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

Minutes –October 23, 2019

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

8:00 a.m.

MEMBERS PRESENT: William Gingold, Anne Robin, Sue Suter, Deb Ruesch

MEMBERS EXCUSED: Gail Kennedy

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

OTHERS PRESENT: Danielle Matthews, Laura Bennett, Scott Burner, Sarah Perry, Heather Livingston, DSC; Becca Obuchowski, Hannah Sheets, Community Choices Katie Harmon, Regional Planning Commission (RPC); Kathy Kessler, Rosecrance; Mel Liong, Jermaine Warren, PACE; Tina Yurik, IRC; Barb Jewett, Citizen

CALL TO ORDER:

Ms. Deb Ruesch, CCDDB President called the meeting to order at 8:00 a.m.

ROLL CALL:

Roll call was taken and a quorum was present.

APPROVAL OF AGENDA:

The agenda was in the packet for review. The agenda was approved.

CITIZEN INPUT:

None.

PRESIDENT’S COMMENTS:

None.

EXECUTIVE DIRECTOR’S COMMENTS:

A written report was included in the packet.

APPROVAL OF CCDDDB MINUTES:

Minutes from September 18, 2019 were included in the Board packet.

MOTION: Ms. Suter moved to approve the CCDDDB minutes from September 18, 2019. Dr. Robin seconded the motion. A voice vote was taken and the motion was passed.

FINANCIAL INFORMATION:

A copy of the claims report for two months was included in the Board packet for review and approval.

MOTION: Ms. Ruesch moved to accept the claims report as presented. Dr. Robin seconded the motion. A voice vote was taken and the motion passed.

NEW BUSINESS:

CCMHB and CCDDDB Travel Regulations:

A Decision Memorandum on the CCMHB and CCDDDB Travel Policy and the Champaign County Travel Policy was included in the Board packet. Both travel policies were included in the packet as well.

MOTION: Ms. Ruesch moved to approve the CCMHB/CCDDDB Travel Regulations, pending approval by the CCMHB. Ms. Suter seconded the motion. All members voted aye and the motion passed.

Building Evaluation Capacity Presentation:

“A Final Report on Building Evaluation Capacity for Programs Funded by the CCMHB Year 4” written by Mark Aber, Nicole Allen, Chelsea Birchmier, and Markera Jones was included in the packet in September. Drs. Nicole Allen and Mark Aber made a presentation to the CCDDDB on their work.

Independent Service Coordination Prioritization for Urgency of Need for Services (PUNS) Presentation:

Katie Harmon, Community Services Program Manager, provided a presentation on the PUNS database and PUNS process. A copy of her presentation was distributed.

Envision Unlimited:

Shawnaci Schroeder, Central Illinois Respite Director provided an overview of respite services offered in Champaign County through Envision Unlimited.

Illinois Respite Coalition:

Tina Yurik, Director of the Illinois Respite Coalition, provided an overview of the respite services they offer in Champaign County.

Board Direction:

No comments:

Successes and Agency Information:

DSC, Community Choices, and Regional Planning Commission reported on recent activities within their agencies.

OLD BUSINESS:

Mini Grant Process:

A Decision Memorandum on the mini-grant process was included in the Board packet.

At their September 18, 2019 meeting, the CCDDDB authorized an individual mini-grant application process. The opportunity is available to people who would qualify for but are not receiving a state-waiver service or ongoing CCDDDB or CCMHB funded service and who have a need or preference which can be met by one-time specific assistance. Awards cannot be made to family members of a Board or staff member. Applications, submitted by or on behalf of an eligible person, are due by 4:30PM on November 8, 2019. These are to be submitted by mail or in person to the CCDDDB office.

The CCDDDB approved a broad process and timeline: a review committee will review applications from November 12 to December 6. Results will be compared, to arrive at recommendations. Recommendations will be brought to the CCDDDB for approval at their meeting on December 18. Notification of awards will be made by December 31, 2019. Agreements will be finalized in a timely manner and payments issued as appropriate to each individual award. The following would be recommended actions:

1. Establish a committee to review applications between November 12 and December 6 and develop a set of recommendations for grant awards to be considered by the CCDDDB on December 18.
2. Prepare applications for review.

3. Review of applications and recommendations for individual awards.

Committee recommendations would be presented in a Decision Memorandum, prepared by non-review staff. This Decision Memorandum would be included in the packet for the CCDDDB's December 18 meeting.

MOTION: Ms. Ruesch moved to approve the Executive Director and CCDDDB Staff to implement a mini-grant application review process as described in the memorandum. Ms. Suter seconded. The motion was approved unanimously.

Utilization Summaries for PY2019:

Reports were included in the Board packet for review.

Meeting Schedules:

CCDDDB and CCMHB meeting schedules were included in the packet for information only.

Acronyms:

A list of commonly used acronyms was included in the packet.

CCMHB Input:

The CCMHB will meet later in the day.

STAFF REPORTS:

Reports from Lynn Canfield, Kim Bowdry, Stephanie Howard-Gallo, Shandra Summerville, and Chris Wilson were included in the packet for review.

BOARD ANNOUNCEMENTS:

None.

ADJOURNMENT:

The meeting adjourned at 9:35 a.m.

Respectfully Submitted by: Stephanie Howard-Gallo

**Approved 11/20/19*