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**CHAMPAIGN COUNTY MENTAL HEALTH BOARD  
BOARD MEETING**

*Minutes—October 1, 2015*

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

*4:30 p.m.*

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**MEMBERS PRESENT:** Aillinn Dannave, Susan Fowler, Deloris Henry, Thom Moore, Judi O'Connor, Julian Rappaport, Deborah Townsend

**MEMBERS EXCUSED:** Astrid Berkson, Anne Robin

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

**OTHERS PRESENT:** Sheila Ferguson, Juli Kartel. Community Elements (CE); Dale Morrissey, Patty Walters, Danielle Matthews, Jennifer Carlson, Annette Becherer, Laura Bennett, Developmental Services Center (DSC); Gary Maxwell, Pattsy Petrie, Champaign County Board; Bruce Suardini, Prairie Center Health Systems (PCHS);

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**CALL TO ORDER:**

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

**ROLL CALL:**

Roll call was taken and a quorum was present.

**CITIZEN INPUT / PUBLIC PARTICIPATION:**

None.

## **ADDITIONS TO AGENDA:**

Dr. Henry requested the agenda item “ACCESS Initiative Sustainability Plan” be added to the agenda. Dr. Moore requested the agenda item be discussed immediately since Mr. Tracy Parsons was in attendance, but had to leave for another meeting soon.

Although, the ACCESS Sustainability Plan was passed by the CCMHB, the budget transfer that would have allowed the CCMHB to sustain 2 positions did not pass through the County Board.

Mr. Parsons thanked the Board for their support, leadership and progressive thought. He stated the ACCESS Initiative was a complex and challenging project. He and his team are proud of the work they have done, although the scrutiny surrounding the program over the past year has been disheartening. Dr. Moore and Dr. Rappaport praised the work of the ACCESS Initiative. Dr. Rappaport stated this was most well-evaluated and observed program that is funded by the Board.

Dr. Fowler stated she has questions regarding the communication process and would like to discuss the issue later in the meeting or the Board retreat.

## **CCDDB INFORMATION:**

Draft minutes from the 7/10/15 and 7/22/15 CCDDB meetings were included in the packet for information only.

## **APPROVAL OF MINUTES:**

Minutes from the 6/23/15 Board meeting was included in the Board packet for approval.

**MOTION: Dr. Henry moved to approve the minutes from 6/23/15 as presented in the packet. Dr. Moore seconded the motion. A voice vote was taken and the motion passed.**

## **PRESIDENT’S COMMENTS:**

Dr. Townsend thanked the ACCESS Initiative for their work and vowed to see that the work of the project will continue.

## **EXECUTIVE DIRECTOR’S COMMENTS:**

None.

## **STAFF REPORTS:**

Written staff reports from Mr. Driscoll and Ms. Canfield were included in the Board packet.

## **BOARD TO BOARD:**

Dr. Henry attended the Association of Community Mental Health Authorities of Illinois (ACMHAI) conference in September.

Dr. Fowler has been reviewing the minutes for Crisis Nursery (CN) and Community Elements (CE) and both agencies are struggling due to the state budget cuts.

Ms. O'Connor attended the Board meeting and open house of Community Choices.

Dr. Rappaport attends the Crisis Intervention Training meetings and acknowledged the work of Mr. Driscoll and Ms. Canfield.

## **AGENCY INFORMATION:**

Ms. Sheila Ferguson from Community Elements (CE) discussed administrative layoffs and budget cuts. She announced that along with Champaign County and the Sheriff's Office, Community Elements received the Justice and Mental Health Collaboration program federal grant. TIMES Center will have a benefit on October 9<sup>th</sup> at Fat City in Champaign, IL

Jennifer Knapp from Community Choices spoke about the need for natural supports in the community in times of crisis.

Patty Walters from Developmental Services Center (DSC) acknowledged recent site visits from Ms. Canfield and Ms. Howard-Gallo. She also reported on gaps in services and an occasion where funds from the CCMHB were available to fill a gap. An Employment First unveiling of the project's logos recognition awards will take place at the disAbility Resource Expo on October 17, 2015.

## **FINANCIAL INFORMATION:**

A copy of the claims report was included in the Board packet.

**MOTION: Dr. Moore moved to accept the claims as presented. Dr. Henry seconded the motion. A voice vote was taken and the motion passed unanimously.**

## **NEW BUSINESS:**

### **Planning for October 27<sup>th</sup> Retreat:**

Planning is underway for the October 27<sup>th</sup> CCMHB Retreat. Subjects to be discussed are: Evaluation; Funding Priorities; and, Communication Process. Dr. Townsend requested retreat materials be sent out in advance of the meeting.

**Community Elements (CE) Request to Reallocate Funds:**

A Decision Memorandum detailing Community Element's (CE) request to redirect unspent funds from four FY15 contracts to support psychiatric services was included in the Board packet.

In mid-August, Community Elements informed staff the State had not yet renewed three standing contracts for FY16. One of those contracts supports psychiatric services. The ramifications of the state budget stalemate and the State's delay in issuing this specific contract has the potential to further reduce access to psychiatric care. Community Elements has requested permission to use unspent funds from FY15 and redirect funds from an FY16 contract to continue psychiatric services in the new fiscal year that would be covered by the state contract. The Board's approval is required to reallocate the FY15 funds to the FY16 CCMHB Psychiatric/Primary Care Services contract.

Community Elements request seeks reallocation of payments received but not expensed under three grant contracts in FY15 and authorization to access funds obligated but not paid out under one FY15 fee for service contract. The grant funds are in Community Elements possession. The balance of the fee for service (FFS) contract that was not billed out in FY15 would require a payment be issued by the Board.

The request also included redirection of \$8,649 from the FY16 Parenting with Love and Limits (PLL) contract to the FY16 Psychiatric/Primary Care Services contract. Due to a change in staffing under the PLL contract, plans were already in place to reduce the maximum payable under the PLL contract by amendment. Staff, under existing authority, has issued a companion amendment increasing the maximum payable of the Psychiatric/Primary Care Services contract thereby redirecting the funds.

Consideration of such a request by the Board is out of the ordinary as it invokes the out of cycle funding request policy. There are mitigating factors that does allow for such consideration.

- The request is driven by the state budget crisis and lack of state contract for psychiatric services.
- Psychiatry is a core element of mental health treatment but due to a shortage of psychiatrists in Champaign County is difficult to access and consistently has a waitlist for services.
- Community Elements is committing reserves to offset losses incurred to continue to services without a state contract and pursuing other options for patient care as the agency seeks support from other funders and payers.
- The agency has already been paid the funds and would not require the Board to expend additional funds except for the \$4,292 associated with the FY15 TIMES Center contract.
- The reallocated funds would only be used to pay for costs that are an eligible expense under the state contract.
- Community Elements also commits to working with the CCMHB staff regarding redirection and/or return of any resulting excess if funding is restored by the state, be it at 100 percent or a portion thereof, with language to that effect included in the amendment if approved.

Due to the mitigating factors cited, it is the recommendation of staff to approve Community Elements request to reallocate FY15 funds to the FY16 Psychiatry/Primary Care Services. An amendment would be issued to increase the maximum obligation of the FY16 Psychiatry/Primary Care Services with terms of use and potential return or redirection stipulated.

In order to manage and track the revenue and expense associated with reallocation of funds as part of the annual financial audits for FY15 and FY16, Community Elements would be required to return FY15 excess grant revenue in the amount of \$24,900 and then be issued a payment of \$29,192 that includes unbilled balance of the FY15 TIMES Center contract.

**MOTION: Dr. Deloris Henry moved to follow the CCMHB policy of not considering out of cycle requests for funding. There was no second to the motion.**

**MOTION: Dr. Rappaport moved to approve the increase in the FY16 Psychiatry/Primary Care Services contract maximum in the amount of \$29,192. The \$29,192 shall be paid in a lump sum utilizing funds returned by Community Elements as FY15 excess grant revenue of \$24,900 and plus payment of the \$4,292 balance of the under billed FY15 TIMES Center contract. Ms. Dannave seconded the motion.**

Board members generally discussed out of cycle funding and this request in particular extensively.

Mr. Tracy stated information had very recently been received that the County Board had a provision added to the CCMHB budget that needs to be assessed. They are asking a program at the READY school in the amount of \$53,000 be considered for funding. In order to consider this request, the CCMHB budget would need to be reviewed again. Mr. Tracy suggested the Board may want to defer this request until that can be done. Dr. Rappaport would like extensive details of this request from the County Board.

**Dr. Rappaport withdrew his motion and Ms. Dannave agreed.**

**MOTION: Dr. Moore moved to defer the request from Community Elements until the next meeting so that more information can be received regarding the CCMHB budget. Dr. Henry seconded the motion. A voice vote was taken and the motion passed to defer.**

#### **Youth and Family Support Peer Support Alliance Space Request:**

A Decision Memorandum detailing the Youth and Family Peer Support Alliance space request was included in the Board packet.

The Youth and Family Peer Support Alliance organization has been a key component of the ACCESS Initiative and is also a critical element of the Sustainability Plan approved by the CCMHB in November 2015. This is the organization responsible for assuring that the ACCESS

Initiative was “family-driven and youth-guided” as required by the Cooperative Agreement. In the future, we will also look to this organization to assure the CCMHB is family-driven and youth-guided. During the course of the ACCESS Initiative operations, the Youth and Family Peer Support Alliance was given administrative office space at the existing ACCESS Initiative Office in the Brookens Administrative Center. This arrangement has worked well for all parties. Mr. Tracy Parsons received a request from Ms. Regina Crider, Executive Director of the Youth and Family Peer Support Alliance, for the CCMHB to continue this arrangement and allow them to use this office space through June 30, 2016. If approved, it will be necessary to calculate the square footage and calculate the proportionate amount for of the rent, and back this number out of the CCDDB administration calculation.

Discussion ensued. Ms. Crawford stated the cost of the office space is \$1,261 per month. For a 9 month period, the cost would be \$11,349. Mr. Tracy stated the cost would be less than that because the organization would only use part of the space. Mr. Tracy stated this is office space he intends to keep for the CCMHB to use regardless.

**MOTION: Dr. Fowler moved to approve extension of the arrangement to provide office space in the Brookens Administrative Center for the Youth and Family Peer Support Organization as an in-kind contribution From October 1, 2015 through June 30, 2016. Ms. Dannave seconded the motion. A roll call vote was taken. The following members voted aye: Dannave, Henry, Moore, Rappaport, Townsend. The following member voted nay: O’Connor. The following member abstained: Fowler. The motion passed.**

**Behavioral Health Jail Diversion Initiative:**

A lengthy Briefing Memorandum reviewed past and current activity related to the need for an alternative to jail for individuals with behavioral health conditions having contact with law enforcement was included in the Board packet for information only. A public hearing regarding the subject was held September 30, 2015 and sponsored by the CCMHB and the Champaign County Sheriff’s Office.

**Draft Three-Year Plan with FY16 Objectives:**

A Briefing Memorandum and draft three-Year Plan with Objectives for FY 2106 was included in the Board packet.

**Draft Meeting Schedule:**

A draft schedule of CCMHB meeting dates and topics including timeline for the 2017 allocation process was included in the Board packet.

**OLD BUSINESS:**

**Systemic Evaluations for Funded Programs:**

Systemic evaluation will be discussed at the Board retreat.

**disAbility Resource Expo:**

A written report from Ms. Barb Bressner was included in the Board packet. Ms. Crawford stated we have received \$15,000 in Expo donations and there will be 102 exhibitors. The Expo will be held October 17, 2015 at the Fluid Event Center.

**BOARD ANNOUNCEMENTS:**

None.

**ADJOURNMENT:**

The meeting adjourned at 6:40 p.m.

Respectfully

Submitted by: Stephanie Howard-Gallo  
CCMHB/CCDDB Staff

*\*Minutes were approved at the 11/18/19 CCMHB meeting.*