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

*Minutes September 21, 2022*

*This meeting was held with representation at the Brookens Administrative Center  
and with remote access via Zoom.*

**9:00 a.m.**

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**MEMBERS PRESENT:** Anne Robin, Georgiana Schuster, Kim Wolowiec-Fisher, Vicki Niswander

**MEMBERS EXCUSED:** Deb Ruesch

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

**OTHERS PRESENT:** Sarah Perry, Annette Becherer, Vickie Tolf, Patty Walters, Nicole Smith, Heather Levingston, Danielle Matthews, Laura Bennett, DSC, Mel Liong, PACE; Angela Yost, Regional Planning Commission; Katie Difanis, Carle Health; Brenda Eakins, GROW; Becca Obuchowski, Hannah Sheets, Community Choices; Darcy Sager, CCRPC; Hope Holland, UIUC; JR Lill, IPLAN Champaign

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**CALL TO ORDER:**

Dr. Robin called the meeting to order at 9:00 a.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.

**ZOOM INSTRUCTIONS:**

Instructions were included in the packet.

**APPROVAL OF AGENDA:**

The agenda was in the packet for review and approved by a unanimous vote.

**CITIZEN INPUT/PUBLIC PARTICIPATION:**

None.

**PRESIDENT’S COMMENTS:**

Dr. Robin expressed her thanks to the agencies for continuing services with the challenges that the pandemic has presented.

**EXECUTIVE DIRECTOR’S COMMENTS:**

Director Canfield made some brief comments regarding the agenda items. She also reviewed the plans for the coming year.

**APPROVAL OF MINUTES:**

Minutes from the 7/20/2022 board meeting were included in the packet.

**MOTION: Dr. Fisher moved to approve the minutes from the July 20, 2022 meeting. Ms. Niswander seconded the motion. A roll call vote was taken. The motion passed.**

**VENDOR INVOICE LIST:**

The Vendor Invoice List was included in the Board packet. Ms. Schuster requested some line items be clarified. Ms. Canfield and CCDDDB Financial Manager Chris Wilson provided information.

**MOTION: Ms. Niswander moved to accept the Vendor Invoice List as presented in the packet. Dr. Fisher seconded the motion. A roll call vote was taken and the motion passed unanimously.**

**NEW BUSINESS:**

**Presentation: UIUC Evaluation Capacity Building Project:**

A final report on “Building Evaluation Capacity for Programs funded by the Champaign County Mental Health and Developmental Disabilities Boards” from the UIUC research team was

included in the packet. Appendices and the presentation materials were posted as addendum to the meeting. Mark Aber, Ph.D presented. Board members were given an opportunity to ask questions following the presentation.

**Agency Matching Funds Request:**

A Decision Memorandum was included in the packet. The memorandum requested approval for DSC to use PY23 Community Employment funds as match for state funding. Ms. Canfield provided background information. Ms. Matthews, Ms. Walters, and Ms. Becherer from DSC were present to answer questions and provide clarifications.

**MOTION: Ms. Schuster moved to approve the use of CCDDDB PY2023 DSC Community Employment grant funds as match for funding through DFI Title XX. Dr. Fisher seconded the motion. A roll call vote was taken and the motion passed unanimously.**

**Self-Advocate Needs Assessment Report:**

A Briefing Memorandum with results of surveys completed by participants of self-advocacy groups was included in the Board packet. Associate Director Kim Bowdry provided additional information regarding the project.

**Three-Year Plan with Draft 2023 Objectives:**

The packet included the draft CCDDDB Three-Year Plan with proposed objectives for FY2023. Comments from stakeholders and other interested parties will be pursued. A final draft will be presented for approval at the November CCDDDB meeting.

**Successes and Other Agency Information:**

Updates were provided by Annette Becherer and Patty Walters from DSC; Becca Obuchowski from Community Choices, and Mel Liong from PACE. JR Lill, the IPlan Coordinator for Vermillion and Champaign County introduced himself.

**OLD BUSINESS:**

**2023 Budgets:**

Revised budgets were included in the Board packet. Ms. Canfield provided background information on the documents.

**MOTION: Ms. Schuster moved to approve the 2023 CCDDDB Budget as presented in the Board packet, with anticipated revenues and expenditures of \$4,874,487. Ms. Niswander seconded the motion. A roll call vote was taken and the motion passed unanimously.**

**MOTION: Ms. Niswander moved to approve the attached 2023 CILA Facilities (to be “I/DD Special Initiatives”) Fund Budget, with anticipated revenues of \$51,000, use of \$300,000 from fund balance, and expenditures of \$351,000. Payment to this fund is consistent with**

**the terms of the Intergovernmental Agreement between the CCDDDB and CCMHB, and full approval is contingent on CCMHB action. Dr. Fisher seconded the motion. A roll call vote was taken and the motion passed.**

**Agency Service Reports:**

Fourth quarter and year-end data on programs funded for PY2022 was included in the Board packet for information only.

**211 Second Quarter Update:**

Reports from PATH provided an overview of services regarding Champaign County call activity from April 1 to June 30 were included in the CCDDDB packet for information only.

**Expo Update:**

A Briefing Memorandum provided an update on the Expo. A flyer was also included in the Board packet. Kim Bowdry provided an update on Expo activities. Volunteers are needed for the October 22, 2022 event.

**CCDDDB and CCMHB Schedules and CCDDDB Timelines:**

Updated copies of CCDDDB and CCMHB meeting schedules and CCDDDB allocation timelines were included in the packet.

**Acronyms and Glossary:**

A list of commonly used acronyms was included for information.

**CCMHB Input:**

The CCMHB will meet this evening. There will be a joint meeting with the CCDDDB and the CCMHB on September 28, 2022.

**Staff Reports:**

Staff Reports from Kim Bowdry, Leon Bryson, Stephanie Howard-Gallo, and Shandra Summerville were included in the Board packet.

**BOARD ANNOUNCEMENTS:**

None.

**REVIEW OF CLOSED SESSION MINUTES:**

Dr. Robin excused herself from the meeting and the vote at 10:32 a.m.

**MOTION: Dr. Fisher moved to accept the closed session minutes as presented and to continue maintaining them as closed. Ms. Schuster seconded the motion. A roll call vote was taken and the motion passed.**

**ADJOURNMENT:**

The meeting adjourned at 10:37 a.m.

Respectfully Submitted by: Stephanie Howard-Gallo”

*\*Minutes were approved at the 10/19/22 CCDDDB meeting.*