club (DMBGC); Juli Kartel, Community Elements; Mary Vita Rosmarino, Mahomet Area Youth Club (MAYC); Patty Walters, Developmental Services Center (DSC); Bruce Suardini, Prairie Center Health Systems (PCHS); Pattsie Petrie, Champaign County Board; Andrea Goldberg, Frances Nelson Health Center (FNHC); John Sullivan, Center for Women in Transition (CWT); Darlene Klooppel, Regional Planning Commission (RPC); Walt Blumenshine, GROW

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**CALL TO ORDER:**

Dr. Townsend, Board President, called the meeting to order at 4:30 p.m.

**ROLL CALL:**

Roll call was taken, and a quorum was present.

**ADDITIONS TO AGENDA:**

None.

**DRAFT**

**CITIZEN INPUT:**

County Board member, Patti Petrie, encouraged the CCMHB to post complete packets for Board meetings on the County website. Currently, only the agenda is posted ahead of time. She also expressed her concern regarding the little or no information she has found regarding the ACCESS Initiative or the ACCESS Initiative meetings.

**CCDDB INFORMATION:**

Mr. Tracy provided Board members with an update on the Champaign County Developmental Disability Board's (CCDDB) meeting held earlier in the day.

**APPROVAL OF MINUTES:**

Minutes from the January 19, 2011 Board meeting were included in the packet for review.

**MOTION: Ms. Midden moved to approve the minutes from the January 19, 2011 Board meeting. Dr. Gullerud seconded the motion. A vote was taken and the motion passed unanimously.**

**PRESIDENT'S COMMENTS:**

Dr. Townsend announced she and Ms. Henry attended the County Board meeting on Tuesday evening. ACCESS Initiative (AI) staff made a presentation.

**EXECUTIVE DIRECTOR'S COMMENTS:**

Mr. Tracy stated that due to concerns raised at the County Board meeting regarding the ACCESS Initiative (AI) and the Open Meetings Act (OMA), research is being done to see if the OMA is applicable to the AI. A formal written response will be presented to the County Board next month. Mr. Tracy stated the AI has been a difficult project. However, goals have been met and the Substance Abuse and Mental Health Services Administration (SAMHSA) is pleased with the progress. Mr. Tracy expressed to the Board that questions and issues concerning the AI will continue to be raised due to the nature of the project.

Mr. Tracy reported the proposed State of Illinois budget is unconscionable. The Association of Mental Health Authorities of Illinois (ACMHAI) will provide a formal, written response to the Governor's proposed budget.

**STAFF REPORTS:**

Written reports from Mark Driscoll, Lynn Canfield, and Tracy Parsons were included in the Board packet.

Mr. Parsons reported agency applications for the ACCESS Initiative (AI) will be due on Friday, February 25, 2011. Technical assistance has been offered at public venues leading up to the application due date. Several AI public presentations are planned for the near future. An AI website will be up and running in the next few weeks.

## **BOARD TO BOARD:**

Discussion ensued among CCMHB members regarding attending agency Board meetings and the relevancy of reporting typical activity of the agency back to the CCMHB.

## **AGENCY INFORMATION:**

Ms. Deborah McFarland from Don Moyer Boys and Girls Club (DMBGC) announced upcoming events at the Club.

Agency representatives were given an opportunity to provide CCMHB members with information regarding the impact of the proposed State of Illinois budget on their agency.

Mr. John Sullivan, Director of Center for Women in Transition (CWT) reported the agency took a 20% cut in funding in 2011 and they are being told the agency's cut for 2012 will be another 39%.

Mr. Bruce Suardini, Executive Director of Prairie Center Health Systems (PCHS), announced its medical detox program has stopped accepting new clients and existing clients will be discharged effective immediately. The agency has already begun to lay off 51 of 85 staff members. The only funds for prevention programs will now be provided by the CCMHB.

Ms. Juli Kartel represented Community Elements and reported the 6% proposed cut to Medicaid will affect virtually every program at their agency.

Ms. Patty Walters represented Developmental Services Center (DSC) and reported the agency will receive a \$450,000 reduction in funds in 2012. The Respite program has been closed effective immediately.

Mr. Andre Arrington, CEO of Don Moyer Boys and Girls Club (DMBGC), reported the Teen Reach program could be eliminated due to the funding cuts if other revenue isn't found.

Ms. Darlene Kloepfel represented the Regional Planning Commission (RPC) and announced the federal budget does not look much more encouraging than the state budget. These budget cuts will affect virtually every agency and every social service program.

Ms. Andrea Goldberg represented Frances Nelson Health Center and reiterated Ms. Kloepfel's comments on federal budget cuts.

**MOTION:** Ms. Mary Ann Midden moved the CCMHB send a resolution to the Governor of Illinois opposing budget cuts to substance abuse, mental health and developmental disability services in Illinois. Dr. Henry seconded the motion. A vote was taken and the motion passed unanimously.

**FINANCIAL INFORMATION:**

**Approval of Claims:**

A copy of the expenditure approval list was included in the Board packet for review.

**MOTION:** Ms. Anderson moved to accept the claims report as presented in the Board packet. Ms. Midden seconded the motion. The motion passed unanimously.

**NEW BUSINESS:**

**Mental Health Court Memorandum of Understanding (MOU):**

A draft Memorandum of Understanding (MOU) between the CCMHB and the Champaign County Board for the establishment of the Champaign County Mental Health Court Fund was included in the Board packet.

**MOTION:** Dr. Gullerud moved to approve execution of the Mental Health Court Fund Memorandum of Understanding between the CCMHB and the Champaign County Board. This action is budget neutral and consistent with CCMHB Funding Guidelines. Dr. Henry seconded the motion. The motion passed unanimously.

**Application Funding Requests:**

A preliminary list of applicants and amounts requested was included in the Board packet for information only.

**Champaign County Anti-Stigma Alliance:**

A written report from Ms. Lynn Canfield regarding plans for this year's Anti-Stigma Alliance events was included in the Board packet.

**OLD BUSINESS:**

**ACCESS Initiative Allocation Process:**

A Decision Memorandum on an addendum to the CCMHB Funding Guidelines defining the allocation process for the ACCESS Initiative was included in the Board packet. The addendum pertains to local dollars designated as the match requirement for the SAMHSA Cooperative Agreement. This action is budget neutral and consistent with CCMHB Funding guidelines.

**MOTION: Mr. McClellan moved to approve the proposed Interpretive Guidelines pertaining to Federal Match requirements associated with the ACCESS Initiative Cooperative Agreement. Ms. Anderson seconded the motion. A voice vote was taken, and the motion passed unanimously.**

**Federally Qualifying Health Center (FQHC) Collaboration:**

Deferred.

**BOARD ANNOUNCEMENTS:**

None.

**ADJOURNMENT:**

The business meeting adjourned at 6:02 p.m.

**DRAFT**

Respectfully

Submitted by: \_\_\_\_\_ Approved by: \_\_\_\_\_  
Stephanie Howard-Gallo Deborah Townsend  
CCMHB/CCDDB Staff CCMHB President

Date: \_\_\_\_\_ Date: \_\_\_\_\_

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

## **Mark Driscoll**

### **Associate Director for Mental Health & Substance Abuse Services**

#### **Staff Report – March 23, 2011 Board Meeting**

##### **Summary of Activity**

FY 2012 Applications: A list of applications submitted by agency is included in the Board packet. A total of 58 applications from 23 different agencies were received by the deadline. Total amount requested is \$5,743,153. Of the applications received 34 are associated with the ACCESS Initiative. Twelve agencies submitted the applications of which four had not previously applied to CCMHB. The total amount requested through the ACCESS Initiative is \$3,451,136. The other 24 applications total \$2,292,017 and represent the balance of funding requested. Program summaries are in progress.

Community Response to State Cuts: Agency representatives, United Way and CCMHB/CCDDB staff comprised a committee with responsibility for preparing a response to the FY 2011 cuts announced in mid-February by the Department of Human Services as well as to the proposed reductions contained in the Governor's budget for FY 2012. The committee drafted a survey to solicit information from the human services network in Champaign County. This was viewed as the best approach for demonstrating the impact. Agencies submitted responses to United Way who took responsibility for drafting a summary of all the agencies responses. The final report was hand delivered by representatives of the committee to local state representatives and senators and shared with the News Gazette and other media outlets. The state has since announced the FY 2011 cuts to the Department of Human Services local providers have been rescinded.

Senior Wellness Coalition: At the Senior Wellness Coalition meeting, the group learned about Mental Health First Aid program. Giving the presentation was Mr. Ken Polky, Executive Director of the Human Resources Center of Edgar and Clark Counties and is a certified instructor for Mental Health First Aid. The Mental Health First Aid program is intended for the general public. The 12 hour training course is designed to educate participants about mental illness and provide them with a five step action plan on how to assist someone get the care they need. The program increases mental health literacy, understanding of risk factors and symptoms, expands a person's knowledge of how to help someone in crisis, and reduces stigma. The overview generated enough interest that the Coalition is considering hosting a training session.

Other Activity: A meeting of the Local Funder's Group focused on the release of the United Way 2011 Community Report. United Way staff reviewed the document, the issues we face as a community and the broad goals United Way established in response to the needs identified. A copy of the report can be found at [www.uwayhelps.org](http://www.uwayhelps.org). The Illinois Association for Infant Mental Health held the first meeting of the Central Illinois Chapter in Champaign in early March. The meeting was well attended and from the level of interest expressed will move forward. The next meeting will focus on the topic "reflective supervision" and is scheduled for May 3<sup>rd</sup> from 10:30 a.m. to noon at the Champaign Library.



## **Lynn Canfield, Associate Director for Developmental Disabilities Staff Report – March 23, 2011**

A draft of the Champaign County Mental Health Board Annual Report for FY2010 appears in the packet. Mark Driscoll and I had several discussions about agency data and the effect of combining quarters from two agency program years to match our fiscal year. Even in those cases where an adjustment can be made to reduce duplication, some accuracy is lost. Demographic and zip code data help clarify service totals each quarter, which will have a helpful effect across the year. Following a conversation with a CCDDDB member in February, I compiled a table of FY10 service totals for CCDDDB funded agencies. In addition to an overview of DD data, it was an opportunity to see how the table impacts interpretation.

FY12 requests for funding related to the ACCESS Initiative were due Friday, February 25 at 4:30PM. Although some agency users encountered obstacles as the deadline approached, all required forms were submitted. I met with ACCESS staff to demonstrate the online system as they prepare to review applications. After so much time working in that environment and tweaking it, I found the “Board Navigation Manual” a helpful refresher of this critical function of the website. At a meeting of the ACCESS Social Marketing committee, we reviewed the timeline for its goals, preparation for Children’s Mental Health Awareness Week, and development of a web presence; two committee members reported on the “Anti-Stigma, Discrimination, and Disparities” conference, sharing the importance of people telling their stories and of replacing the term “stigma” with “discrimination.”

Anti-Stigma Alliance: The planning committee met to set timelines for promotional materials and the development of events which will precede and follow the free community screening of our still-secret film. Much of the follow up to this meeting was accomplished through emails and phone calls. I completed a full page advertisement for the Ebertfest program, a slide for the Virginia Theater screen, half-page flyers (full color and B&W) for wide distribution, and elements of a billboard. Other pieces will use details on how our May 1 film and events tie into Children’s Mental Health Awareness Week. Jonte Rollins is working with ACCESS committees, community members, and agencies on activities for that period, May 2-8. Being ahead of schedule with film selection and promotional materials allows us to concentrate on these efforts and media coverage.

Peter Tracy and I participated in a teleconference with members of ACMHAI and the Chief Project Officer of ReelAbilities, a traveling film festival originating in New York and supported by a private foundation. Trailers from the current films can be viewed at <http://www.reelabilities.org/>. There is potential for the festival to show in Illinois in October with minimal expense, but recommended lead time for effective planning is eight months.

Other Activity: I continued to receive and distribute articles of interest from Dr. Ordal, UI School of Medicine, and a study session on the topic of nutrition and health/mental health is set for June. Discussions of proposed human services cuts at the February Mental Health Agencies Council meeting led to an ambitious collaboration between agencies, United Way, and CCMHB/CCDDDB staff; the resulting comprehensive report was widely distributed. During this period I also attended meetings of the Local Funders Group, the Expo Marketing committee, and the Community Response Group. With Barb Bressner and Nancy Crawford, I finished the Expo Report to PNC, in fulfillment of the terms of their 2010 grant award.

**ACCESS INITIATIVE MONTHLY REPORT**  
**To the**  
**CHAMPAIGN COUNTY MENTAL HEALTH BOARD**

*Wednesday, March 23, 2011*

**OVERVIEW**

Each month I have the pleasure of reporting to the Mental Health Board an update on our progress in building a “System of Care” in Champaign County. As an administrative team, we are deliberately developing a foundation for our System of Care to ensure success. The process of rolling out this work is equally exciting.

As we move closer and closer to the ultimate goal of serving and assisting youth and their families, there are a number of important pieces we must continue to build. One, is the message or the brand of who and what is “The ACCESS Initiative”. We are at a critical point in making sure we define what the accurate narrative should be for ACCESS Initiative. We are very enthused with the direction of our social marketing and cultural competence efforts. We have an active website now that will enable all segments of our community more access and information.

The second area is building true and authentic collaboration with and amongst our community partners. We have an exciting plan to encourage, offer technical assistance and provide the necessary resources to support these efforts. Youth and parents are involved on every level in all of our decision and implementation discussions. Listed below, you will find an update from each area of work.

**TRAINING AND TECHNICAL ASSISTANCE**

***Karen Simms***

*Training and Technical Assistance Committee*

The Training and Technical Assistance Committee's work is being conducted in two separate working groups. There is a “Services and Supports” working group and an “Organizations and Practices” working group. The Services and Supports working group has been functioning to develop the curriculum and plans for training of staff that will be assisting with service

coordination, data entry, coaching, linkage and referrals. The working group charged with the development of training for Organizational Leaders and Community Partners has been working in collaboration with the ACCESS Administrative staff on several strategies. These strategies include orienting leaders and key stakeholders to Systems of Care in an effort to increase buy-in, improve cross-system collaboration, and begin sustainability strategies.

Frank Rider, and other representatives from the TA partnership, have been lending their expertise and providing us with a wealth of resources to help design strategies for this event and to ‘make the case’ about the effectiveness of Systems of Care. They are also formulating a Services and Support mapping event. Finally, the working group has been collaborating with the evaluation team on designing an organizational assessment and networking analysis.

Some of the Upcoming TA Events that have been scheduled are:

<b>Date/Time</b>	<b>Time</b>	<b>Training</b>	<b>Location</b>
April 4 <sup>th</sup>	4:30-6:30pm	Convening 3 Separate Learning Collaborates: • <b>Systems of Care</b> • <b>Strategies to Address Racial and Economic Disparities</b> • <b>Trauma Informed Programs and Practices</b> <i>Hosted by: The Trauma Learning Collaborative</i>	The Urbana Free Library 210 W. Green St. Urbana, IL
May 5 <sup>th</sup> - 9 <sup>th</sup>	To Be Announced	<b>Trauma Informed Systems of Care Training</b> <i>Hosted by: THRIVE of Lewiston, MN</i>	To Be Announced

The Training and Technical Assistance Coordinator, along with other members of the Administrative Team, continue to coordinate and develop recommended HR policies, procedures, and tools. Additionally we have been working to develop our service planning, case files, and other tools that can assist with supervision, service planning, monitoring fidelity to the practice models, and assessing consumer satisfaction. Most importantly, in addition to the

aforementioned we have also been fully engaged in launching the implementation of our Service Delivery model.

## **LEAD FAMILY COORDINATOR**

**Adrienne N. Spires**

### *Family Component*

The Family Advisory Board (FAB) meeting is being held at the Family Advocacy Center of Champaign County as of March by a vote of the members. The FAB has been reviewing staff roles and responsibilities, the definition of what it means to be a “family member”, Family Advisory Board goals and anticipated outcomes for FY 2011. A P3 (Parents Promoting Presence) workgroup has been formed to help augment parent groups and family member participation. The Illinois Children’s Mental Health Partnership Region 3 is starting to collaborate with Parents Promoting Presence by co-sponsoring monthly REST (Resources, Empowerment, Support, and Training) meetings and family engagement opportunities.

### *Technical Assistance Support*

I recently took part in a National Wraparound call sponsored by the TA Partnership. A National Wraparound webinar, sponsored by PBIS (Positive Behavior Intervention Supports), also took place at the Urbana School District #116 of which I participated in. I continue to be involved in the credentialing process with the Family Development Credential Coalition (FDCC) by participating on the monthly calls. I became a member of the Illinois Department of Human Services, Division of Mental Health Steering Committee where we constructed and submitted an application for the Georgetown University Technical Assistance Initiative for expanding Systems of Care in the state of Illinois.

### *Conference*

I attended the National Wraparound Initiative Conference from February 16-18, 2011. There was great emphasis on how the Wraparound process is becoming more integrated in the child welfare and school settings with the tertiary level of school-wide Positive Behavior Intervention Supports for students with challenges and complex needs. The

National Wraparound Initiative welcomes voice and choice for families. The process prefers a wrap team that consists of teachers, family members and community members to promote a positive outcome for the student and family. It was a great experience.

## **CULTURAL AND LINGUISTIC COMPETENCE COORDINATOR**

*Shandra Summerville*

### *Major Events*

The makeup date for “Building the Faith Based Network” took place on February 21, 2011. In addition to the 30 attendees that braved inclement weather on the original date, 10 attendees were available for this makeup event. We will begin having regular network meetings in April.

### *Community Meetings/Presentations*

Several meetings were held over the past month at which I attended. Meetings included were the Human Services Council, ACCESS-ALL, ACCESS Technical Assistance Committee, MHACC (Mental Health Agencies of Champaign County), ACCESS Social Marketing Workgroup - Children’s Mental Health Awareness Day, Family Advisory Board Meeting and the Human Relations Commission sponsored by CCAP on Micro Aggressions. I presented at the University of Arkansas as part of a 3 person team for the Youth Motivation Task Force at Pine Bluff, Arkansas, as a consultant to students entering into the Systems of Care field. Overall, I was one of 21 consultants that were in attendance.

### *CLC Consultations/TA Support*

The following organizations have contacted me for CLC Consultations:

- Don Moyer’s Boys and Girls Club of Champaign-Urbana
- Champaign Urbana Area Project
- Oak Brook Mental Health Board, Lisa DeVivo: Implementing CLC
- Action for Kids: Jonesboro, AK

### *Webinars/Conference Calls*

The following conference calls took place this month:

- CLC Pre-Conference Planning for 2011 System of Care Training
- “Gay Youth of Color Speak Out”
- Project Venture- Native American Community of Practice conference call

### *Upcoming Events*

<b>Date</b>	<b>Time</b>	<b>Training</b>	<b>Location</b>
March 28 <sup>th</sup>	4:30pm	Cultural Competence Meeting	Brookens Administrative Center Meeting Room 4 1776 E. Washington St. Urbana, IL 61802
April 4 <sup>th</sup>	4:30pm	Cultural Competence Committee	To Be Announced
April 11 <sup>th</sup>	7:00pm	Faith Based Network Meeting	To Be Announced

## **YOUTH ENGAGEMENT SPECIALIST**

### ***Shawn Lampkins***

This month’s activities with the Youth Advisory Board (YAB) and the Youth Nation (YN) included the following:

1. Continued efforts toward constructing a logic model and strategic plan for the statewide chapter of Youth MOVE Illinois. We have secured a location for our first statewide conference, to be held here in Urbana at the Holiday Inn. This conference will serve to introduce Youth MOVE Illinois to the community, and will produce our final 2011 logic model, strategic plan, and organizational posts, policies, and procedures. Attendees will also participate in a college tour that highlight the mental health services and supports available via the University of Illinois at Urbana-Champaign.

2. In conjunction with Youth MOVE National, the YAB and the Peer Ambassadors (PA), along with several programs at the Don Moyer Boys and Girls Club Teen Center, (i.e., Motivating More Males and SmartMoves) began web-based training exploring various institutions, and approaches relevant for peer-advocacy at the policy level. The training will also help develop skills necessary for advocating effectively. In addition to this, we have begun constructing plans with youth members of respective groups to conduct several advocacy and outreach activities.

3. In attempts to facilitate the development of the YAB into a youth-driven (i.e., youth initiate, guide, and direct YAB efforts) institution the youth collaborated to construct our YAB logic model which outlines what the YAB goals are and its proposed methods for accomplishing those goals. We hope to have this logic model completed by the end of March, at which point we will begin work on a strategic plan. A Youth Advisory Board Executive Committee has been charged with the responsibility of directing our meetings, as a way of making the YAB youth-driven more expeditiously.

The YAB completed its policies regarding Youth Advisory Board selection, participation, and governance.

4. The Youth Providers Committee is planning the first Rantoul Township-wide meeting this month. This group of youth serving professionals has begun to meet and is working to do greater outreach in the Rantoul Township area. Our first efforts are directed at expanding our understanding of the respective and mutual needs of youth serving agencies and institutions throughout the county.

5. Each of our ACCESS committees and the working groups has formal youth participation.

6. Youth participated in a college tour and a youth-driven conference about “trauma” with the Boys and Girls Club’s *Motivating More Males* and *SmartMoves* groups. The aim was to provide youth with same exposure and networking opportunities with other youth driven groups in order to expand and enhance the understanding of our local youth of the types of activities in which other youth groups engage.

7. Lastly, we began efforts to explore and identify sustainable restorative justice practices that we will employ in our organization, and for which we will work to establish in other organizations in Champaign County (i.e., schools, youth-serving organizations). We will be working with a professor (and his graduate students) to explore and utilize one restorative justice practice across the next couple of months.

Thank you for all of your continued support and if you, or anyone you know, would like to participate in Youth Advisory Board initiatives, please feel free to contact me at (217) 372-6693 or via email ([slampkins@access-initiative.org](mailto:slampkins@access-initiative.org) or [uThandi@gmail.com](mailto:uThandi@gmail.com)).

## **SOCIAL MARKETING AND COMMUNICATIONS COORDINATOR**

***Jonte Rollins***

### *Social Marketing and Communications Committee (SMCC)*

The SMCC convened on March 3, 2011. SMCC membership includes ACCESS staff, family members, youth, anti-stigma alliance members, local media representatives, juvenile justice workers, community members, and youth service workers. The SMCC continues to work on immediate goals including the development of a new ACCESS Initiative social marketing plan, brochure, website, and communications protocol guideline.

SMCC work is conducted in smaller workgroups outside of the regular monthly meeting.

Workgroups are temporary and task-specific. These groups consist of SMCC members, parents, youth, and community members. The following is a summary of SMCC Workgroup activity:

1. *Children's Mental Health Awareness Week Workgroup* convened on 2/15/11, 3/8/11, and 3/15/11. SMCC members will work in conjunction with the Anti-Stigma Alliance, Peer Ambassadors, Youth Advisory Board, and Family Advisory Board on campaign specifics. Children's Mental Health Awareness Week will be observed May 1-7, 2011.



The following activities have been confirmed thus far:

<b>Date</b>	<b>Event</b>
May 1, 2011	Anti-Stigma Alliance Free Movie Event and Activities
May 3, 2011	National Children's Mental Health Awareness Day Balloon Launch
May 5, 2011	Youth Spoken Word Showcase
May 7, 2011	ACCESS Children's Mental Health Awareness Walk/Family-Fun Day

2. *ACCESS Service Delivery Family Engagement Events Working Group* met on 3/9/11. The task of this group is to develop and implement the structure that will be used to orientate youth and families to ACCESS Initiative services. This group will meet weekly until services begin.
3. *Social Marketing and Communications Plan Development Working Group* met on 3/10/11. Participants developed ACCESS Initiative social marketing and communication plan goals. Primary audiences, secondary audiences, other sources of communication support, activities, events, and materials were also identified at the meeting. This group may convene one more time to provide feedback on the Social Marketing and Communications draft plan.

#### *ACCESS Initiative Community Presentations*

Educating Champaign County service providers, community collaborations, groups and coalitions about ACCESS Initiative, Systems of Care, and Trauma-Informed principles is a major Social Marketing and Communications goal. The most recent presentations that took place are as followed:

<b>Date</b>	<b>Audience</b>
February 15, 2011	Champaign County Board
March 10, 2011	Regional Office of Education Superintendent Meeting

### *ACCESS Initiative Website*

Information regarding ACCESS Initiative is now available on the new beta site located at [www.access-initiative.org](http://www.access-initiative.org). ACCESS Initiative contact information, meeting minutes, updates, calendars, and list serve membership requests can all be found in this location.

### *ACCESS Initiative Management Information System (MIS) and Data Collection*

On February 14, 2011, ACCESS staff met with system and agency partners to discuss Management Information System (MIS) development. In this initial meeting staff shared data elements required by SAMHSA. Participants explored both immediate and future data collection needs. It was agreed that ACCESS Staff along with Probation and Court Services staff would work together to explore the possibilities of expanding this database which was originally created for the Project ACCESS pilot program to address immediate data collection needs. ACCESS staff held follow-up meetings with Probation and Court Services on February 18, 2011 and March 4, 2011. Probation and Court Services staff have agreed to take the lead on finalizing a temporary MIS to utilize during the ACCESS Initiative Pilot. They will also research the best options for a permanent system.

### *2<sup>nd</sup> Annual Improving Services for Children & Families Conference*

Stigma, discrimination, and disparities are major hurdles to improve outcomes for individuals who experience mental health challenges. SAMHSA has undertaken significant activities to address these issues to ensure that people with mental health problems can live full, productive, and healthy lives within their communities. The Social Marketing and Communications Coordinator attended this conference focusing on social marketing for these specific issues hosted by the Family & Youth Roundtable February 23-25, 2011.

CHAMPAIGN COUNTY

EXPENDITURE APPROVAL LIST

3/04/11

PAGE 1

VENDOR NO	VENDOR NAME	TRN B	TR	CD	TRANS NO	PO NO	CHECK NUMBER	CHECK DATE	ACCOUNT DESCRIPTION	ACCOUNT DESCRIPTION	ITEM DESCRIPTION	EXPENDITURE AMOUNT
***	FUND NO. 090											
***	DEPT NO. 053											
41	CHAMPAIGN COUNTY TREASURER								HEALTH INSUR FND 620			
	2/16/11 01 VR 620-		34				448723	2/17/11	090-053-513.06-00	EMPLOYEE HEALTH/LIFE	INS HRA 2/10 PY11	250.00
	2/22/11 01 VR 620-		37				448961	2/28/11	090-053-513.06-00	EMPLOYEE HEALTH/LIFE	INS FEB HI & LI	2,753.00
											VENDOR TOTAL	3,003.00 *
88	CHAMPAIGN COUNTY TREASURER								I.M.R.F. FUND 088			
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	3/03/11 03 VR 88-		16				449265	3/04/11	090-053-513.02-00	IMRF - EMPLOYER COST	IMRF 2/11 P/R	1,285.04
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176	CHAMPAIGN COUNTY TREASURER								SELF-FUND INS FND476			
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											VENDOR TOTAL	115.58 *
188	CHAMPAIGN COUNTY TREASURER								SOCIAL SECUR FUND188			
	2/16/11 01 VR 188-		19				448734	2/17/11	090-053-513.01-00	SOCIAL SECURITY-EMPLOYER	FICA 1/28 P/R	943.52
	3/03/11 03 VR 188-		23				449269	3/04/11	090-053-513.01-00	SOCIAL SECURITY-EMPLOYER	FICA 2/11 P/R	944.32
											VENDOR TOTAL	1,887.84 *
572	ABSOPTURE WATER											
	2/15/11 03 VR 53-		89				448737	2/17/11	090-053-522.02-00	OFFICE SUPPLIES	805308-81835855 1/2	6.50
	2/15/11 03 VR 53-		89				448737	2/17/11	090-053-533.51-00	EQUIPMENT RENTALS	805308-52665900 1/3	9.00
											VENDOR TOTAL	15.50 *
12986	CATHOLIC CHARITIES								SPALDING PASTORAL CR			
	2/23/11 01 VR 53-		92				448994	2/28/11	090-053-533.92-00	CONTRIBUTIONS & GRANTS	DEC COUNSELING	667.00
											VENDOR TOTAL	667.00 *
17128	CLASSIC EVENTS											
	2/09/11 03 VR 53-		88				448490	2/10/11	090-053-533.95-00	CONFERENCES & TRAINING	200029 1/19 MHB MTG	170.05
											VENDOR TOTAL	170.05 *

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VENDOR NO	VENDOR NAME	TRN B	TR	CD	TRANS NO	PO NO	CHECK NUMBER	CHECK DATE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ITEM DESCRIPTION	EXPENDITURE AMOUNT
18046	COMCAST CABLE	2/15/11	03	VR	53- 90		448773	2/17/11	090-053-533.29-00	COMPUTER SERVICES	8771403010088314 2/ VENDOR TOTAL	84.90 84.90 *
18218	COMMUNITY NEWSPAPERS	3/02/11	03	VR	53- 96		449299	3/04/11	090-053-522.03-00	BOOKS, PERIODICALS & MAN.	AC20669590 1/31 1YR VENDOR TOTAL	11.88 11.88 *
26000	FAMILY SERVICE OF CHAMPAIGN COUNTY	2/23/11	01	VR	53- 93		449020	2/28/11	090-053-533.92-00	CONTRIBUTIONS & GRANTS	JAN FAM COUNSELING VENDOR TOTAL	2,970.86 2,970.86 *
47262	MENTAL HEALTH CENTER OF CHAMPAIGN COUNTY	2/23/11	01	VR	53- 94		449072	2/28/11	090-053-533.92-00	CONTRIBUTIONS & GRANTS	JAN TIMES CENTER VENDOR TOTAL	4,000.00 4,000.00 *
51600	NEWS GAZETTE	3/02/11	03	VR	53- 97		449375	3/04/11	090-053-522.03-00	BOOKS, PERIODICALS & MAN.	AC218675 3/2 12MONT VENDOR TOTAL	137.30 137.30 *
56750	PRAIRIE CENTER HEALTH SYSTEMS	2/23/11	01	VR	53- 95		449088	2/28/11	090-053-533.92-00	CONTRIBUTIONS & GRANTS	JAN FAM THERAPY JAN RESIDENTIAL VENDOR TOTAL	4,406.00 823.61 5,229.61 *
81610	XEROX CORPORATION	2/15/11	03	VR	53- 91		448903	2/17/11	090-053-533.85-00	PHOTOCOPY SERVICES	INV 113377257 2/3 VENDOR TOTAL	264.63 264.63 *
										MENTAL HEALTH BOARD	DEPARTMENT TOTAL	21,127.11 *
										MENTAL HEALTH	FUND TOTAL	21,127.11 *

\*\*\* FUND NO. 090 MENTAL HEALTH

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*** FUND NO. 641 ACCESS INITIATIVE GRANT												
*** DEPT NO. 053 MENTAL HEALTH BOARD												
41	CHAMPAIGN COUNTY	TREASURER						HEALTH INSUR	FND 620			
	2/16/11	01	VR	620-	34		448723	2/17/11	641-053-513.06-00	EMPLOYEE HEALTH/LIFE	INS HRA 2/10 PY11	250.00
	2/22/11	01	VR	620-	37		448961	2/28/11	641-053-513.06-00	EMPLOYEE HEALTH/LIFE	INS FEB HI & LI	3,854.20
										VENDOR TOTAL		4,104.20 *
*** FUND NO. 088 I. M. R. F. FUND 088												
88	CHAMPAIGN COUNTY	TREASURER										
	2/16/11	01	VR	88-	13		448728	2/17/11	641-053-513.02-00	IMRF - EMPLOYER COST	IMRF 1/28 P/R	1,358.88
	3/03/11	03	VR	88-	16		449265	3/04/11	641-053-513.02-00	IMRF - EMPLOYER COST	IMRF 2/11 P/R	1,367.66
										VENDOR TOTAL		2,726.54 *
*** FUND NO. 088 SELF-FUND INS FND476												
176	CHAMPAIGN COUNTY	TREASURER										
	2/22/11	01	VR	119-	21		448968	2/28/11	641-053-513.04-00	WORKERS' COMPENSATION	INSWORK COMP 1/14,28 P	118.34
										VENDOR TOTAL		118.34 *
*** FUND NO. 188 SOCIAL SECUR FUND188												
188	CHAMPAIGN COUNTY	TREASURER										
	2/16/11	01	VR	188-	19		448734	2/17/11	641-053-513.01-00	SOCIAL SECURITY-EMPLOYER	FICA 1/28 P/R	998.61
	3/03/11	03	VR	188-	23		449269	3/04/11	641-053-513.01-00	SOCIAL SECURITY-EMPLOYER	FICA 2/11 P/R	1,005.08
										VENDOR TOTAL		2,003.69 *
*** FUND NO. 572 ABSOPURE WATER												
572	ABSOPURE WATER											
	2/15/11	03	VR	641-	39		448737	2/17/11	641-053-533.51-00	EQUIPMENT RENTALS	927471-52568671 12/	9.00
	2/15/11	03	VR	641-	39		448737	2/17/11	641-053-522.02-00	OFFICE SUPPLIES	927171-81771256 12/	13.40
	2/15/11	03	VR	641-	39		448737	2/17/11	641-053-522.02-00	OFFICE SUPPLIES	927171-81800950 DEC	13.40
	2/15/11	03	VR	641-	39		448737	2/17/11	641-053-533.51-00	EQUIPMENT RENTALS	927171-52620823 JAN	9.00
	2/15/11	03	VR	641-	39		448737	2/17/11	641-053-522.02-00	OFFICE SUPPLIES	927171-81835867 1/2	13.40
	2/15/11	03	VR	641-	39		448737	2/17/11	641-053-533.51-00	EQUIPMENT RENTALS	927171-52672193 1/3	9.00
	2/16/11	70	VR	641-	38		448737	2/17/11	641-053-522.02-00	OFFICE SUPPLIES	927471-81674093 9/1	.40
	2/16/11	70	VR	641-	38		448737	2/17/11	641-053-533.51-00	EQUIPMENT RENTALS	927471-52464103 9/3	9.00
	2/16/11	70	VR	641-	38		448737	2/17/11	641-053-522.02-00	OFFICE SUPPLIES	927471-81708775 10/	13.40
	2/16/11	70	VR	641-	38		448737	2/17/11	641-053-533.51-00	EQUIPMENT RENTALS	927471 52517305 103	9.00

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***	FUND NO. 641	ACCESS INITIATIVE GRANT										
5070	2/16/11	70	VR	641-	38	448737	2/17/11	641-053-522.02-00	OFFICE SUPPLIES	927471-81741998 11/ VENDOR TOTAL	13.40 112.40 *	
5070	ATLANTA BREAD											
	2/09/11	03	VR	641-	36	448470	2/10/11	641-053-533.84-00	BUSINESS MEALS/EXPENSES	1/15 18LUNCH-YAB MT VENDOR TOTAL	136.62 136.62 *	
18046	COMCAST CABLE											
	2/09/11	03	VR	641-	37	448493	2/10/11	641-053-533.29-00	COMPUTER SERVICES	8771403010217756 JA VENDOR TOTAL	74.90 74.90 *	
20925	D & D CAB SERVICE											
	2/15/11	03	VR	641-	41	448785	2/17/11	641-053-533.07-00	PROFESSIONAL SERVICES	TRANSPORT 1/5-28 YA VENDOR TOTAL	429.00 429.00 *	
32008	HASLER, INC.											
	2/15/11	03	VR	641-	40	448809	2/17/11	641-053-533.51-00	EQUIPMENT RENTALS	INV 13783831 1/31 VENDOR TOTAL	140.85 140.85 *	
48585	MONICAL PIZZA CORPORATION											
	2/09/11	03	VR	641-	34	448536	2/10/11	641-053-533.84-00	BUSINESS MEALS/EXPENSES	24974 1/31 YAB MTNG VENDOR TOTAL	82.27 82.27 *	
58115	QUE4YOU INC.											
	3/02/11	03	VR	641-	52	449387	3/04/11	641-053-533.84-00	BUSINESS MEALS/EXPENSES	INV 06645 2/17 VENDOR TOTAL	177.17 177.17 *	
58118	QUILL CORPORATION											
	2/09/11	03	VR	641-	33	448549	2/10/11	641-053-522.02-00	OFFICE SUPPLIES	INV 1941074 1/27	42.92	
	2/09/11	03	VR	641-	33	448549	2/10/11	641-053-533.95-00	CONFERENCES & TRAINING	INV 1941074 1/27	119.90	
	2/09/11	03	VR	641-	33	448549	2/10/11	641-053-522.02-00	OFFICE SUPPLIES	INV 1797659 1/21	7.12	
	2/09/11	03	VR	641-	33	448549	2/10/11	641-053-522.02-00	OFFICE SUPPLIES	INV 1794659 1/21 VENDOR TOTAL	182.58 352.52 *	

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*** FUND NO. 641 ACCESS INITIATIVE GRANT												
61780	ROSATI'S PIZZA AND CATERING							SUITE H				
	2/23/11	01	VR	641-	51		449100	2/28/11	641-053-533.84-00	BUSINESS MEALS/EXPENSES	1/21 SOCL MKTG COMM	89.09
	2/23/11	01	VR	641-	51		449100	2/28/11	641-053-533.84-00	BUSINESS MEALS/EXPENSES	1/13 ACCESS ALL MTG	237.45
	3/02/11	03	VR	641-	53		449396	3/04/11	641-053-533.84-00	BUSINESS MEALS/EXPENSES	ACCESS1/26 TA COMMT	61.90
	3/02/11	03	VR	641-	53		449396	3/04/11	641-053-533.84-00	BUSINESS MEALS/EXPENSES	ACCESS12/9 ACCESS AL	237.45
											VENDOR TOTAL	625.89 *
63561	THE SEABOAT INC											
	2/23/11	01	VR	641-	49		449107	2/28/11	641-053-533.84-00	BUSINESS MEALS/EXPENSES	1/7 POLICY MTNG MEA	90.15
	2/23/11	01	VR	641-	49		449107	2/28/11	641-053-533.84-00	BUSINESS MEALS/EXPENSES	1/27 COORD CNCL MEA	373.60
											VENDOR TOTAL	463.75 *
66296	SILVER MINE SUBS											
	2/09/11	03	VR	641-	35		448557	2/10/11	641-053-533.84-00	BUSINESS MEALS/EXPENSES	430408 1/5 SVC WRKN	115.00
	2/09/11	70	VR	641-	26		448557	2/10/11	641-053-533.84-00	BUSINESS MEALS/EXPENSES	422649 11/7 PILOT W	12.90
	2/09/11	70	VR	641-	26		448557	2/10/11	641-053-533.84-00	BUSINESS MEALS/EXPENSES	421064 11/19 COORD	151.50
	2/09/11	70	VR	641-	26		448557	2/10/11	641-053-533.84-00	BUSINESS MEALS/EXPENSES	424742 12/1 PILOT W	55.47
	2/09/11	70	VR	641-	26		448557	2/10/11	641-053-533.84-00	BUSINESS MEALS/EXPENSES	428158 12/15 PILOT	61.50
	3/02/11	70	VR	641-	55		449404	3/04/11	641-053-533.84-00	BUSINESS MEALS/EXPENSES	430409 1/5 FAM ADV	110.28
	3/02/11	70	VR	641-	55		449404	3/04/11	641-053-533.84-00	BUSINESS MEALS/EXPENSES	424982 12/2 PLCY CO	46.57
	3/02/11	70	VR	641-	55		449404	3/04/11	641-053-533.84-00	BUSINESS MEALS/EXPENSES	420451 11/9 FAM ADV	94.00
											VENDOR TOTAL	647.22 *
76892	UNIVERSITY OF ILLINOIS -HOUSING DIVISION 200 CLARK HALL											
	3/02/11	03	VR	641-	56		449419	3/04/11	641-053-533.95-00	CONFERENCES & TRAINING	INV 10126 1/31	2,250.00
											VENDOR TOTAL	2,250.00 *
77295	UPCLOSE GRAPHICS, INC.											
	2/09/11	03	VR	641-	32		448570	2/10/11	641-053-522.01-00	STATIONERY & PRINTING	AC1987 #83310 1/7	130.31
											VENDOR TOTAL	130.31 *
78552	VERIZON WIRELESS-MNTL HLTH BD/ACCESS INT AC 286369166-00001											
	2/15/11	03	VR	641-	48		448887	2/17/11	641-053-533.33-00	TELEPHONE SERVICE	AC 286369166-01 2/2	994.24
											VENDOR TOTAL	994.24 *

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*** FUND NO. 641 ACCESS INITIATIVE GRANT												
78873	VISA CARDMEMBER SERVICES											
		2/15/11	03	VR	641-47		448895	2/17/11	641-053-522.06-00	POSTAGE, UPS, FED EXPRESS	1939 FEDEX 1/26	59.18
		2/15/11	03	VR	641-47		448895	2/17/11	641-053-522.02-00	OFFICE SUPPLIES	1939 STAPLES 1/18	9.51
		2/15/11	03	VR	641-47		448895	2/17/11	641-053-533.29-00	COMPUTER SERVICES	1939 DREAMHOST 1/6	10.95
		2/15/11	03	VR	641-47		448895	2/17/11	641-053-533.84-00	BUSINESS MEALS/EXPENSES	1939 SCHNUCKS 1/6	44.64
		2/15/11	03	VR	641-47		448895	2/17/11	641-053-533.84-00	BUSINESS MEALS/EXPENSES	1939 PANERA BRD 1/1	50.99
		2/15/11	03	VR	641-47		448895	2/17/11	641-053-533.84-00	BUSINESS MEALS/EXPENSES	1939 CNTY MRKT 1/12	42.91
		2/15/11	03	VR	641-47		448895	2/17/11	641-053-522.02-00	OFFICE SUPPLIES	1939 STAPLES 1/18	14.99
		2/15/11	03	VR	641-47		448895	2/17/11	641-053-533.95-00	CONFERENCES & TRAINING	1939 MRTHN OIL 1/18	43.07
		2/15/11	03	VR	641-47		448895	2/17/11	641-053-533.95-00	CONFERENCES & TRAINING	1939 FAM YOUTH 1/20	700.00
		2/15/11	03	VR	641-47		448895	2/17/11	641-053-533.95-00	CONFERENCES & TRAINING	1939 TRVL GUARD 1/2	45.97
		2/15/11	03	VR	641-47		448895	2/17/11	641-053-533.95-00	CONFERENCES & TRAINING	1939 DELTA AIR 1/21	484.80
		2/15/11	03	VR	641-47		448895	2/17/11	641-053-533.18-00	NON-EMPLOYEE TRAINING, SEM	1939 DELTA AIR 1/21	484.80
		2/15/11	03	VR	641-47		448895	2/17/11	641-053-533.95-00	CONFERENCES & TRAINING	1939 HLDY INN 1/22	234.39
		2/15/11	03	VR	641-47		448895	2/17/11	641-053-533.95-00	CONFERENCES & TRAINING	1939 AMERICN AIR1/2	500.80
		2/15/11	03	VR	641-47		448895	2/17/11	641-053-533.18-00	NON-EMPLOYEE TRAINING, SEM	1939 AMERICN AIR1/2	500.80
		2/15/11	03	VR	641-47		448895	2/17/11	641-053-533.95-00	CONFERENCES & TRAINING	1939 BREVARD FAM1/2	425.00
		2/15/11	03	VR	641-47		448895	2/17/11	641-053-533.18-00	NON-EMPLOYEE TRAINING, SEM	1939 BREVARD FAM1/2	425.00
		2/15/11	03	VR	641-47		448895	2/17/11	641-053-533.95-00	CONFERENCES & TRAINING	1939 ENT RNT CAR1/2	228.90
		2/15/11	03	VR	641-47		448895	2/17/11	641-053-533.18-00	NON-EMPLOYEE TRAINING, SEM	1939 HOLIDAY INN1/2	208.00
		2/15/11	03	VR	641-47		448895	2/17/11	641-053-533.84-00	BUSINESS MEALS/EXPENSES	1939 SCHNUCKS 1/24	47.95
		2/15/11	03	VR	641-47		448895	2/17/11	641-053-533.84-00	BUSINESS MEALS/EXPENSES	1939 DNKN DONUTS1/2	97.07
		2/15/11	03	VR	641-47		448895	2/17/11	641-053-533.95-00	CONFERENCES & TRAINING	1939 LA FIESTA 1/24	61.85
		2/15/11	03	VR	641-47		448895	2/17/11	641-053-533.84-00	BUSINESS MEALS/EXPENSES	1939 SCHNUCKS 1/27	19.37
		2/15/11	03	VR	641-47		448895	2/17/11	641-053-533.95-00	CONFERENCES & TRAINING	1939 EXPEDIA 1/22	24.24
		2/15/11	03	VR	641-47		448895	2/17/11	641-053-533.18-00	NON-EMPLOYEE TRAINING, SEM	1939 EXPEDIA 1/22	24.24
		2/15/11	03	VR	641-47		448895	2/17/11	641-053-533.95-00	CONFERENCES & TRAINING	1939 CHEAPAIR 1/20	9.95
		2/15/11	03	VR	641-47		448895	2/17/11	641-053-533.18-00	NON-EMPLOYEE TRAINING, SEM	1939 CHEAPAIR 1/20	9.95
VENDOR TOTAL												4,790.30 *
81610	XEROX CORPORATION											
		2/23/11	01	VR	641-50		449134	2/28/11	641-053-533.85-00	PHOTOCOPY SERVICES	INV 053003196 2/1	721.94
VENDOR TOTAL												721.94 *



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*** FUND NO. 641 ACCESS INITIATIVE GRANT											
627418	LAMPKINS, SHAWN							ACCESS INITIATIVE			
	2/15/11	03	VR	641-42	448928	2/17/11	641-053-533.12-00	JOB-REQUIRED TRAVEL EXP	247 MILE 12/1-30		123.50
	2/15/11	03	VR	641-42	448928	2/17/11	641-053-533.12-00	JOB-REQUIRED TRAVEL EXP	73.5 MILE 1/3-31		37.49
	2/15/11	03	VR	641-42	448928	2/17/11	641-053-533.12-00	JOB-REQUIRED TRAVEL EXP	YAB MTNG LUNCH 1/17		9.26
	2/15/11	03	VR	641-42	448928	2/17/11	641-053-533.84-00	BUSINESS MEALS/EXPENSES	YAB MTNG RFRSHMT1/1		36.46
									VENDOR TOTAL		206.71 *
635152	PARSONS, TRACY							ACCESS INITIATIVE			
	2/15/11	03	VR	641-43	448937	2/17/11	641-053-533.12-00	JOB-REQUIRED TRAVEL EXP	124 MILE 12/1-16		62.00
	2/15/11	03	VR	641-43	448937	2/17/11	641-053-533.12-00	JOB-REQUIRED TRAVEL EXP	127 MILE 1/4-26		64.77
									VENDOR TOTAL		126.77 *
637820	ROLLINS, JONTE							ACCESS INITIATIVE			
	2/15/11	03	VR	641-44	448940	2/17/11	641-053-533.12-00	JOB-REQUIRED TRAVEL EXP	120.5 MILE 12/1-22		60.25
	2/15/11	03	VR	641-44	448940	2/17/11	641-053-533.12-00	JOB-REQUIRED TRAVEL EXP	104.50 MILE 1/5-31		53.30
									VENDOR TOTAL		113.55 *
								MENTAL HEALTH BOARD	DEPARTMENT TOTAL		21,529.18 *
								ACCESS INITIATIVE GRANT	FUND TOTAL		21,529.18 *
									REPORT TOTAL	*****	73,505.29 *

**DRAFT**

## Champaign County Mental Health Board

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In fulfillment of our responsibilities under the Community Mental Health Act, the Champaign County Mental Health Board (CCMHB) presents the following documents for public review:

The CCMHB's Annual Report provides an accounting to the citizens of Champaign County of the CCMHB's activities and expenditures during the period of December 1, 2009 through November 30, 2010.

The CCMHB's Three-Year Plan for the period December 1, 2009 through November 30, 2012 presents the CCMHB's goals for development of Champaign County's system of community mental health, developmental disabilities and substance abuse services and facilities, with One-Year Objectives for December 1, 2010 through November 30, 2011.

Any questions or comments regarding the CCMHB's activities or the county's mental health services can be directed to the Champaign County Mental Health Board; 1776 E. Washington; Urbana, IL 61802; phone (217) 367-5703, fax (217) 367-5741.

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**Champaign County Mental Health Board**

**Fiscal Year 2010 Annual Report & Three-Year Plan 2010-2012**

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# **LISTING OF 2010 BOARD MEMBERS AND STAFF**

## **BOARD MEMBERS**

Thom Moore, Champaign  
(President)

Deborah Townsend, Champaign  
(Vice-President)

Janet Anderson, Champaign

Aillinn Dannave, Champaign

William Gleason, Champaign

Ernest Gullerud, Champaign

Deloris Henry, Champaign

Michael McClellan, Savoy

Mary Ann Midden, Champaign

## **STAFF**

Peter Tracy  
Executive Director

Lynn Canfield  
Associate Director for Developmental Disabilities

Nancy K. Crawford  
Business Unit Comptroller

Mark J. Driscoll  
Associate Director for Mental Health and Substance Abuse Services

Stephanie Howard-Gallo  
Developmental Disabilities Contract Coordinator

## **CCMHB President's Report**

As the incoming President of the Champaign County Mental Health Board (CCMHB), I have the privilege to present to the citizens of Champaign the 2010 Annual Report. The report provides an accounting of taxpayer money entrusted to the board for the prevention and treatment of mental, emotional, developmental and substance use disorders for residents of Champaign County. The Three Year Plan with objectives for the 2011 Fiscal Year completes the annual report.

Reflecting on a year filled with budget cuts and delayed payments by the State of Illinois I find positive accomplishments locally that deserve to be recognized. For some time there has been interest in creating a Mental Health Court in Champaign County. This past year a decision was made to establish such a court. Judge Ford who has presided over Drug Court since it began in 1999 will also oversee Mental Health Court. The Champaign County Mental Health Board is committed to these specialty courts through funding to support participants' access to treatment and the opportunity it presents for them.

In the Fall of 2009, we learned the Substance Abuse Mental Health Services Administration had awarded a multi-year cooperative agreement for Comprehensive Community Mental Health Services for Children and Their Families to Champaign County for the ACCESS Initiative. Much work has been accomplished this past year with staff being hired, the Coordinating Council formed, and multiple committees and working groups created, all with the intent to develop a system of care. In the coming year we look forward to moving from planning to implementation of the system of care pilot project and then gradually expanding the pilot to full implementation. The evidence based practice Parenting with Love and Limits program is expected to be a cornerstone for the system of care. Last fall, the Board was presented with a preliminary report on the outcomes for youth and families served by the program. While a final report is expected late in 2011, the preliminary report found promising results.

Other projects new and old that should not go unrecognized include our continued relationship with the Champaign County Board for Care and Treatment of Persons with a Developmental Disability which continues to be a strong partner with the CCMHB. High profile community events involving both boards and other local partners are the "Reaching Out For Answers: Disability Resource Expo" and the Champaign County Anti-Stigma Alliance's premier event held as part of Roger Ebert's Film Festival. While the Board has supported integration of physical and behavioral health services, an expansion of such integrated care is being explored by two key partners with our encouragement.

With deep appreciation and much respect, I thank Dr. Moore for his service as President this past year.

Respectfully,

Dr. Deborah Townsend  
CCMHB President

## SECTION I: Financial Reports and Service Data

CHAMPAIGN COUNTY MENTAL HEALTH BOARD

ANNUAL FINANCIAL REPORT

12/01/09- 11/30/10

	2009	2010
Beginning of the Year Fund Balance	\$ 1,529,076	\$ 1,750,786
<b>REVENUE</b>		
General Property Taxes	\$ 3,425,448	\$ 3,514,342
Back Taxes, Mobile Home Tax & Payment in Lieu of Taxes	5,784	8,651
Local Government Revenue	7,438	2,793
Champ County Developmental Disabilities Board	299,532	287,604
Champ County Public Health District	14,583	20,852
Interest Earnings	10,432	5,883
Gifts and Donations	22,851	23,005
Miscellaneous	25,477	23,389
<b>TOTAL REVENUE</b>	<u>\$ 3,811,545</u>	<u>\$ 3,886,519</u>
<b>EXPENDITURES</b>		
<b>Administration &amp; Operating Expenses:</b>		
Personnel	\$ 368,056	\$ 414,825
Commodities	9,338	13,821
Services	250,362	304,000
Capital Outlay	-	1,545
Sub-Total	<u>\$ 627,756</u>	<u>\$ 734,191</u>
<b>Grants and Contributions:</b>		
Program	\$ 2,962,079	\$ 3,025,655
Capital	-	-
Sub-Total	<u>\$ 2,962,079</u>	<u>\$ 3,025,655</u>
<b>TOTAL EXPENDITURES</b>	<u>\$ 3,589,835</u>	<u>\$ 3,759,846</u>
<b>Fund Balance at the End of the Fiscal Year</b>	<u>\$ 1,750,786</u>	<u>\$ 1,877,459</u>

**CHAMPAIGN COUNTY MENTAL HEALTH BOARD**

**PROGRAM ALLOCATIONS -- FY2010**

**12/01/09 - 11/30/10**

<b>AGENCY/PROGRAM</b>	<b>TOTAL PAID</b>
<b>A WOMAN'S FUND</b>	
A Woman's Place	\$ 39,053.00
<b>BEST INTEREST OF CHILDREN</b>	
Family Link/Social Marketing	70,291.00
Peer Ambassadors	110,000.00
PSC Outreach Initiative/Advocacy	86,350.00
PSC Parent Education	10,647.00
<b>Agency Total</b>	<u>277,288.00</u>
<b>CATHOLIC CHARITIES - Counseling Program</b>	7,640.48
<b>CENTER FOR WOMEN IN TRANSITION - A Woman's Place</b>	27,895.00
<b>CHAMPAIGN COUNTY CHILDREN'S ADVOCACY CENTER</b>	37,080.00
<b>CHAMPAIGN COUNTY REGIONAL PLANNING COMMISSION</b>	
Senior Services - Information and Assistance	26,026.00
<b>CHAMPAIGN URBANA-AREA PROJECT</b>	
Family Advocacy	20,170.00
Cultural Competence	32,678.00
<b>Agency Total</b>	<u>52,848.00</u>
<b>COMMUNITY CHOICES - Self Determination</b>	8,330.00
<b>COMMUNITY SERVICE CENTER OF NORTHERN CHAMPAIGN COUNTY</b>	
First Call For Help	80,462.00
<b>CRISIS NURSERY</b>	
Teen Parents	3,936.00
Beyond Blue - Rural	42,580.00
Beyond Blue II	14,999.00
<b>Agency Total</b>	<u>61,515.00</u>
<b>DEVELOPMENTAL SERVICES CENTER</b>	
Family Development Center - Children's	209,980.00
Employment/Vocational Services	151,220.00
Developmental Training	20,979.00
Developmental Training/Employment	110,147.00
<b>Agency Total</b>	<u>492,326.00</u>
<b>DON MOYER BOYS &amp; GIRLS CLUB</b>	



SMART Moves	39,996.00
<b>EAST CENTRAL ILLINOIS REFUGEE ASSISTANCE CENTER</b>	
Refugee Support	12,000.00
<b>FAMILY SERVICE</b>	
First Call For Help	60,540.00
Senior Resource Center (Senior Counseling and Advocacy)	142,332.00
Self-Help Center	28,638.00
Counseling	50,004.00
<b>Agency Total</b>	<u>281,514.00</u>
<b>FRANCES NELSON - Mental Health Services/Counseling</b>	131,792.00
<b>MAHOMET AREA YOUTH CLUB - Teen Succeed</b>	17,004.00
<b>MENTAL HEALTH CENTER OF CHAMPAIGN COUNTY</b>	
Access and Benefits Acquisition Services	47,437.00
Criminal Justice	6,393.88
Crisis Line	72,656.80
Crisis/Criminal Justice	72,630.00
Drug Court Integrated Services - Adult Recovery	19,304.00
Early Home Based Services - Prevention	114,500.00
Parenting With Love and Limits	200,000.00
Psychiatric Services	40,000.00
School Based Outreach	106,000.00
TIMES Center	48,000.00
<b>Agency Total</b>	<u>726,921.68</u>
<b>OPERATION SNOWBALL</b>	14,585.00
<b>PRAIRIE CENTER FOR SUBSTANCE ABUSE</b>	
Drug Court	157,477.00
Drug Court Contract - Paid out of incorrect fund - Corrected in FY11	15,000.00
Family Counseling	70,159.86
Operation Snowball	6,249.00
Parenting With Love and Limits	196,413.00
Prevention	53,885.00
Residential	32,995.00
<b>Agency Total</b>	<u>532,178.86</u>
<b>TALKS YOUTH DEVELOPMENT NFP</b>	
TALKS Mentoring of Champaign County	64,233.00
<b>UNIVERSITY OF ILLINOIS - PSYCHOLOGICAL SERVICES</b>	
Outreach Initiative	78,804.00
Parent Education	11,669.00
Black Parenting	4,494.00
<b>Agency Total</b>	<u>94,967.00</u>
<b>GRAND TOTAL</b>	<u><u>3,025,655.02</u></u>

## SERVICE TOTALS FOR 2010 BY TYPE OF SERVICE UNIT

**CSE** = Community Service Event. Non-client specific service, e.g. public presentation, consultation advocacy for a target population, media event, workshop or community development activity.

**SC** = Service Contact/Screening Contact. Encounter to provide information, referral, assessment, crisis intervention or general service.

**TPC** = Treatment Plan Client. Client has a written assessment and service plan.

**NTPC** = Non-Treatment Plan Client. Brief service is provided without a written service plan.

**FFS** = Fee for Service. Pre-determined fee paid for defined unit of service.

### CONTRACTED AGENCIES & PROGRAMS

	<u>CSEs</u>	<u>SCs</u>	<u>TPCs</u>	<u>NTPCs</u>	<u>FFS Units</u>	<u>Type</u>
<b><u>Best Interest of Children</u></b>						
Family Link	----	589	26	----	----	----
Peer Ambassadors	----	629	109	----	----	----
PA UI PSC Advocacy (below) <sup>2</sup>						
PA UI PSC Parent Education (below) <sup>2</sup>						
<b><u>Catholic Charities</u> - The Counseling Program</b>						
	----	----	14	----	139	Hours
<b><u>Center for Women in Transition</u></b>						
A Woman's Place - Counseling/Advocacy	50	307	47	307	----	----
<b><u>Children's Advocacy Center</u></b>						
Inter-Disciplinary Team Staffings	21	129	126	36	----	----
<b><u>Community Choices, Inc.</u></b>						
Self-Determination Support (6 mos)* (additional TPCs, state funded)	7	209	3 7	84		
<b><u>Community Service Center of Northern CC</u></b>						
First Call for Help	----	----	----	1502	----	----
<b><u>Crisis Nursery</u></b>						
PCI Teen Outreach (8 months)*	19	129	10	9	----	----
Beyond Blue - CU (8 months)*	34	240	15	33		
Beyond Blue - Rural	202	591	26	66		
<b><u>Developmental Services Center</u></b>						
Developmental Trng & Employment Svcs	----	----	328	11	----	----
Family Development Center (FDC)	837	277	837	784	----	----
<b><u>Don Moyer Boys &amp; Girls Club</u> - PA Smart Moves</b>						
	22	1241	----	108	----	----
<b><u>Family Service of Champaign County</u></b>						
First Call for Help	----	5293	----	----	----	----
Senior Resource Center	----	----	259	1228	----	----
Self-Help Center	496	----	----	----	----	----
Counseling	----	----	142	----	829	----
<b><u>Frances Nelson Health Center</u> - MH Services</b>						
	----	1022	152	114	----	----
<b><u>Mahomet Area Youth Club</u> Teen Succeed</b>						
	----	----	----	137	----	----

	<u>CSEs</u>	<u>SCs</u>	<u>TPCs</u>	<u>NTPCs</u>	<u>FFS Units</u>	<u>Type</u>
<b><u>Mental Health Center/Community Elements</u></b>						
Access & Benefits Acquisition	----	859	----	----	----	----
Crisis and Criminal Justice	----	4321	94	----	----	----
DOC Only Services/Psychiatric Services	----	----	----	----	1857	Hours
Drug Court Integrated Services	50	49	22	10	----	----
Early Childhood MH & Development	172	303	276	----	----	----
PA - PLL <sup>1</sup>	----	134	121	117	----	----
School Based/Outreach Clinicians	----	1676	36	----	----	----
TIMES Center	----	----	----	----	306	SC
<b><u>CC Operation Snowball</u></b> (6 months)	----	----	----	6	----	----
<b><u>Prairie Center Health Systems</u></b>						
Drug Court	----	----	117	----	----	----
Prevention	846	----	----	----	----	----
PA - Family Counseling	----	1234	191	----	1179	Hours
PA - Parenting with Love & Limits	----	----	99	----	----	----
Residential DFI	----	----	36	----	667	Days
Operation Snowball (6 months)*	80	----	----	----	----	----
<b><u>Refugee Assistance Center (ECIRMAC)</u></b>	107	----	----	----	----	----
<b><u>CC Regional Planning Commission</u></b>						
Senior Services Information & Assistance	----	4459	----	420	----	----
<b><u>TALKS Youth Development</u></b> TALKS Mentoring	50	----	----	224	----	----
<b><u>University of Illinois - Psychological Services Center</u></b>						
PA - Advocacy Program	96	3920	177	78	----	----
PA - Parent Education & Leadership	----	----	38	32	----	----
	<u>CSEs</u>	<u>SCs</u>	<u>TPCs</u>	<u>NTPCs</u>		
<b>TOTAL GENERIC SERVICE UNITS</b>	3,089	27,611	3,308	5,306		
	<u>Days</u>	<u>Hours</u>	<u>SCs</u>			
<b>TOTAL FEE BASED UNITS</b>	667	4,005	306			

**Notes on Service Data**

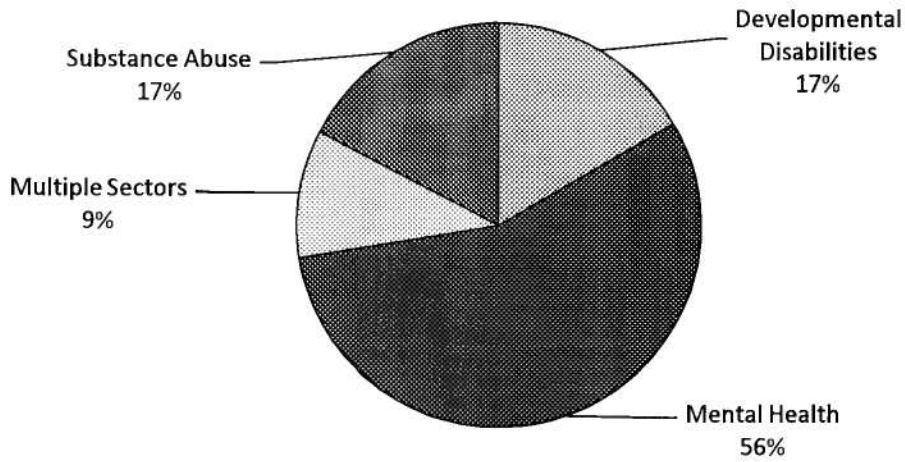
\* Partial year data

<sup>1</sup> Juvenile Justice - Funded by CCMHB

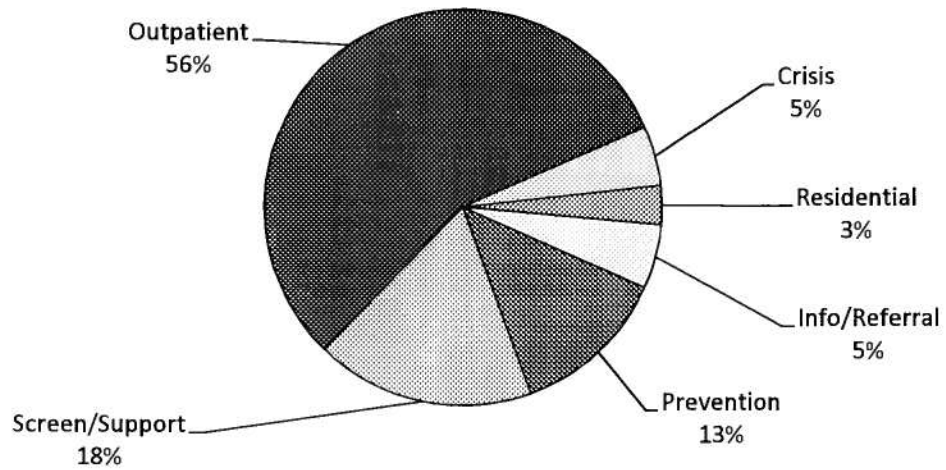
<sup>2</sup> Grant pass through - See UI Psych Svcs.

# Appropriation of CCMHB Funds by Sector, Service, and Population - Program Year 2010

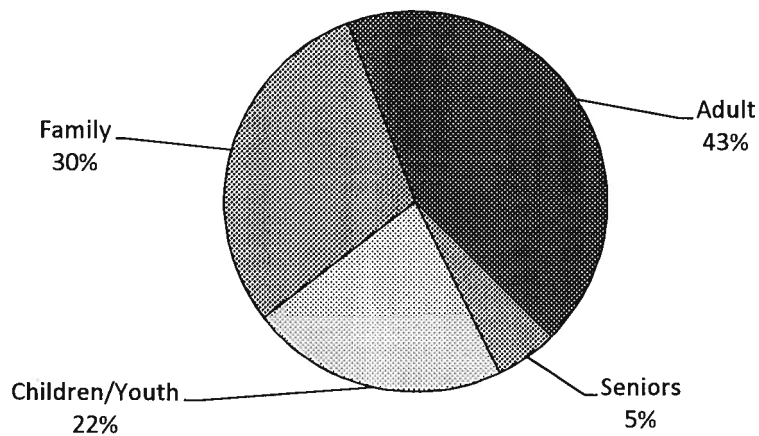
## CCMHB PY10 Appropriation by Community Mental Health Sector



## CCMHB PY10 Appropriation by Type of Service

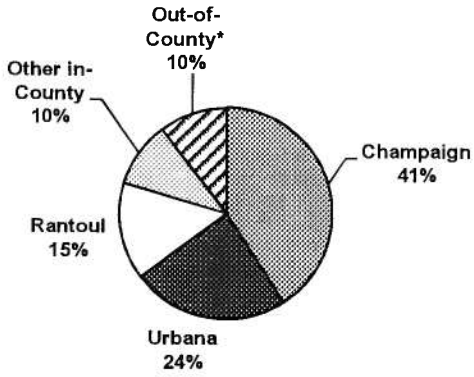


## CCMHB PY10 Appropriation by Target Population

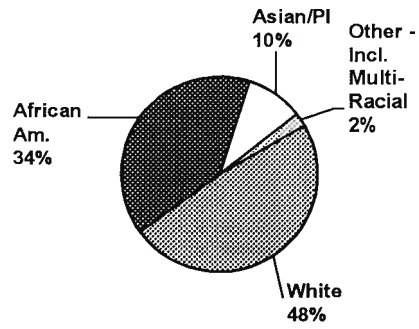


# Demographics of Persons Served in 2010

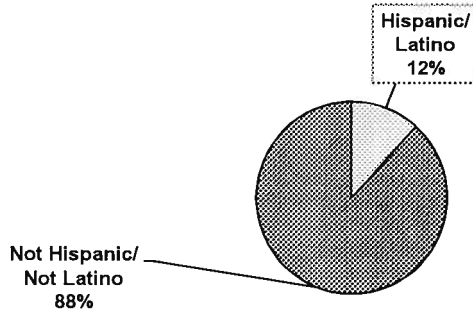
Residency of Persons Served  
Included but not funded\*



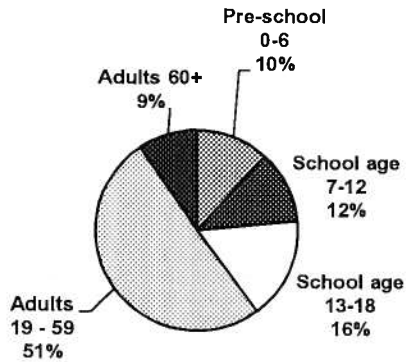
Race of Persons Served



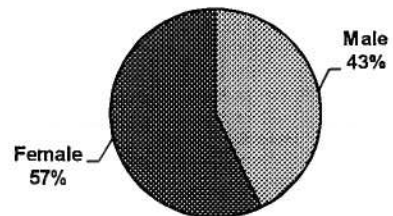
Ethnic Origin of Persons Served



Age Distribution of Persons Served



Gender Distribution of Persons Served



**SECTION II: Three-Year Plan 2010-2012  
with FY 2011 One-Year Objectives**

**CHAMPAIGN COUNTY MENTAL HEALTH BOARD**

**THREE-YEAR PLAN**

**FOR**

**FISCAL YEARS 2010 - 2012**

**(12/1/09 – 11/30/12)**

**WITH**

**ONE YEAR OBJECTIVES**

**FOR**

**FISCAL YEAR 2011**

**(12/1/10 – 11/30/11)**

## CHAMPAIGN COUNTY MENTAL HEALTH BOARD

WHEREAS, the Champaign County Mental Health Board has been established under Illinois Revised Statutes (Ch. 91-1/2, Sections 301-314, inclusive) in order to "construct, repair, operate, maintain and regulate community mental health facilities to provide mental health services as defined by the local community mental health board, including services for the developmentally disabled and for the substance abuser, for residents (of Champaign County) and/or to contract therefore..."

WHEREAS, the Champaign County Mental Health Board is required by the Community Mental Health Act to prepare a one- and three-year plan for a program of community mental health services and facilities;

THEREFORE, the Champaign County Mental Health Board does hereby adopt the following Mission Statement and Statement of Purposes to guide the development of the mental health plan for Champaign County:

### MISSION STATEMENT

<p>The mission of the CCMHB is the promotion of a local system of services for the prevention and treatment of mental or emotional, developmental, and substance abuse disorders, in accordance with the assessed priorities of the citizens of Champaign County.</p>
---

### STATEMENT OF PURPOSES

1. To plan, coordinate, evaluate and allocate funds for the comprehensive local system of mental health, developmental disabilities, and substance abuse services for Champaign County.
2. To promote family-friendly community support networks for the at-risk, underserved and general populations of Champaign County.
3. To increase support for the local system of services from public and private sources.
4. To further develop the systematic exchange of information about local services and needs between the public/private service systems and the CCMHB.

In order to accomplish these purposes, the Champaign County Mental Health Board must collaborate with the public and private sectors in providing the resources necessary for the effective functioning of the community mental health system.



## ADMINISTRATION

Goal #1: Develop policies and procedures to assure fiscal accountability for CCMHB dollars tied to co-funded programs. The primary focus is related to programs which are also funded by revenue from the State of Illinois. Utilize the new web-based application and reporting system to effectively track all objectives pertaining to this goal.

Objective #1: Identify each CCMHB funded contract that budgets state revenue as part of program revenue and develop mechanisms to track the level of state payments during the term of the contract.

Objective #2: Clarify how CCMHB dollars are used in each co-funded contract and develop policies to assure that reductions in state contract maximums are not supplanted by CCMHB dollars.

Objective #3: All CCMHB grant contracts that receive State of Illinois funding as part of the total program revenue shall be required to report all staffing changes to the CCMHB on a quarterly basis. At the discretion of the CCMHB, agencies shall provide a full listing of all full, part-time and contractual employees on a quarterly basis.

Objective #4: All CCMHB funded agencies shall notify the CCMHB of their intent to lay off employees with an explanation of the cause for the layoff.

Objective #5: Evaluate risk for loss of co-supported services resulting from state funding reductions.

Objective #6: Monitor payments from the Illinois Department of Human Services (IDHS) to assure adequate cash flow for the ACCESS Initiative.

Goal #2: Prioritize services along the service continuum in response to changes in state funding.

Objective #1: Using a tiered system identify high priority programs (core services and collaborative initiatives).

Objective #2: Realign funding to support high priority programs in response to contract cuts or reserve percentage in state funding.

Goal #3: Maintain program and financial accountability of funded programs.

Objective #1: Monitor fiscal status and identified outcome measures of funded programs to provide consistent and timely assessment of overall program performance.

Objective #2: Develop new audit requirements and protocols to address the gaps created by changes in the State of Illinois audit threshold requirements. Require additional fiscal accountability in lieu of audits for agencies that fall below the required dollar threshold (i.e., \$300,000).

Objective #3: Review and revise as necessary the process for executing contracts with approved agency plans using the web-based application and reporting system.

Goal #4: Continue to maintain low administrative costs in order to maximize the availability of funding to support mental health, substance abuse and developmental disabilities programs and services.

Objective #1: Strongly support the Memorandum of Understanding with the Champaign County Board for the Care and Treatment of Persons with a Developmental Disability.

Objective #2: Maintain existing staff headcount by utilizing contractual consultants to assist with technical, administrative and programmatic functions (e.g., assessment of applications for funding, planning, audit protocols and other specialized functions).

Objective #3: Maintain a web based system across all funding sources to streamline the application process, program reporting including collection of client data and assess potential for expansion of such a system for performance measure outcome evaluation.

#### PROGRAMS AND SERVICES FOR CHILDREN, ADOLESCENTS AND FAMILIES

Goal #5: Maintain commitment to implementation of Parenting with Love and Limits (PLL) for youth and families involved in the juvenile justice system.

Objective #1: Continue collaboration with juvenile justice stakeholders and integration of Quarter Cent for Public Safety and CCMHB funding to support PLL implementation. Monitor PLL evaluation data and determine efficacy in collaboration with stakeholders (i.e., Administrative Team).

Objective #2: Coordinate implementation of the SAMHSA Children's Mental Health Initiative Cooperative Agreement as delineated in the SAMHSA application and subject to post-award changes as determined by the Coordinating Council, principle investigators, project director, and program staff.

Objective #3: As part of the execution of the SAMHSA Cooperative Agreement, secure assurances from the state of its commitment to the sustainability of the ACCESS Initiative.

Objective #4: Prioritize funding cultural competence staff and/or consultation as delineated in the SAMHSA application. Continue to track agencies progress on implementation of cultural competence plans and support efforts to address issues raised in the Surgeon Generals Report Mental Health: Race, Culture and Ethnicity.

Goal #6: Broaden scope of program performance evaluation activities.

Objective #1: Utilize the Quarter Cent Administrative Team as a resource to conduct oversight of CCMHB and Quarter Cent for Public Safety Fund supported juvenile justice involved program operations and performance.

Objective #2: Participate in the planning and implementation of the Juvenile Research Center study of performance outcomes for the CCMHB/Quarter Cent funded PLL program.

Objective #3: As part of the implementation of the SAMHSA Cooperative Agreement, collaborate with the University of Illinois in the ACCESS Initiative evaluation.

## COMMUNITY ENGAGEMENT & ADVOCACY

Goal #7: Reduce the stigma associated with mental illness, substance abuse and developmental disabilities by sponsoring projects and events designed to address discrimination related to stigma, as well as to promote acceptance, dignity, and social inclusion.

Objective #1: Promote, fund, participate in and sponsor the Disabilities Expo and the Roger Ebert Film Festival in order to improve disability awareness, increase inclusiveness, improve community acceptance, and reduce stigma and discrimination. Use these events to energize community support for funding for disabilities programs and services.

Objective #2: Encourage consumer groups' community education efforts to reduce stigma and coordinate with ACCESS Initiative social marketing activities as feasible.

Goal #8: Advocate for positive change in state funding and policy decisions affecting the local system of care for persons with mental or emotional, substance abuse disorders or developmental disabilities.

Objective #1: Support, through active participation in the Association of Community Mental Health Authorities of Illinois (ACMHAI), the National Association of County Behavioral Health and Developmental Disabilities Directors, the Illinois Council on Developmental Disabilities, the Illinois Association of Rehabilitation Facilities (IARF), the ARC of Illinois, the Illinois Alcohol and Drug Dependence Association (IADDA) and other appropriate bodies efforts to strengthen the local systems of care.

Objective #2: Collaborate with the ACCESS Initiative to promote effective methods to engage consumer groups, families, and youth in advocacy.

Goal #9: Maintain an active needs assessment process to identify current issues affecting consumer access, treatment and recovery.

Objective #1: Continue to assess the impact of state funding reductions on consumer access to care and provider capacity.

Objective #2: Participate in other county-wide assessment activities to ensure CCMHB target populations are represented.

## RESOURCE DEVELOPMENT & COLLABORATION

Goal #10: Collaborate with the Champaign County Board for Care and Treatment of Persons with a Developmental Disability on co-funded programs.

Objective #1: Implement mutually acceptable options for realignment of funding within the developmental disability service continuum.

Objective #2: In response to unilateral financing and eligibility changes by the State of Illinois, develop revenue maximization strategies to assure an appropriate mix of state and local funding and continued availability of services for Champaign County consumers.

Goal #11: Continue to coordinate implementation of Champaign County Quarter Cent for Public Safety Fund grant awards with CCMHB resources serving youth involved with the juvenile justice system.

Objective #1: Continue support for the Memorandum of Understanding with the Champaign County Board to maintain CCMHB management of the Quarter Cent for Public Safety Fund and amend as necessary.

Objective #2: In collaboration with the ACCESS Initiative, strengthen coordination between programs serving youth involved with the juvenile justice system to reduce recidivism.

Objective #3: Assess viability of CCMHB involvement in other juvenile delinquency prevention programs, such as Juvenile Detention Alternatives Initiative, in partnership with the ACCESS Initiative.

Goal #12: Ensure compliance with existing Memoranda of Understanding (MOU), e.g. support initiatives extending from the agreements, and enter into new agreements as may be necessary to respond to local service issues or state funding adjustments.

Objective #1: Review all existing MOUs and enter into negotiations to revise the agreements as necessary.

Objective #2: Maintain support and involvement in the Champaign County Drug Court and support access to treatment for eligible clients.

Objective #3: Participate in the creation of a specialized mental health court in Champaign County. To the extent possible, redirect funding to support the service component of the specialty court.

Objective #4: Amend the terms and conditions of the MOU with the Champaign County Board of Health to reflect changes in budget and policy which prohibit the continuation of the co-funded project.

Goal #13: Promote new approaches for developing services and reducing operating costs.

Objective #1: Investigate options for leveraging additional resources and realign services as necessary to access such resources.

Objective #2: Promote cooperative relationships between providers that can reduce costs, e.g. Chamber of Commerce Energy Cooperative.

Objective #3: Promote and support use of evidence based practices by funded programs.

Objective #4: As practicable, implement Medicaid claiming (Part 77 & Part 132), including a redirection of capacity and conversion of fee for service rates to the Medicaid rates as necessary.

Objective #5: Support and assist with affiliations and mergers of providers as a means to streamline the delivery of services and enable administrative cost savings through economies of scale.

**CCMHB AGENCY PROGRAM ALLOCATION REQUEST AMOUNTS FY12**

**DRAFT**

July 1, 2011- June 30, 2012			
Agency	Program	PY11 Alloc	PY12 Request
Best Interest of Children	Family Conference of CC	70,291	
	Youth MOVE (Formerly Peer Ambassadors)	110,000	
BIOC/Psychological Services	PSC Advocacy Program	86,350	
BIOC/Psychological Services	Parent Education	16,001	
<b>BIOC Total</b>		<b>282,642</b>	<b>-</b>
Catholic Charities	Family Counseling	8,000	8,000
Center for Women in Transistion	A Woman's Place	66,948	66,948
CC Children's Advocacy Center	Child Advocacy Center	37,080	37,080
Champaign County Regional Planning	Senior Services	26,026	26,026
Community Service Center	1st Call for Help	80,462	82,474
Community Choices	Self-Determination Support	20,000	22,500
CU Area Project	Project Access Parent Advisory Network	48,413	
<b>Community Elements</b>	<b>Adult Recovery Crimlnal Justice/Specialty Courts</b>		<b>150,930</b>
	Crisis, Access, Benefits & Engagement		203,025
	Early CH MH & Development	96,500	138,340
	Non-Medicaid MH Initiative		30,132
	Psychiatric Svcs	40,000	41,200
	TIMES Center (Screening MI/SA)	48,000	49,440
		549,777	613,067
	PLL	200,000	
<b>Community Elements Total</b>		<b>749,777</b>	<b>613,067</b>
Crisis Nursery	Beyond Blue - Perinatal Depression	46,050	70,000
Developmental Services Center	Children's/FDC	209,980	216,279
	Developmental Training/Employment Services	286,949	295,557
<b>Developmental Services Center Total</b>		<b>496,929</b>	<b>511,836</b>
Don Moyer's Boys & Girls Club	Smart Moves	40,000	
Family Service	1st Call for Help	60,540	60,540
	Senior Counseling/Advocacy	142,337	142,337
	Self-Help Center	28,428	28,428
	Family Counseling	50,000	50,000
<b>Family Service Total</b>		<b>281,305</b>	<b>281,305</b>
Frances Nelson (CHIC)	Mental Health Services	148,774	148,774
Prairie Center Health Systems	Family Counselor Initiative	52,868	-
	Drug Court	160,200	165,000
	Prevention	54,902	56,550
	Residential	32,995	-
	Operation Snowball	20,833	25,750
	Youth Services	-	100,000
			321,798
	Parenting with Love & Limits	210,000	
<b>Prairie Center Health Systems Total</b>		<b>531,798</b>	<b>347,300</b>
Rape Advocacy, Counseling & Education Svcs	Counseling & Crisis Services		15,152
Refugee Assistance Center	Refugee Support	12,000	13,000
TALKS	Talks Mentoring	64,233	
U of I Psychological Services	Parole/Probation Assess & Treatment (PAT)		48,555
	PSC Outreach Initiative	78,800	
	Effective Black Parenting	10,786	
<b>U of I Psych Services Total</b>		<b>89,586</b>	<b>48,555</b>
<b>CCMHB GRAND TOTAL</b>		<b>2,965,790</b>	<b>2,292,017</b>

**JJPD AGENCY PROGRAM ALLOCATION REQUEST AMOUNTS - PY12**

**D R A F T**

July 1, 2011- June 30, 2012

Agency	Program	PY11 Alloc	PY12 Request
Champaign County Regional Planning	Court Diversion-ACCESS Initiative Intake	141,302	168,807
Don Moyer Boys & Girls Club	Smart Moves-ACCESS initiative		82,163
	JUMP-ACCESS Initiative	70,000	115,684
		70,000	197,847
TALKS Mentoring of Champaign County	ACCESS Initiative Men of Force		54,000
	ACCESS Initiative Women of Wisdom		44,000
TALKS Mentoring Total			98,000
<b>QUARTER CENT GRAND TOTAL</b>		<b>211,302</b>	<b>464,654</b>

**ACCESS Initiative AGENCY PROGRAM ALLOCATION REQUEST AMOUNTS - PY12**

**D R A F T**

July 1, 2011- June 30, 2012

Agency	Program		PY12 Request
Best Interest of Children	Family Conference of Champaign County		54,862
	Family Link and Support		70,291
	Youth MOVE (Formerly Peer Ambassadors)		110,000
	PSC - Effective Black Parenting		13,457
Best Interest of Children Total			248,610
Champaign County Regional Planning	ACCESS Initiative PLL Front End		219,594
CU Area Project	ACCESS Community Exchange Time Bank		71,585
	ACCESS Restorative Justice Network		111,275
	Emotional Fitness Quotient System (EFQ)		76,015
CU Area Project Total			258,875
Community Elements	ACCESS Initiative Too Good to Do Drugs & Violence		55,935
	ACCESS Initiative PLL		533,486
	ACCESS Initiative School Outreach		165,580
Community Elements Total			755,001
Don Moyer Boys & Girls Club	ACCESS Initiative Clinical Coordinator		78,342
	ACCESS Initiative PLL		272,336
	ACCESS Initiative Infrastructure		114,283
Don Moyer B & G Club Total			464,961
Family Advocacy in Champaign County	ACCESS Initiative The ACCESS POINT		582,705
	ACCESS Initiative Why We Can't Wait-Therapeutic		9,100
Family Advocacy in CC Total			591,805
Mahomet Area Youth Club	Teen Succeed		17,000
Prairie Center Health Systems	ACCESS Initiative Youth Case Management		50,000
SOAR Youth Programs	ACCESS Initiative SOAR		61,637
U of I Psychological Services Center	ACCESS Initiative Effective Black Parenting		13,457
	ACCESS Initiative Advocacy Program		129,458
	ACCESS Initiative Restorative Circles Program		36,851
U of I Psychological Svcs Total			179,766
TALKS	Talks Mentoring		64,233
Urbana Neighborhood Connections Center	ACCESS Initiative Community Study Center		25,000
	ACCESS Initiative POWER		25,000
	ACCESS Initiative UNCC-HUB/Community HOME		25,000
Urbana Neighborhood CC Total			75,000
<b>ACCESS INITIATIVE GRAND TOTAL</b>			<b>2,986,482</b>



**CHAMPAIGN COUNTY MENTAL HEALTH BOARD**

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

**DECISION MEMORANDUM**

**DATE:** March 23, 2011  
**TO:** Members, Champaign County Mental Health Board (CCMHB)  
**FROM:** Peter Tracy, Executive Director  
**SUBJECT:** ACCESS Initiative Policy Manual

**Recommended Action:**

The purpose of the ACCESS Initiative Policy Manual is to provide guidance on a variety of subjects specific to the Substance Abuse and Mental Health Services Administration (SAMHSA) and Illinois Department of Human Services Cooperative Agreement. This manual provides a course of action and guiding principles for financial management, contracting, and spending related to accomplishing project goals and objectives.

**Issue:**

The requirements of the SAMHSA Children’s Initiative Cooperative Agreement are significantly different from other programs and services included under the authority of Champaign County Government. Existing policies did not address the unique aspects of the ACCESS Initiative specific to parent-driven, youth-guided, strength-based and cultural competence requirements identified in the application and subsequent reapplications. In addition, guidelines from the Federation of Families and Youth Move designed to facilitate and enhance parent and youth participation were not consistent with current policies.

**Program:**

ACCESS Initiative Cooperative Agreement.

**Fiscal/Budget Impact:**

This action is budget neutral.

**Decision Section:**

Motion to approve the attached ACCESS Initiative Policy Manual.

- Approved
- Denied
- Modified
- Additional Information Needed



**DRAFT**

**CHAMPAIGN COUNTY MENTAL HEALTH BOARD**

**ACCESS**  
**INITIATIVE**

**POLICY MANUAL**

March 2011

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# Financial Management and Spending Regulations

## ARTICLE I. APPLICABILITY AND POLICY

**APPLICABILITY:** These Financial Management and Spending Regulations apply to all Employees of the ACCESS Initiative. These regulations do not apply to members of advisory boards or committees.

**POLICY:** The purpose of the Financial Management and Spending Regulations is to ensure that all spending is aligned with Substance Abuse and Mental Health Services Administration (SAMHSA) and Illinois Department of Human Services (IDHS) grant requirements.

**EFFECTIVE DATE:** These Regulations are to be effective March 23, 2011.

## ARTICLE II. EXPENDITURES AND MANAGEMENT OF FUNDS

- A. All spending for goods and services must be directly related to the SAMHSA application, budget, and logic model of the SAMHSA cooperative agreement for building a System of Care in Champaign County.
- B. The amount spent must be within the limits of what a reasonable and prudent person would pay for goods and/or services.
- C. Goods and services must be consistent with standard operating procedures and CCMHB policies.
- D. Purchases must comply with Illinois Department of Human Services (IDHS) spending guidelines and cost principles.
- E. Tax Exempt Status-CCMHB/ACCESS Initiative is a tax exempt organization for Illinois sales tax and most local purchases. The CCMHB/ACCESS Initiative tax exempt ID# as of January 2010 is **E-9998-5942-06**

## ARTICLE III. CONTRACTING PROCESSES

- A. All contracts, including those designated as match, with community based providers will be determined by CCMHB funding guidelines. ACCESS Initiative staff shall take the lead in assessing, processing, and presenting the applications with recommendations to the CCMHB. Exception: at the discretion of the ACCESS Initiative Project Director and

the CCMHB, contracts can be negotiated with providers cited in the original SAMHSA application and re-application documents.

- B. Contracts for ACCESS Initiative training and/or consultation up to \$5,000 can be approved by the Project Director and CCMHB Executive Director without formal Board action. Contracts over \$5,000 must be approved by the CCMHB at their regular Board meeting.

## **Travel Regulations**

### **ARTICLE I. APPLICABILITY AND POLICY**

**APPLICABILITY:** These Travel Regulations apply to all Employees of the ACCESS Initiative. These regulations do not apply to members of advisory boards or committees except as provided in Article IX, A-B. Appropriations for travel must be in appropriate ACCESS Initiative budgets prior to travel.

**POLICY:** The purpose of the Regulations is to ensure that Employees who travel on official business will be treated fairly and reimbursed at rates which are reasonable, consistent with actual, necessary costs and which will ensure the promotion of economy in County government. The purpose is not to create any additional source of income beyond the Employee's compensation.

**EFFECTIVE DATE:** These Regulations are to be effective March 23, 2011.

### **ARTICLE II. AUTHORITY TO TRAVEL**

- A. This project has extensive requirements for attendance at mandated trainings and conferences. Costs related to travel are significant. All travel arrangements shall be made by CCMHB administrative staff designated with this responsibility. All transportation and hotel charges shall be paid using the ACCESS Initiative VISA card. All travel shall be made at least 30-days in advance with written approval of the Project Director.
- B. The ACCESS Initiative, through its budget process, shall be responsible for maintaining a system for control of travel for ACCESS Initiative participants and employees, which will provide for the efficient and economical conduct of ACCESS Initiative business, both within and outside Champaign County.
- C. Prior authorization for all trips planned during the budget year shall be obtained as part of the approved budget for each department. If appropriations are depleted from all travel line items during the budget year, an additional appropriate sum may be added by budget

amendment or transfer for unanticipated trips, subject to approval from the ACCESS Initiative. Transfers within the same category are allowed without prior authorization.

- D. All travel shall be approved by the Project Director, prior to the event date. Said approval will be in writing when requested but may be oral.
- E. Summary reports of travel for Conferences, Instruction and Schooling may be reported to the Project Director. Summary reports are not a requirement for reimbursement of expenses.

## **ARTICLE III. ALLOWABLE TRANSPORTATION EXPENSES**

### **A. Governing Regulations**

- 1. All travel shall be by the most direct route. Supporting documentation displaying method of payment used for the mode of transportation shall be provided as an attachment to travel plans.
- 2. All travel shall be by the most economical and considerate mode of transportation available, recognizing special needs as recommended by a medical doctor, necessary time for distance of travel and required arrival/departure dates.

### **B. Use of Public Transportation**

- 1. The full cost of public transportation is recoverable if it is the chosen mode of transportation in view of Article III, A, 1-2.

### **C. Use of Personal Vehicle**

- 1. When the use of a privately owned vehicle is necessary or desirable in conducting ACCESS Initiative business, the reimbursement rate for the current year IRS provision will be paid. The Auditor's Office will provide written documentation of this rate on a yearly basis.
- 2. Mileage will be payable to only one of two or more individuals traveling in the same vehicle. The names of all travelers and their employing department shall be listed on the reimbursement voucher, along with the date, purpose of trip and total mileage.
- 3. In the course of exercising their duties as an employee, CCMHB/ACCESS Initiative staff shall not transport youth, families, clients or any persons not employed by the CCMHB/ACCESS Initiative in their personal or leased cars.

## ARTICLE IV. ALLOWABLE LIVING EXPENSES

### A. Meal Expense

1. When traveling outside Champaign County, reimbursement for meals and tips shall be allowed, in accordance with Internal Revenue Service per diem meal allowances as published annually for all cities within the continental United States. The Champaign County Auditor's Office provides a chart of the breakfast, lunch and dinner reimbursement allowed by location each year. If a location is not listed, the Auditor's Office can be contacted for additional information.

Receipts for individual meals need not be submitted when using per diem allowances. However, a reimbursement voucher must be submitted in accordance with IRS regulations, which substantiates the business purpose (seminar or conference title), travel dates, applicable meals to be reimbursed for each day and the place (city). If receipts are submitted at any time for meals, they must be detailed.

2. Meals and tips will not be reimbursed, if the cost of meals for conferences or events is included in the registration fee. A copy of the conference brochure is required to be submitted with the reimbursement voucher.
3. Within Champaign County, meals and tips may be reimbursed for ACCESS Initiative Participants and Employees attending a conference or seminar.. Attendance must be approved by the Project Director. And if the event requires the Participant or Employee to be away from their workplace or home during a meal. The same limits apply as noted in Article IV; A 1-2.
4. Alcoholic beverages are excluded from reimbursement.
5. Any exceptions to the above shall be presented in a letter to the Project Director for approval.

### B. Lodging

1. In the event a staff member is required to use personal means to secure lodging; the actual lodging expense will be reimbursed, with the understanding that:
  - a. The person traveling will always seek, and use, when available, the "government economy" room rate offered by the hotel.
  - b. When the "government economy" rate is not available, and a conference is the reason for the trip, the person will be reimbursed only in terms of the lowest two levels of conference lodging rates, unless such accommodations are not available to the person making the trip.

- c. Lodging expenses will not be reimbursed within Champaign County unless prior approval is obtained by the Project Director. A letter explaining just cause shall be presented.
  - d. Any personal expenditure shown on a lodging receipt will not be reimbursed. If personal charges are made to the ACCESS credit card account, reimbursement shall be made by staff member submitting the documentation.
2. Lodging receipts showing a zero balance are required to be submitted with the reimbursement voucher to support accommodation expenses claimed. Supporting documentation shall be provided as an attachment for whatever method of payment was used to pay for lodging expenditures.

## **ARTICLE V. ALLOWANCE FOR MISCELLANEOUS EXPENSES**

A. The following are items that may be reimbursed by the ACCESS Initiative under Miscellaneous Expenses, if authorized by the Project Director:

1. Business telephone calls
2. Taxi Fares
3. City Transit (if used instead of taxi)
4. Parking Fees
5. Bridge, Road and Tunnel Tolls
6. Registration Fees
7. Storage of Baggage
8. Hire of room for official business (when necessary)
9. Car rentals (when appropriate)
10. Tips for parking attendants and baggage handling

B. Any miscellaneous expense OVER \$10.00 shall be accompanied by a receipt.

## **ARTICLE VI. EXCEPTIONS TO TRAVEL REGULATIONS**

Any Exceptions.

The Project Director may authorize the Champaign County Auditor to grant any exceptions to the above regulations, when necessary to meet special circumstances in the best interest of the ACCESS Initiative. Any exception to the above regulations shall be presented in a letter submitted to the Project Director for approval.

## **ARTICLE VII. ADVANCE PAYMENTS FOR ACCESS STAFF**

ACCESS Initiative staff may request advance payment for meals associated with overnight conference travel.

- A. Staff may submit a reimbursement voucher for advance payment for any meals that are not included in the conference registration. Prior approval is needed by the Project Director.
- B. ACCESS Initiative staff shall include a copy of the conference brochure with the advance reimbursement voucher to substantiate the request.
- C. All advance requests should be completed and submitted to the CCMHB office two (2) weeks prior to the needed check date.
- D. Within five (5) working days following completion of the ACCESS Initiative event, the Project Director or designee shall review and sign off on all advance payment vouchers to confirm and document the advance payment was used as intended. This voucher shall be submitted to the CCMHB for review and subsequently to the Champaign County Auditor or other payer to clear the advance request.

## **ARTICLE VIII. REIMBURSEMENT VOUCHER PREPARATION**

- A. All claims for the reimbursement of expenditures shall be submitted no less than every other month. Reimbursement vouchers are to be submitted in whole month increments. If an employee is unable to meet the specified deadline, the employee will not receive reimbursement until the Auditor has received approval of the Project Director for payment of Purchase Not Following Policy.
- B. Each year, there shall be an exception period to the bi-monthly requirement for submission of travel receipts with regard to travel occurring up to November 30<sup>th</sup>, the last day of the county fiscal year. All requests for reimbursement expenditures incurred up to November 30<sup>th</sup> of each year should be submitted to CCMHB the first week of December



to allow processing by the deadline established by the Auditor for submission of payments. This is to allow payment out of the appropriate fiscal year expenditure budget. If the payment is not submitted in that time frame, the Auditor's Office will not pay the reimbursement until approval is received from the Project Director for Purchase Not Following Policy.

- C. In all instances, reimbursement vouchers shall be supported by receipts for public transportation, lodging and all other miscellaneous items in excess, individually, of \$10.00.
  - 1. If telephone calls are included in the receipt for lodging, they should be subtracted from the lodging expense and entered under Miscellaneous Expense.
  - 2. Parking is to be entered under the appropriate category.
  - 3. Any receipts submitted for meals shall include detailed information.
- D. Individuals submitting reimbursement vouchers are personally responsible for the accuracy and propriety of said vouchers. Any misrepresentation shall be grounds for disciplinary or legal action.
- E. Cash advances for staff are to be issued for travel only when the trip is outside Champaign County and involves an overnight stay (see Article; VII, 1-4). Necessary documentation outlining the rationale and anticipated meal cost will accompany the request for cash advances. Any additional costs paid by the employee shall be made through the accounts payable system on a reimbursement basis.
- F. The Project Director may authorize the Champaign County Auditor to grant any exceptions to the above regulations, when necessary to meet special circumstances in the best interest of the ACCESS Initiative. Any exception to the above regulations shall be presented in a letter submitted to the Project Director for approval.

## **ARTICLE IX. OTHER EXPENSE GUIDELINES**

- A. Items Billed Directly. No requests for reimbursement shall be made for any expenditure billed directly to the ACCESS Initiative. Expense items billed to a personal credit card should be accompanied by an appropriately signed and completed ACCESS Initiative reimbursement voucher.
- B. Invoices for goods and services billed to ACCESS Initiative should be submitted as soon as possible to the CCMHB designated staff. Any services incurred in November are to be submitted to the CCMHB office for review in the first week of December, so charges will be paid in the appropriate fiscal year.

- C. Business Meals & Expenses. Business breakfasts, lunches and dinners, for both ACCESS Initiative employee and appropriate guests, involved in the course of conducting ACCESS Initiative business shall be termed a legitimate expenditure for the Project Director, Employees and appropriate ACCESS Initiative guests.

Example: ACCESS Initiative employee pays for their lunch and that of an architect working on space needs for a Community Center. BOTH lunches would be charged to 533.84. (The cost of the employee's lunch is subject to meal allowance limitations; the cost of the guest's meal is not.)

Business breakfasts, lunches and dinners shall:

1. Be in accordance with IRS per diem meal allowances as published annually, for ACCESS Initiative employees. (Article IV; A-1)
2. Have appropriate documentation of the nature of the business and expenses incurred, attached to the reimbursement voucher submitted. All receipts are to contain detailed information.

D. All reimbursement is subject to budget limitations.

E. Reimbursement will be made for travel expenses of job applicants while in Champaign County for interviewing purposes. This can include transportation, hotel, meals and other allowable expenses. Total expenses are set by the Project Director for each job search, but other ACCESS Initiative limitations will not apply. Job applicants should be advised in advance that the Internal Revenue Service requires that we have documentation for reimbursed expenses.

The Search Committee may invite ACCESS Initiative employees, Board members, and other public local officials to eat meals with, or attend receptions for, job applicants, subject to the total search expense limitation. Specific meal allowances per person will not apply to such meals.

## **ARTICLE X. PROSPECT, APPOINTEE, AND PARTICIPANT TRAVEL**

- A. Upon the request of the ACCESS Initiative, a prospect for a position may be reimbursed for reasonable travel expenses incurred in coming to ACCESS Initiative office buildings for interviews.
- B. Upon request of the ACCESS Initiative to travel to the County to conduct official business prior to employment, an individual appointed by the ACCESS Initiative to an authorized position may be reimbursed for travel expenses, within the reimbursement guidelines of this policy.

- C. Upon the request of the ACCESS Initiative, participating families and community members (community member, advisory board member, etc), may be provided with advance payment for reasonable travel expenses, within the reimbursement guidelines of this policy, to assure participation in a preapproved ACCESS Initiative activity/event does not cause the participant any financial hardship.
1. Persons invited by the ACCESS Initiative to attend conferences or training events may submit a reimbursement voucher to secure advance payment for all reasonable costs associated with participation in the event which are not paid directly by the ACCESS Initiative. This includes cost of meals not included as part of the conference registration, baggage fees, local transportation and other incidental expenses.
  2. All requests should be completed and submitted to the CCMHB office 2 weeks prior to the requested check date.
  3. CCMHB/ACCESS Initiative staff will research the costs included in the advance payment to assure the advance payment is fair and reasonable, but not excessive.
  4. Within five (5) working days following completion of the ACCESS Initiative event, the Project Director or designee shall review and sign off on all advance payment vouchers to confirm and document that the advance payment was used as intended. This voucher shall be submitted to the CCMHB for review and subsequently to the Champaign County Auditor or other payer to clear the advance request.

## **ARTICLE XI. CREDIT CARDS**

- A. A credit card may be obtained through the Champaign County Treasurer's Office, if it is deemed necessary for efficient operation in regard to charging and payment of departmental travel and operational (i.e.: supplies) expenses that cannot be conveniently paid for by other means.

All requests for a department to obtain a credit card, and for those who are authorized for usage, must be made to the Project Director, whose approval is required prior to application for a departmental credit card.

- B. Credit cards must be issued in the name of the fund (e.g., CCMHB, CCDDDB, ACCESS Initiative) with the Project Director as the responsible party for billing purposes.
- C. Credit card charges shall not be made which are not covered by sufficient appropriations in the appropriate ACCESS Initiative budget.
- D. It is the responsible party's responsibility to ensure charges are within the allowable expenditure limit of the individual fund's credit card.

## **ARTICLE XII. ADVISORY BOARDS AND COMMITTEES**

- A. Boards and committees having a budget included as part of the ACCESS Initiative operating expense are entitled to include a travel item in their budgets, subject to ACCESS Initiative revenue limitations. Members of such boards and committees shall be reimbursed for approved travel expenses in accordance with the provisions contained in these regulations.
- B. Members of advisory boards, committees, or other groups of private citizens which have no board, committee, or group-budget subject to County support are not covered by these regulations and shall not be reimbursed for travel expenses by the County unless specifically authorized by the ACCESS Initiative and the Champaign County Board, by the recommendation of the Policy, Personnel and Appointments Committee.

## **ARTICLE XIII. TRAVEL AND CONFERENCE BUDGET LINE ITEMS**

The following line items are to be used for the charging of travel expenses. The proper account should be used for travel-related expenses, based on the descriptions below:

**533.12 JOB-REQUIRED TRAVEL** – Reimbursement will be made for travel expenses as a result of performing mandatory, job-required duties. Mileage will be paid for the use of personal vehicles for business trips inside the County when such trips are a normal part of getting the job done.

Examples:     Agency Site Visits  
                  Community Meetings

Reimbursement may be made for trips outside the County which are required by the individual's job and are not an option. This can include mileage, public transportation, meals, registration and other expenses as allowed by the travel policy.

Examples:     Regional Meetings  
                  ACMHAI Meetings

**533.95 CONFERENCE & SCHOOLING** – Reimbursement may be made for travel expenses related to attending a conference, seminar, or workshop which employees have received approval to attend. This can include mileage, public transportation, meals, hotel, registration and other expenses as allowed by the travel policy. These usually require overnight stays.

Examples: — ACMHAI Conference

## Out of the County Training Seminars

Reimbursement may be made for expenses (registration/tuition) incurred by an employee while attending educational courses for the improvement of their job performance. Mileage is not paid for travel to and from college courses. All such expenses should be charged to 533.95.

Examples: - IN-COUNTY: Parkland College -Business Writing Class,  
University of Illinois -Accounting Class

- OUT-OF-COUNTY: Danville Community College workshop on  
Microsoft Windows

Some employees are required to attend classes or workshops in order to maintain their job status. Employees generally have the option to attend courses from a list of several. This is to be classified as schooling and should be charged to 533.95.

Any classes taken in pursuit of a degree are to be charged to line item 533.19. In order to be paid by the ACCESS Initiative, classes are to be relevant to the employee's position.

NOTE: Restrictions set forth in the Travel Policy apply.

## **ARTICLE XIV. MISUSE OF CHAMPAIGN COUNTY MENTAL HEALTH BOARD - ACCESS INITIATIVE TRAVEL POLICY**

Any misrepresentation or misuse of this policy shall be grounds for disciplinary and/or criminal or civil liability.

# **Community Education and Training Regulations**

## **ARTICLE I. APPLICABILITY AND POLICY**

**APPLICABILITY:** These Community Education and Training Regulations apply to ACCESS Initiative staff, board members, committee members and qualified community members associated with the ACCESS Initiative.

**POLICY:** The purpose for the Regulations is to ensure that appropriate and eligible Participants are identified and selected in order to find the best means of bringing additional education and educational resources that are cost-effective into the community.

**EFFECTIVE DATE:** These Regulations are to be effective March 23, 2011.

## **ARTICLE II. TRAINING REGULATIONS**

### **A. Selecting Applicants for Training**

Information and training experiences will be made widely available to youth, families and community members for professional development with the understanding that:

1. Those who are most able to use, apply and broadcast knowledge acquired at training are prioritized for out of town travel.
2. At least 2 youth and 2 family members, that are not related family members, will be selected for all local training.
3. A unit of youth and families and community stakeholders will be selected for national/statewide trainings.
4. The Youth Advisory Board and the Family Advisory Board will identify specific requirements for trainee selection amongst their affiliated groups.

### **B. Cost Effective Trainings**

The ACCESS Initiative will identify training that is cost effective to maintain the commitment of being fiscally responsible.

1. The ACCESS Initiative shall give priority to seeking out training opportunities that are local and also opportunities to bring national trainers to the local community for the purpose of building resources in the community.
2. A “train the trainer” model will be adopted to build a local trainer base thereby increasing internal educating capacity.
3. Trainings and trainers that will allow the ACCESS Initiative to share information and resources within the local community freely or at a minimal cost will be given precedence during selection.

# Food/Refreshment Purchasing Guidelines

## ARTICLE I. APPLICABILITY AND POLICY

**APPLICABILITY:** These Food Purchasing Regulations apply to all Employees of the ACCESS Initiative, regardless of source of funds. Appropriations for food must be in appropriate ACCESS Initiative budgets prior to purchasing.

**POLICY:** The purpose of the Regulations is to ensure approved, fiscally responsible expenses for food and/or refreshments, as supported by SAMSHA, the Illinois Department of Human Services and the National Federation of Families, to readily address and be responsive to the needs and engagement of youth, family members and community members.

**EFFECTIVE DATE:** These Regulations are to be effective March 23, 2011.

## ARTICLE II. AUTHORITY TO PURCHASE FOOD

- A. The ACCESS Initiative is FAMILY DRIVEN AND YOUTH GUIDED. This means that the majority of meetings and activities take place at times convenient to families and youth (i.e., usually in the evening). Because we are working with families and youth it is necessary to provide meals and snacks and other accommodations.
- B. The ACCESS Initiative, through its budget process, shall be responsible for maintaining a system for control on purchase of food for youth, families, community members, boards, committees and employees of ACCESS Initiative which will provide for the efficient and economical conduct of ACCESS Initiative business, both within and outside Champaign County.
- C. Prior authorization for all meals planned during the budget year shall be obtained through the Project Director. Said approval will be in writing where requested. If appropriations are depleted from all meal line items during the budget year, an additional appropriate sum may be added by budget amendment or transfer for unanticipated meals, subject to approval from the ACCESS Initiative. Transfers within the same category are allowed without prior authorization.
- D. Each Member of the ACCESS Initiative Administrative Team will submit a monthly budget outlining projected food expenses. This budget will be approved by the Project Director if it aligns with ACCESS Initiative priorities, current fiscal resources, and overall strategic goals.

## ARTICLE III. ALLOWABLE FOOD PURCHASES

### Provision of Food.

- A. The ACCESS Initiative will strive to provide food and/or refreshments at all ACCESS Initiative meetings where youth, family members, caregivers, or community members will be the primary audience, or if meetings, trainings or events are scheduled to occur during a meal time as recommended by SAMSHA, the Illinois Department of Human Services and the National Federation of Families.

### Breakfasts, lunches and dinners shall:

1. Be in accordance with IRS per diem meal allowances as published annually.
  2. Have documentation of the nature of the business and expenses incurred attached to the ACCESS Initiative Requisition and Disbursement Form.
  3. Snacks and Refreshments expenses should not exceed more than \$5.00 per person per day.
- B. In special circumstances, the Project Director may approve food related budget expenses that exceed the aforementioned minimums. These requests must be submitted in writing with an accompanying statement outlining the reason for the exemption. These requests should be submitted and approved at least a week before the anticipated date.
  - C. The cost for the event should be based on the projected number of attendees. It is acknowledged that occasionally the number of attendees will not match to projected attendees, and then the cost spent per attendee will exceed the aforementioned maximum. A copy of the agenda with the confirmed guest list should be attached to the receipt along with an accompanying note explaining the discrepancy.
  - D. The rates may be adjusted or responsive to the economic conditions and changes in cost of living.
  - E. When it is possible, drinks, paper goods and other non-perishable materials should be purchased monthly and kept in stock.
  - F. The purchase of alcoholic beverages is not an allowable expense.



# Participation Regulations

## ARTICLE I. APPLICABILITY AND POLICY

**APPLICABILITY:** These Participation Regulations apply to Participants of ACCESS Initiative who are not staff.

**POLICY:** These Participation Regulations are to ensure the greatest opportunity for the widest scope of individuals, who are not staff, to be able to participate in the System of Care without incurring undue hardship.

**EFFECTIVE DATE:** These Regulations are to be effective March 23, 2011.

## ARTICLE II. STIPEND QUALIFICATIONS

- A. Stipends will be paid to volunteer family members, youth, and community members as compensation for the time spent in offering their expertise to the System of Care.
- B. Individuals who are otherwise receiving compensation from their employer for their involvement with the System of Care are not eligible for a stipend.
- C. Individuals will be able to hold membership on no more than two (2) councils, workgroups or committees at any given time.
- D. Support in the form of transportation, childcare, and stipends will only be offered to members of councils, workgroups, and /or committees that are in need.
- E. Reimbursement for in home childcare during meetings will be offered at a rate commensurate with Illinois Department of Human Services.

## **VOLUNTEERING POLICY (See TA)**

## **BEREAVEMENT POLICY (See CLC) (See CCMHB Personnel Policies)**

## **TRANSPORTATION POLICY**

In the course of exercising their duties as an employee, CCMHB/ACCESS Initiative staff shall not transport youth, families, clients or any persons not employed by the CCMHB/ACCESS Initiative in their personal or leased cars.

**Anti-Stigma Alliance**  
**Progress Report**  
**March, 2011**

The Anti-Stigma Alliance met on February 3 and March 1 to plan for the free community film being presented following the close of Ebertfest on May 1, 2011.

Several members of the group viewed a film that was recommended by Mr. Ebert, and have chosen that particular film to be presented to the community. The name of the film has yet to be announced by Mr. Ebert. Because this is a film that will also be shown during Ebertfest, arrangements are being made for several of those associated with the film to stay for the post film activities. The film will be open to the community, and has a strong emphasis on youth (in particular middle and high school youth). This event will serve as the kick-off to Children's Mental Health Week and Mental Health Month. Pre and post activities, including spoken word, written word and art work, are being organized by the ACCESS Initiative and its various committees.

Promotional activities are being planned, including the use of flyers, media coverage, billboards, etc.

Respectfully submitted,

Barb Bressner



ANTI-STIGMA ALLIANCE PRESENTS A FREE SHOWING

# LOUBER THAN BOYB A

CHAMPAIGN COUNTY  
**Anti-Stigma**  
ALLIANCE

**MAY 1 - 4:30 - VIRGINIA THEATRE**  
PLUS ART & POETRY FROM CHAMPAIGN YOUTH!

**“Reaching Out For Answers:  
Disability Resource Expo”  
Progress Report  
March, 2011**

The 5<sup>th</sup> annual Disability Resource Expo has been scheduled for Saturday, October 22, and will again be held at Lincoln Square Village in Urbana.

Although the full Expo Steering Committee has yet to meet this year, the Marketing/Promotional, Entertainment and Accessibility Committees have begun their work for the 2011 Expo.

The Marketing Committee met for their first meeting of the year on Feb. 22. The main focus of this meeting was to begin to develop strategies for fundraising this year. Jon Dietrich, Branch Manager of PNC, informed the group that the Expo would not likely fit the criteria for charitable gifts from PNC this year, and thus, we will need to pursue other resources for large donations. PNC underwrote the Expo with a \$5,000 grant in 2010, and has been our largest sponsor each year. It was decided to pursue donors for specific aspects of the Expo, such as printing, entertainment, Pride Room, etc. Several potential sponsors were identified, as were specific committee members, who will follow-up with those businesses/organizations. Donation request letters will be mailed in early to mid July. Billboard space has already been reserved for the month of October through Adams Outdoor Advertising.

The Entertainment Committee met on March 2, and developed a list of potential entertainment. Our goal, as in past years, is to highlight performers who have a disability, or entertainment groups where persons with disabilities are active participants. It is also important to bring new entertainment to the event each year in order to attract participants.

The Accessibility Committee has begun its work for the 5<sup>th</sup> annual Expo. Angela Anderson from Dept. of Resource & Educational Services (DRES) has agreed, again this year, to do all of our formatting, and two of our three sign language interpreters have signed on to help us out again.

Although the Exhibitor Committee has not yet met, we are gathering a listing of potential new exhibitors for this year's Expo. We were fortunate to be able to bring on approximately a dozen new exhibitors last year, and hope to do so again in 2011.

We continue to distribute the 2010 Resource Book throughout the county. We printed 1,500 of these books, and have distributed most of them at this point. Several are held back to assist us in developing new sponsorships for 2011.

Paula Vanier and Barb Bressner presented a Disability Awareness/Sensory Training for a Boy Scout Troop at Canaan Baptist Church on Feb. 28. This training will assist these scouts in attaining their Disability Awareness badge, while helping our community's youth to have a better understanding of persons with disabilities.

Respectfully submitted,

Barb Bressner  
Expo Coordinator