
**JOINT MEETING OF CHAMPAIGN COUNTY
MENTAL HEALTH BOARD
And CHAMPAIGN COUNTY DEVELOPMENTAL DISABILITIES
BOARD**

Minutes—Sept 28, 2022

This meeting was held remotely and at the Brookens Administrative Center, Urbana, IL

5:45 p.m.

MEMBERS PRESENT: Matt Hausman, Daphne Maurer, Alexa McCoy, Molly McLay, Joseph Omo-Osagie, Elaine Palencia, Jane Sprandel, Jon Paul Youakim, Deb Ruesch, Georgiana Schuster, Kim Fisher, Vicki Niswander, Anne Robin

MEMBERS EXCUSED: Kyle Patterson

STAFF PRESENT: Kim Bowdry, Leon Bryson, Lynn Canfield, Stephanie Howard-Gallo

OTHERS PRESENT: Kerrie Hacker, Keysa Haley, GROW in Illinois; Nelson Novak, Terrapin Station Sober Living; Paige Garrison, Cunningham Children's Home; Angela Yost, CCRPC; Cindy Crawford, CSCNCC; Ben Mueller, Immigrant Services of C-U

CALL TO ORDER:

Dr. Youakim called the meeting to order at 5:49 p.m. Executive Director Canfield was present at the Brookens Administrative Center as per the Open Meetings Act.

ROLL CALL:

Roll call was taken and a quorum was present.

CITIZEN INPUT / PUBLIC PARTICIPATION:

None.

APPROVAL OF AGENDA:

The agenda was in the packet for review.

PRESIDENT’S COMMENTS:

Dr. Youakim and Dr. Robin both thanked Board members and staff for attending the meeting.

EXECUTIVE DIRECTOR’S COMMENTS:

Director Lynn Canfield reviewed the agenda.

NEW BUSINESS:

RFP for Evaluation Capacity Building Project:

A Decision Memorandum was included in the Board packet. The purpose of the memorandum was to present the DRAFT of RFP 2022-010 for Evaluation Capacity Building, along with a Bid Notice for publication. These could be posted and the RFP process implemented as described in the memo. The project would continue and/or expand on the work done for several years by a research team from the University of Illinois at Urbana-Champaign Department of Psychology, the final report of which was presented to each Board at their September 21 meetings. A subsequent project would have the primary goal of supporting funded agencies in the identification of program outcomes and the collection and reporting of relevant data.

Mr. Hausman submitted edits to Ms. Canfield regarding the Request for Proposals. The final version is here: https://www.co.champaign.il.us/bid_documents/2022/RFP2022-010_Evaluation_Capacity_Building_Project/Evaluation%20Capacity%20Building%20Project.pdf

MOTION: Ms. Ruesch moved to approve the REQUEST FOR PROPOSALS, “EVALUATION CAPACITY BUILDING” PROJECT FOR THE COUNTY OF CHAMPAIGN, RFP Number 2022-010 with the edits discussed at the meeting Dr. Robin seconded the motion. A roll call vote was taken and the motion passed unanimously.

OLD BUSINESS:

I/DD Special Initiatives Fund Allocation Priorities for 2023:

A Decision Memorandum was included in the packet. The purpose of the memorandum was to recommend 2023 (Program Year 2024) allocation decision support criteria and funding priorities for the CILA Project Fund, authority for which is shared by the Champaign County Developmental Disabilities Board (CCDDDB) and Champaign County Mental Health Board (CCMHB). Funding priorities and decision support criteria are a framework for how contracts

with service providers further the mission and goals of the Boards. Staff recommendations are based on Board and stakeholder input and our understanding of best practices and state/federal service and payment systems. On July 20, CCDDDB and CCMHB members reviewed an initial draft, which was then be distributed to providers, family members, advocates, and stakeholders, for comments. This final draft incorporates feedback from Board and staff members and the public.

Priority areas and overarching considerations will be used as discriminating factors which influence final allocation decision recommendations. The CCDDDB and CCMHB use an online system for agencies applying for funding. An agency must complete the one-time registration process, including an organizational eligibility questionnaire, before receiving access to online application forms.

Criteria described in this memorandum are to be used as guidance by the Boards in assessing applications for funding. They are not the sole considerations in final funding decisions. Other considerations include the judgment of the Boards and staff, evidence of the provider's ability to implement the services proposed, the soundness of the proposed methodology, and the administrative and fiscal capacity of the agency. Further, to be eligible to receive CCDDDB/CCMHB CILA Project funds, applications must reflect the Boards' stated goals, objectives, operating principles, and public policy positions; downloadable versions of these Board documents are available on the public page of the online application and reporting system, at <https://ccmhddbrds.org>.

Final decisions rest with the CCDDDB and CCMHB and their judgment concerning the most appropriate and effective use of the CILA Project fund, based on assessment of community needs and alignment with decision support criteria. The nature and scope of applications may vary widely and may include treatment and early intervention models. A numerical rating/selection methodology is not relevant or feasible. Our focus is on what constitutes a best value to the community, in the service of those who have I/DD and is therefore based on a combination of cost and non-cost factors, reflecting an integrated assessment of the merits of applications using criteria and priorities approved by the CCDDDB and CCMHB. If applications are not responsive to the criteria and priorities described in this memorandum, the CCDDDB and CCMHB may choose to set aside funding to support RFPs with prescriptive specifications to address them. In that event, the CCDDDB and CCMHB may also seek out qualified organizations to develop contracts addressing the relevant priority area.

MOTION: Dr. Robin moved to approve the I/DD Special Initiatives (formerly CILA Facilities) Fund 2023 Allocation Priorities and Decision Support Criteria as described in the memorandum. Ms. Sprandel seconded the motion. A roll call vote was taken and the motion passed unanimously.

OTHER BUSINESS:

Employment of Executive Director:

MOTION: Dr. Youakim moved to approve a 2023-2024 contract with Executive Director Lynn Canfield. Ms. Niswander seconded the motion. A roll call vote was taken and the motion passed unanimously.

BOARD ANNOUNCEMENTS:

None.

ADJOURNMENT:

The meeting adjourned at 6:39 p.m.

Respectfully

**Submitted by: Stephanie Howard-Gallo
CCMHB/CCDDB Staff**

*Minutes are in draft form and subject to approval by the CCMHB and the CCDDB.