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

*Minutes – July 21, 2009*

*Brookens Administrative Center  
1776 E. Washington St.  
Urbana, IL  
Meeting Room 1*

*8:00 a.m.*

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**MEMBERS PRESENT:** President: Joyce Dill, Holly Jordan, Michael Smith

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

**OTHERS PRESENT:** Patty Walters, Dale Morrissey, Developmental Services Center (DSC); Barb Bressner, William Conlin, Consultants; Lynn Watson, Brandi Granse, Head Start; Connie Denmark, Persons Assuming Control of Their Environment (PACE); Paula Vanier, Advocate; Alan Kurtz, Barb Wysocki, Champaign County Board

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**CALL TO ORDER:**

Ms. Joyce Dill, Board President, called the meeting to order at 8:00 a.m.

**ROLL CALL:**

Roll call was taken and a quorum was present.

**ADDITIONS TO AGENDA:**

None.

**CITIZEN INPUT:**

None.

**CHAMPAIGN COUNTY MENTAL HEALTH BOARD (CCMHB) INPUT:**

The CCMHB will meet later today.

**APPROVAL OF MINUTES:**

Minutes from the June 16, 2009 Board meeting were included in the packet.

**MOTION: Ms. Jordan moved to approve the minutes from the June 16, 2009 Board meeting. Mr. Smith seconded and the motion passed unanimously.**

**PRESIDENT'S COMMENTS:**

None.

**EXECUTIVE DIRECTOR'S REPORT:**

Mr. Tracy's report was included in the packet.

**STAFF REPORT:**

Ms. Canfield's report was included in the packet.

**AGENCY INFORMATION:**

Funded agencies were asked to provide verbal or written updates on the impact of state budget cuts on services and any planned adjustments.

Head Start: Ms. Brandi Granse represented Head Start and reported the agency is looking into reducing staff hours and possibly laying off staff. Permanent program changes are probable.

PACE: Ms. Connie Denmark represented the agency and reported the agency will probably have some staff layoffs.

Developmental Services Center: Mr. Dale Morrissey distributed a written plan for the agency which was broken down into three phases of a service/staff reduction plan. Phase One was implemented July 6, 2009 which included staff reductions and service reductions/redirections.

**FINANCIAL INFORMATION:**

**Approval of Claims:**

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

**MOTION: Ms. Jordan moved to accept the claims report as presented. Mr. Smith seconded and the motion passed unanimously.**

## **NEW BUSINESS:**

### **Election of Officers:**

**MOTION: Ms. Jordan moved to nominate Joyce Dill to remain President and Michael Smith to remain Secretary of the CCDDDB for another term. Mr. Smith seconded the motion. The motion passed unanimously.**

### **Decision Memorandum regarding FY10 County Budget:**

A Decision Memorandum was included in the Board packet. The CCDDDB operates on the County Fiscal Year (December 1 through November 30), but contracts with providers run from July 1 through June 30 in order to align with the state fiscal year and provider audits. This arrangement requires staff to make estimates about anticipated revenue and the impact on cash-flow during the term of the provider contracts. Our allocation decisions for FY10 were predicated on an anticipated increase in revenue of four-percent. It was reported at the June CCDDDB meeting that the revenue increase had been reduced to 1.8%. On July 8, 2009, the anticipated revenue amount was lowered to 1.5% with the possibility the amount could be reduced to zero growth.

The situation is uncertain. CCDDDB FY10 contracts have been issued and at this time revenue projections are still in a state of flux. Depending on the final numbers, it may be necessary to adjust (i.e., reduce) contract maximums in order to assure adequate cash flow. These adjustments should be made as soon as we can be reasonably certain about County FY10 revenue. FY10 contract language provides mechanisms to reduce or eliminate contracts due to insufficient revenue collected and paid to the Developmental Disability Fund.

**MOTION: Ms. Jordan moved to authorize the executive director to reduce FY10 contract maximums as necessary to assure adequate cash flow and timely payments. To the extent possible, avoid reductions in contracts identified as highly prioritized during the FY10 allocation decision process. This action would reduce CCDDDB obligations for FY10. Mr. Smith seconded the motion. A Roll call vote was taken and the motion passed unanimously.**

**Memorandum of Understanding (MOU) with the Champaign County Board of Health:**  
Deferred.

## **OLD BUSINESS:**

### **Disabilities Resource Expo:**

A report from Barb Bressner was included in the Board packet.

**Meeting Schedule:**

A proposed meeting schedule for 2010 was included in the packet for information only.

**Budget Documents:**

Copies of the proposed budgets for the Mental Health Board, Developmental Disabilities Board, Quarter Cent for Public Safety Fund and the Drug Court Fund were included in the packet for information only.

**BOARD ANNOUNCEMENTS:**

A study session on “Fragile X” will be held on September 22<sup>nd</sup> following the CCMHB monthly meeting. A study session on “Community Choices Cooperative” will be held on October 20<sup>th</sup> following the CCMHB monthly meeting.

**ADJOURNMENT:**

The meeting adjourned at 9:20 a.m.

Respectfully Submitted by: Stephanie Howard-Gallo

*\*Minutes were approved at the November 17, 2009 meeting.*