



## CHAMPAIGN COUNTY MENTAL HEALTH BOARD

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### CHAMPAIGN COUNTY BOARD FOR CARE AND TREATMENT OF PERSONS WITH A DEVELOPMENTAL DISABILITY

*PLEASE REMEMBER this meeting is being audio recorded. Speak clearly into the microphone during the meeting.*

#### Champaign County Developmental Disabilities Board (CCDDDB) AGENDA

**Wednesday, May 21, 2014**

Brookens Administrative Building, Lyle Shields Room

1776 E. Washington St., Urbana, IL 61802

**8:00AM**

1. Call to Order – Ms. Elaine Palencia, President
2. Roll Call – Stephanie Howard-Gallo
3. Additions to Agenda
4. Citizen Input
5. CCMHB Input
6. Approval of CCDDDB Minutes
  - A. 4/30/14 Board Meeting\*  
*Minutes are included in the packet. Board action is requested.*
7. President’s Comments – Ms. Elaine Palencia
8. Executive Director’s Comments – Peter Tracy
9. Staff Report - Lynn Canfield - *Deferred*
10. Agency Information
11. Financial Report
  - A. Approval of Claims\*  
*Included in the Board packet. Action is requested.*
12. New Business
  - A. Request for Proposals for CILA Expansion in Champaign County\*  
*A Decision Memo is included in the Board packet. Action is requested.*
  - B. FY 2015 Allocation Decisions\*  
*A Decision Memo is included in the Board packet. Action is requested. Agency Responses to Program Summaries are included as Addenda.*
13. Old Business
  - A. “Champaign County Alliance for the promotion of Acceptance, Inclusion, & Respect” Update  
*An oral report will be provided.*
  - B. disAbility Resource Expo  
*A written report from Barb Bressner is included in the Board Packet.*
14. Board Announcements
15. Adjournment

*\*Board action requested*

C.A.

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

*Minutes –April 30, 2014*

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

**DRAFT**

**8:00 a.m.**

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- MEMBERS PRESENT:** Joyce Dill, Elaine Palencia, Sue Suter
- MEMBERS EXCUSED:** Phil Krein, Mike Smith
- STAFF PRESENT:** Peter Tracy, Lynn Canfield, Mark Driscoll, Stephanie Howard-Gallo
- STAFF EXCUSED:** Nancy Crawford
- OTHERS PRESENT:** Patty Walters, Janice McAteer, Jennifer Carlson, Annette Becherer, Vicki Tolf, Laura Bennett, Danielle Matthews, Felicia Gooler, Dale Morrissey, Developmental Services Center (DSC) Tracy Parsons, ACCESS Initiative (AI); Dennis Carpenter, Charleston Transition Facility (CTF); Cindy Creighton, Parent; Kathy Kessler, Sue Wittman, Community Elements (CE); Sally Mustered, Teresa O'Connor, C-U Autism Network (CUAN) Darlene Kloeppe, Lynn Watson, Babette Leek, Rebecca Woodard, Regional Planning Commission (RPC); Brenda Yarnell, United Cerebral Palsy (UCP); Jennifer Knapp, Vicki Niswander, Paula Vanier, Community Choices (CC); Gary Maxwell, Champaign County Board; Hadley Ravencroft, PACE; Sheila Krein, Citizen
- 

**CALL TO ORDER:**

Ms. Elaine Palencia 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:**

Ms. Cindy Creighton from Mahomet spoke regarding the need for choices in services in our community as well as more CILA providers.

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

The CCMHB will meet later in the day and review program summaries.

**APPROVAL OF MINUTES:**

Minutes from the March 19, 2014 Board meeting were included in the packet.

**MOTION: Ms. Dill moved to approve the minutes from the March 19, 2014 Board meeting. Ms. Suter seconded and the motion passed unanimously.**

**PRESIDENT'S COMMENTS:**

None.

**EXECUTIVE DIRECTOR'S REPORT:**

Mr. Tracy stated the CCDDDB is exploring options to expand CILA.

**STAFF REPORT:**

None.

**AGENCY INFORMATION:**

Mr. Dale Morrissey from Developmental Services Center (DSC) gave a verbal update on Employment First.

**FINANCIAL INFORMATION:**

**Approval of Claims:**

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

**DRAFT**

**MOTION: Ms. Sue Suter moved to accept the claims report as presented. Ms. Dill seconded the motion. The motion passed unanimously.**

**NEW BUSINESS:**

**FY 2015 Application Program Summaries:**

Draft CCDDDB program summaries and a Briefing Memorandum were included in the Board packet. Ms. Palencia and Mr. Tracy briefly reviewed each agency's application requests. Agencies were given an opportunity to respond to their program summaries in writing or in person at the meeting. Board members were given an opportunity to ask agency representatives questions or clarification regarding their applications. Mr. Tracy announced that funding decisions will be made at the May 21st Board meeting.

Autism Society of Illinois—Mr. Tracy asked for clarification on how the organization planned to reach out to minority populations. Ms. O'Connor stated efforts are being made.

Down Syndrome Network—No comments.

Head Start—No comments.

Regional Planning Commission Social Services (Decision Support for Persons with a Developmental Disability)—This is a new application. Representatives from the program provided a more detailed picture of how the program would work.

Charleston Transitional Facility—Ms. Palencia requested clarification on their deficit budget, which was provided by Mr. Carpenter.

Community Choices—Ms. Knapp requested the CILA Expansion application be withdrawn.

Community Elements—Ms. Kessler provided an update on how the program worked out the past year.

Developmental Services Center—Ms. Walters stated everyone in the Apartment Services program should be enrolled in PUNS, although many may not qualify for Liga class membership. Board members requested clarification on their deficit budget, which was provided by Mr. Morrissey. Mr. Morrissey stated they are only seeking funding for persons not covered by Medicaid. Mr. Tracy asked for an explanation on why the CCDDDB is asking to pay a higher rate than the State of Illinois pays. Mr. Morrissey stated the rate from the State is not adequate. Mr. Tracy asked what kind of internal "firewalls" were in place within the agency to insure "conflict free" case management and support individual needs. Mr. Bribiesco provided a detailed explanation of efforts taken to address client needs and wishes.

Maddy's Pink Palace for Kids with Disabilities—Ms. Suter stated she would like to know how this program works with other agencies. No representative from the program was present.

**DRAFT**

Persons Assuming Control of their Environment (PACE)—Ms. Suter asked Ms. Ravencroft to provide more detail regarding the program and how it is different from similar programs at another agency.

United Cerebral Palsy Land of Lincoln—Mr. Tracy asked Ms. Yarnell to provide details of how the program works and what services are offered.

Urbana Adult Education—this program may not be eligible for funding under the Illinois School Code, Article 14: Children with Disabilities. Ms. Suter expressed an interest in exploring options.

**OLD BUSINESS:**

**Champaign County Alliance for the Promotion of Acceptance, Inclusion and Respect:**

Ms. Canfield provided an update on recent Alliance activities.

**Disability Resource Expo:**

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

**Revised CCDDDB Allocation Timeline and Meeting Schedules:**

A revised allocation timeline and meeting schedule was included in the Board packet for information only.

**BOARD ANNOUNCEMENTS:**

None.

**ADJOURNMENT:**

The meeting adjourned at 10 a.m.

Respectfully Submitted by: Stephanie Howard-Gallo

*\*Minutes are in draft form and subject to CCDDDB approval.*

CHAMPAIGN COUNTY

EXPENDITURE APPROVAL LIST

5/08/14

PAGE 6

VENDOR NO	VENDOR NAME	TRN B TR DTE N CD	TRANS NO	PO NO	CHECK NUMBER	CHECK DATE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ITEM DESCRIPTION	EXPENDITURE AMOUNT
*** FUND NO. 108 DEVLPMNTL DISABILITY FUND										
*** DEPT NO. 050 DEVL MNTL DISABILITY BOARD										
90	CHAMPAIGN COUNTY TREASURER						MENT HLTH BD FND 090			
	5/06/14 04 VR 108-	40	505834	5/08/14	108-050-533.07-00	PROFESSIONAL SERVICES		ADMIN FEE MAY		25,964.00
								VENDOR TOTAL		25,964.00 *
								DEVL MNTL DISABILITY BOARD	DEPARTMENT TOTAL	25,964.00 *
								DEVLPMNTL DISABILITY FUND	FUND TOTAL	25,964.00 *



## CHAMPAIGN COUNTY MENTAL HEALTH BOARD

12.A

## CHAMPAIGN COUNTY BOARD FOR CARE AND TREATMENT OF PERSONS WITH A DEVELOPMENTAL DISABILITY

### DECISION MEMORANDUM

**DATE:** May 21, 2014  
**TO:** Members, Champaign County Developmental Disabilities Board  
**FROM:** Peter Tracy, Executive Director  
**SUBJECT:** Community Integrated Living Arrangement (CILA) Request for Proposals (RFP)

#### Background

The purpose of the Request for Proposals (RFP) is to increase the availability in Champaign County of CILA homes with a capacity of four people, three people, two people, or one person with intellectual and developmental disabilities (ID/DD). For all practical purposes, a CILA is essentially a house in almost any neighborhood which meets state CILA licensing requirements. For a variety of reasons, local CILA service providers have not been able or willing to assume the capital risk associated with the development of additional CILA capacity in Champaign County.

Currently, there are twelve (12) people with CILA funding who are stymied by the absence of appropriate placements in their home community (aka, the Champaign Eleven). Because there are no appropriate options in Champaign County, many of these people will be forced to accept a CILA placement in a location far from their families in Champaign County. To further complicate matters, a recent Prioritization for Urgency of Need for Services (PUNS) draw has the potential to result in CILA awards for an additional 18 people for whom no CILA vacancies exist in Champaign County. This situation does not provide people with CILA awards adequate choice concerning where, how, and with whom they live.

In addition to the current identified need, a variety of factors including the Prioritization for Urgency of Need for Services (PUNS) and the Ligas Consent Decree make it crystal clear that the need for additional CILA homes (with a capacity of four people, three people, two people, or one person) will continue to increase, and more CILA services in Champaign County will be needed. Without this RFP, it is highly unlikely that adequate CILA capacity located in Champaign County will be developed to meet the service needs of Champaign County residents.

For these reasons it is important to develop more CILA homes in our community as soon as possible. Another component of this RFP is to look at the short and long term CILA needs for Champaign County and propose solutions to address the CILA need as well as a plan for implementation.

The CCMHB and CCDDDB will be seeking proposals from licensed CILA service providers willing to provide CILA services consistent with the specifications detailed in this RFP in

community integrated houses owned by the CCMHB/CCDDB and leased to the most appropriate CILA service provider in accordance with the terms and conditions specified by contract.

### **Statutory Authority**

The Champaign County Mental Health Board (CCMHB) is a nine-member body appointed by the Champaign County Board and has statutory responsibility (Illinois Community Mental Health Act, 405 ILCS 20 / Section 0.1 et.seq.) to plan, fund, monitor, and evaluate mental health, substance abuse, and developmental disability services in Champaign County.

The Champaign County Developmental Disabilities Board (CCDDB) is a five-member body also appointed by the Champaign County Board and has statutory authority (County Care for Persons with Developmental Disabilities Act, 55 ILCS 105 / Section 0.01 et. seq.) to fund services and facilities for the care and treatment of persons with a developmental disability.

Both the CCMHB and CCDDB have the authority to own property for use consistent with the statute.

### **RFP Parameters**

In consultation with the selected Respondent, the CCDDB/CCMHB will purchase four (4) houses located in Champaign County which are adequate and appropriate for use as a CILA for four (4) or fewer persons. Prior to closing on the properties, the selected Respondent will warrant that each home is suitable for use as a CILA and will meet all requirements for CILA as promulgated by IDHS, as well as all other applicable statutes, rules, and regulations.

The CILA homes owned by the CCDDB/CCMHB shall be leased to the selected Respondent for \$1 per year subject to the terms and conditions outlined in this RFP and ultimately in the contract between the CCDDB/CCMHB and the selected Respondent. The lease of the CILA homes to the selected Respondent is the total contribution of the CCDDB/CCMHB under the terms and conditions of the contract.

If it is in the best interest of CILA award recipients who call Champaign County home to have added to the cohort any individual(s) transitioning from a State Operated Developmental Center, consideration will be given to proposals identifying such a blend and to any provider who is already part of the Active Community Care Transitions (ACCT) process and currently providing services in Champaign County, or has supported at least one individual in the ACCT process prior to submitting the proposal, or has agreed to be an ACCT provider, having filled out the RFI/RFI and signed the ACCT pledge prior to submitting the proposal.

The maximum amount to be spent for the purchase of the four CILA homes should average no more than \$200,000 per house. With the exception of the purchase of the CILA houses, which is the responsibility and obligation of the CCDDB/CCMHB, the Respondent shall be fully responsible for all costs associated with the provision of CILA Services as specified in each individual's IDHS CILA award and Person Centered Plan. All people served in these houses must have parents or guardians residing in Champaign County or, must have originated from Champaign County themselves, with the possible exception noted above.

The Respondent's proposal shall identify the specifications of homes which are necessary to meet the CILA service needs of individuals with CILA awards described above. To the extent possible, the Respondent should describe how the home will address the needs of each of these people. The Respondent shall include a detailed plan for inclusion of those needing and awaiting CILA Services in Champaign County. Information about individuals and families will not be provided as part of this RFP. It will be up to each respondent to contact and make arrangements to talk with and assess the needs of the families and their person with ID/DD. As an example, the "Champaign 11" families have been open to meeting with potential CILA service providers in the past, but it will be up to each respondent to make contact with and assess the needs of the populations of interest. We anticipate many families will be attending the Pre-Proposal Conference, and this could offer the opportunity to establish contact.

As a condition of the award, the proposal must explain in detail the process by which as many individuals currently waiting as possible will receive CILA services in Champaign County consistent with a comprehensive person centered planning process.

The Respondent shall describe in detail the administration and management of the four CILA houses including the following for each house: The Respondent shall include a very specific and detailed time line which includes all milestones from award to placement of people in the CILAs. The Respondent shall outline strategies for continued incremental CILA expansion in Champaign County including a needs assessment of probable CILA utilization needs based on PUNS and Ligas Class Members originating from Champaign County. In addition, the Respondent shall describe their ideas for the future innovative living arrangement options for people with ID/DD (e.g., Home Based, Family Consortium, etc.).

**Decision Section**

Motion to authorize issuance of the Request for Proposals for Community Integrated Living Arrangement Services in Champaign County, to be issued on May 22, 2014, and amending the Intergovernmental Agreement with the Champaign County Mental Health Board to share equally in all costs associated with borrowing \$800,000 subject to the terms and conditions delineated in the loan agreement authorized by the Champaign County Mental Health Board. The anticipated cost for the first year shall not exceed \$50,000.

- \_\_\_\_\_ Approved
- \_\_\_\_\_ Denied
- \_\_\_\_\_ Modified
- \_\_\_\_\_ Additional Information Needed



# CHAMPAIGN COUNTY MENTAL HEALTH BOARD

12.B.

## CHAMPAIGN COUNTY BOARD FOR CARE AND TREATMENT OF PERSONS WITH A DEVELOPMENTAL DISABILITY

### DECISION MEMORANDUM

**DATE:** May 21, 2014  
**TO:** Members, Champaign County Developmental Disabilities Board  
**FROM:** Peter Tracy  
**SUBJECT:** STAFF RECOMMENDATIONS FOR FY15 FUNDING

#### Purpose

This memorandum is to delineate staff recommendations for FY15 (July 1, 2014 through June 30, 2015) funding allocations for consideration by the Champaign County Developmental Disabilities Board (CCDDDB). These recommendations are predicated on a thorough evaluation of applications using decision support criteria approved by the CCDDDB in November 2013. Decision authority rests with the CCDDDB and their sole discretion and judgment concerning the most appropriate and efficacious use of available dollars based on assessment of community needs, best value, alignment with decision support criteria, pricing and affordability and reasonable distribution of funds across disability areas.

#### Statutory Authority

The Champaign County Developmental Disabilities Board (CCDDDB) policies on funding are predicated on the requirements of the County Care for Persons with Developmental Disabilities Act (55 ILCS 105 / Section 0.01 et.seq.). All funds shall be allocated within the intent of the controlling act as codified in the laws of the State of Illinois. The recommendations included in this memorandum, opinions, and comments are based on our assessment of how closely applications align with statutory mandates, CCDDDB funding policies, approved decision support criteria, and priorities. Best and Final Offers may be sought as part of the negotiation process for authorized FY15 contracts. The CCDDDB reserves the right to refrain from making an award when it is deemed to be in the best interest of the county. Upon approval by the Board, this memorandum shall become an addendum to the CCDDDB funding guidelines incorporated in standard operating procedures.

#### Decision Process Considerations

The approved criteria delineated in this memorandum are to be used as guidance by the Board in assessing applications for CCDDDB; however, they are not the sole considerations taken into account in finalizing funding decisions. Other factors included in the decision process are:

1. Opinions about the applicant's ability to implement the program and services proposed.
2. Opinions about the soundness of the proposed methodology(ies).
3. The administrative and fiscal capacity of the agency.
4. Alignment with operating principles and public policy positions taken by the Board.

5. Reasonableness of pricing and affordability of applications within the context of available dollars.
6. Best value for the community based on cost and non-cost factors.

The final funding decisions rest solely with the CCDDDB and their judgment concerning the most appropriate and efficacious use of available dollars based on assessment of community needs and decision-support match up. The CCDDDB allocation of funding is a complex task predicated on multiple variables. It is important to remember that our allocation process is not a request for proposals (RFP). Applicants for funding are not responding to a common set of specifications, but rather are applying for funding to address a wide variety of intellectual and developmental disabilities service needs in our community. In many respects our job is significantly more difficult than simply conducting a RFP. Based on past experience we can anticipate the nature and scope of applications will vary significantly and will include treatment intervention, early intervention and prevention proposals. For these reasons, a numerical rating/selection methodology is not entirely relevant to our particular circumstances. Our focus is on what constitutes a best value to our community based on a combination of cost and non-cost factors, and will reflect an integrated assessment of the relative merits of applications using criteria and priorities approved by the CCDDDB.

### **Policy Considerations**

In January 2014, the CCDDDB held a Board Retreat to review major systemic changes currently underway in the United States and in Illinois, and to formulate our position concerning how we intend to respond to these changes. Factors that will influence our policies, service/support prioritization, and funding decision include: (1) Olmstead; (2) Ligas Consent Decree; (3) Williams Consent Decree; (4) Illinois Employment First Act; (5) the final CMS Home and Community Based Services (HCBS) rule; (6) the shift of funding from the Illinois General Revenue Fund (GRF) to Federal Financial Participation; (7) the EPSDT class action lawsuit in Illinois; (8) pending lawsuits in a number of states concerning sheltered workshops and segregated centers; (9) Medicaid supplementation issues (10) the Affordable Care Act and Medicaid expansion; (11) Medicaid managed care for I/DD; (12) the Illinois 1115 Medicaid Waiver.

In addition, the retreat was used to establish our “baseline” of overarching principles which underpin our shared vision and direction. Key areas of discussion included (1) inclusion and integration, (2) quality of life, (3) self-determination, (4) human and civil rights, (5) advocacy, and (6) protection. From these overarching principles and within the context of the Ligas Consent Decree and the Illinois Employment First Act, there was discussion about how services and supports for people with I/DD should be framed. The following areas were the primary subject of our discussion.

#### **Support Coordination:**

Can be defined as: “Ongoing access to effective, responsive, affordable, reliable, and culturally appropriate individual service coordination as needed.” Support coordinators are free of conflict of interest, support self-determination, use person centered planning process, enable exploration of many options and identify and access supports, develop informal supports as well as formal,

advocate for the individual's preferences and wishes, assist individuals (and families) in coordinating their own supports and hiring someone they choose, and share information about desired supports and services and gaps with funders so that systems can respond to needs and desires. To achieve this, support coordinators need ongoing training, adequate pay, and current, unbiased knowledge of community resources.

#### Housing:

Individuals with ID/DD live in their own homes, in the community. Children and youth live with their families, in an atmosphere of love, security, and safety. Adults have control over where and with whom they live, including renting or purchasing their own homes, and privacy within their own homes. Adults have choice regarding their daily routines and activities, with flexible supports driven by their preferences, freedom to come and go as they choose, housing that reflects their preferences and style, and the opportunity to interact with people who do not have disabilities. Protection of safety and health needs to be balanced with the right to take risks and exercise control. Individuals with ID/DD need access to information (about benefits of living in the community, including visiting others with disabilities who do) which allows informed choice and supports to transition out of a family home when they choose. Their housing needs to be coordinated with transportation and other public resources, and include both typical living situations and innovative models which promote independence, scattered within typical neighborhoods, reflecting the natural proportion of people with disabilities in the general population. Housing should also be affordable and accessible, and individuals with ID/DD should be able to live with freedom from discrimination. To help achieve this, there must be adequate and stable funding for community living services.

#### Employment:

Individuals with ID/DD need to enjoy employment in the community, earning competitive wages, alongside those without disabilities. To help achieve this, they require opportunities for post-secondary education (college and vocational training), and should be able to enjoy: promotion of career development, fair wages/benefits, self-employment and business ownership (with the opportunity to hire people without disabilities), as well as access to new career directions and to retirement. They should also enjoy the opportunity to increase income and assets without loss of public benefits (if needed).

#### Family Support:

Families of individuals with ID/DD need assistance in strengthening their ability to offer support at home and in the community. To do this, families need help developing the desired in-home support plans and transition plans in ways that enable all to make their own decisions and that leave the family intact. Families should also be able to support adult children with ID/DD as long as mutually desired. Comprehensive and universally accessible family support can include: cash assistance, information, specialized therapies, support coordination, respite, personal care, home and vehicle modifications, specialized equipment, emotional support, and recreation. Family support is best provided in family's natural environment, and should be available from many sources, based on family wisdom and professional expertise, and needs to be culturally responsive.

#### Individual Supports:

Individuals with ID/DD need access to assistive technology and personal assistance to support the functions of daily life (communication, social interaction, mobility, environmental control, self-determination, and more). Supports should be based on needs, individually planned, person-centered, and monitored.

#### Early Intervention:

All young children at risk for and/or with identified delay/disability should have access to high-quality services in natural environments. These services should build on strengths, address needs, be culturally responsive, and delivered through evidence-based practices. Earlier is better. Family, which is a constant in the child's life, should function as advocate and partner.

### **CCDDDB Decision Support and Priorities**

The following decision support and priorities were approved by the CCDDDB in November 2013. These items are closely aligned with CCDDDB planning and needs assessment processes, State and federal statute changes, intergovernmental agreements, memoranda of understanding, recommendations of consultants hired by the Board, the Board's stated goals and objectives, and the operating principles and public policy positions taken by the Board. Consideration and weighting of applications will be predicated by the following principles:

- Individuals with disabilities should have the opportunity to live like those without disabilities. They should have control over their day and over where and how they live.
- Supports for individuals with disabilities should focus on building connection, companionship, and contribution in the broader community, and on supporting presence and participation in community settings where their individual contributions will be recognized and valued.
- Supports for individuals with disabilities should focus on developing and strengthening personal support networks that include friends, family members, and community partners.
- Supports for individuals with disabilities should systematically identify and mobilize individual gifts and capacities and create access to community associations, workplaces, and learning spaces in which network members have influence and standing.

#### Person Centered Planning (PCP)

Applications shall provide detailed information about the PCP process used by the applicant to develop a cogent service and support plan predicated on and specific to CCDDDB funding and which identifies and mobilizes community partnerships and resources that exist beyond the service system. To the extent possible, CCDDDB dollars will follow individuals rather than programs and will focus on PCP-driven services and supports tied to the individual. In addition, the PCP process shall promote self-directed and culturally appropriate individualized service plans which include measurable desired outcomes that strike a balance between what is 'important-to' and what is 'important-for' the individual.

PCP processes must include the presence and participation of the person with a disability, including whatever supports the person needs to express his or her intentions and wishes. These supports may include participation and representation by one or more family members, friends,

or community partners in whom the person with a disability has indicated trust, especially in cases where the individual may have significant difficulty expressing their intentions and wishes.

Individuals should have the opportunity to make informed choices, based on access to complete information about services and financial supports available in integrated settings, exposure to integrated settings and individuals who work and live in them, and exploration of any concerns they may have about integrated settings.

#### Employment Services and Supports

Applications which focus on vocational services and supports which are predicated on efficacious PCP processes and which incorporate Employment First Act principles shall be prioritized, with an emphasis on full or part time work in integrated, community settings, consistent with industry standards, based on a person's interests and abilities, and, when indicated and chosen, supported by individually designed services. Further, all employment/vocational related applications must warrant that CCDDB funding shall not supplement services funded by Medicaid. The following are examples of ES services and supports:

- assessment, exploration, and enhancement of vocational interests and abilities;
- support for the acquisition of job tasks and problem-solving skills;
- assistance in establishing a vocational direction/objective consistent with preferences;
- engagement of friends, family members, and community partners in identifying and creating access to workplaces in which those members have influence and standing;
- access to supported and/or customized employment opportunities;
- promotion of competitive employment outcomes;
- blended and/or transitional programs incorporating increased community integration.

#### Comprehensive Services and Supports for Young Children

Applications with a focus on services and supports for young children with developmental delays not covered by the State's Early Intervention program(s) or under the School Code shall be prioritized. Examples of services and supports include:

- an array of Early Intervention services addressing all areas of development;
- coordinated, home-based, and taking into consideration the needs of the entire family;
- early identification of developmental delays through consultation with child care providers, pre-school educators, and medical professionals;
- supports (including education, coaching, and facilitation) that focus on developing and strengthening personal and family support networks that include friends, family members, and community partners;
- supports that systematically identify and mobilize individual gifts and capacities and create access to community associations, workplaces, and learning spaces in which network members have influence and standing.

#### Flexible Family Support

Applications which focus on flexible, PCP-driven, family support for people with ID/DD and their families, which are designed to enhance stability and their ability to live together, shall be prioritized. Examples of flexible family support include:

- family respite, recreational activities, mutual support options, transportation assistance;

- assistive technology, home modification/accessibility supports, information, and education;
- other diverse supports which allow individuals and their families to determine care and treatment;
- assistance to the family to develop and maintain active, engaged personal support networks for themselves and their son or daughter.

#### Adult Day Programming and Social and Community Integration

Applications for PCP-driven adult day programming for people with ID/DD who may also have behavioral support needs and/or significant physical limitations shall be prioritized. Examples of services include:

- speech therapy, occupational therapy, fitness training, personal care support;
- support for the development of independent living skills, social skills, communication skills, and functional academics skills;
- community integration and vocational training, per consumer preferences
- facilitation of social, friendship, and volunteering opportunities;
- access to community education programs, fitness and health promotion activities, mentoring opportunities, and by other creative means.

#### Self-Advocacy and Family Support Organizations

Applications highlighting an improved understanding of ID/DD through support of sustainable self-advocacy and family support organizations, especially those comprising persons who have ID/DD, their parents, and others in their networks of support, shall be prioritized.

#### Inclusion and Anti-Stigma Programs and Supports

Applications that support efforts to reduce stigma associated with ID/DD may describe creative approaches which share the goals of increasing community awareness and challenging negative attitudes and discriminatory practices.

#### Individualized Residential Service Options

Applications which focus on residential service and support options predicated on efficacious PCP processes and not funded by the Department of Human Services shall be prioritized. CCDDDB funding for residential (and other) services and supports can potentially disqualify people from Medicaid and other State funding options.

#### **Overarching Decision Support Considerations**

The FY15 CCDDDB allocation process will require all applications to address the overarching criteria listed below. Assessment of all FY15 applications will focus on alignment with these overarching criteria.

1. Underserved Populations - Programs and services that promote access for underserved populations identified in the Surgeon General's Report on Mental Health: Culture, Race, and Ethnicity and the consultation with Carl Bell, M.D.
2. Countywide Access - Programs and services that promote county-wide access for all people in Champaign County. Zip code data is mandated.

3. Medicaid Anti-Supplementation - Programs and services eligible for Medicaid reimbursement for eligible people with intellectual disabilities and developmental disabilities shall not receive CCDDDB funding.
4. Budget and Program Connectedness - Applications must clearly explain the relationship between budgeted costs and program components and must demonstrate how individuals and their preferences are driving the services. “What is the Board buying and for whom?” is the salient question to be answered in the proposal, and clarity is required.

### **Secondary Decision Support and Priority Criteria**

The process items included in this section will be used as important discriminating factors which influence final allocation decision recommendations.

1. Approach/Methods/Innovation: Applications proposing evidence-based or research-based approaches and addressing fidelity to the model cited. Applications demonstrating creative and/or innovative approaches to meet defined community need.
2. Evidence of Collaboration: Applications identifying collaborative efforts with other organizations serving or directed by individuals with ID/DD and members of their support networks, toward a more efficient, effective, inclusive system of care.
3. Staff Credentials: Applications highlighting staff credentials and specialized training.
4. Records Systems Reflecting CCDB Values and Priorities: Applications proposing to develop and utilize records systems for individual supports, programs, and projects that clearly reflect CCDB values and priorities. Such records systems can be used to provide rapid feedback to CCDB on the impact and efficacy of innovative projects and provide project managers and direct support staff with direction and feedback that can be utilized in day-to-day management, supervision, and mentoring / coaching.

### **Caveats and Application Process Requirements:**

Caveats and Application Process Requirements:

- Submission of an application does not commit the CCDDDB to award a contract or to pay any costs incurred in the preparation of an application or to pay for any other costs incurred prior to the execution of a formal contract.
- Technical assistance available to applicants will be limited to process questions concerning the use of the online registration and application system, application forms, budget forms, application instructions, and CCDDDB Funding Guidelines.
- Applications which include excessive information beyond the scope of the application format will not be reviewed and, at the discretion of staff, may be disqualified from consideration. Letters of support for applications are discouraged and, if submitted, will not be considered as part of the allocation and selection process.
- The CCDDDB retains the right to accept or reject any or all applications and reserves the right to refrain from making an award when that is deemed to be in the best interest of the county.

- The CCDDDB reserves the right to vary the provisions set forth herein at any time prior to the execution of a contract where the CCDDDB deems such variances to be in the best interest of Champaign County.
- Applications and submissions become the property of the CCDDDB and, as such, are public documents that may be copied and made available upon request after allocation decisions have been made. Materials submitted will not be returned or deleted from the online system.
- The CCDDDB reserves the right, but is under no obligation, to negotiate an extension of any contract funded under this allocation process for up to a period not to exceed two years with or without additional procurement.
- If selected for contract negotiations, the applicant may be required to prepare and submit additional information prior to final contract execution, in order to reach terms for the provision of services that are agreeable to both parties. Failure to submit required information may result in cancellation of the award of a contract.
- The execution of financial contracts resultant of this application process is dependent upon the availability of adequate funds and the needs of Champaign County.
- The CCDDDB reserves the right to further define and add application components as needed. Applicants selected as responsive to the intent of this online application process will be given equal opportunity to update proposals for the newly identified components.
- All proposals considered must be received on time and must be responsive to the application instructions. The CCDDDB is not responsible for lateness or non-delivery of mail or messenger. Late applications shall be rejected.
- The contents of a successful application will be developed into a formal contract, if selected for funding. Failure of the applicant to accept these obligations can result in cancellation of the award for contract. The CCDDDB reserves the right to withdraw or reduce the amount of an award if there is misrepresentation of the applicant's ability to perform as stated in the application.
- The CCDDDB reserves the right to negotiate the final terms (i.e., best and final offer) of any or all contracts with the applicant selected, and any such terms negotiated as a result of this application process may be renegotiated and/or amended in order to meet the needs of Champaign County. The CCDDDB also reserves the right to require the submission of any revision to the application which results from negotiations conducted.
- The CCDDDB reserves the right to contact any individual, agency, or employee listed in the application or to contact others who may have experience and/or knowledge of the applicant's relevant performance and/or qualifications.

**Contract Negotiation Considerations For All FY15 Awards:**

All recommendations included in the decision section of this memorandum are provisional with funding contingent on the completion of successful contract negotiation. This can include significant modification of the budget, program plan, and personnel matrix in order to align with

CCDDB planning, budget and policy specifications. The applicant may be required to prepare and submit additional information prior to final contract execution, in order to reach terms for the provision of services that are agreeable to both parties. Failure to submit required information shall result in cancellation of the award of a contract. As a component of the contract development process, all applications approved for funding may be subject to reductions for the conferences/conventions/meetings and associated travel budget lines.

### **Special Notification Concerning All FY15 Awards**

**The recommendations in this decision memorandum are based on revenue estimates which will not be finalized until the CCDDB budget is approved by the Champaign County Board in November 2014. For this reason all FY15 CCDDB contracts shall be subject to possible reductions in contract maximums necessary to compensate for any CCDDB revenue shortfall. These reductions shall be documented by contract amendment at the discretion of the CCDDB executive director with every effort made to maintain the viability and integrity of prioritized contracts. The FY15 contract boilerplate shall also include the following provision:**

***Obligations of the Board will cease immediately without penalty or further payment being required if in any fiscal year the tax that is levied, collected and paid into the Developmental Disabilities Fund is judged by the CCDDB executive director not to be sufficient for payment as delineated in the terms and conditions under this Contract.***

**Decision Section**

The staff recommendations are based on decision support criteria match up and a variety of other factors outlined in this memorandum. For additional information, please refer to the application Program Summaries presented at the April 2014 CCDDDB Meeting.

The Champaign County Mental Health Board (CCMHB) will allocate \$597,342 for ID/DD services as delineated in the Intergovernmental Agreement. Decisions will be made by the CCMHB at its May 21, 2014 meeting.

**Staff Recommendations: Individual Applications**

Autism Society of Illinois - C-U Autism Network

Request is for \$12,000. Motion to **approve** partial funding of \$10,000 as recommended for **The Autism Society of Illinois – Champaign-Urbana Autism Network** as presented in this memorandum:

- \_\_\_\_\_ Approved
- \_\_\_\_\_ Denied
- \_\_\_\_\_ Modified
- \_\_\_\_\_ Additional Information Needed

Champaign County Down Syndrome Network – Down Syndrome Network

Request is for \$15,000. Motion to **approve** partial funding of \$10,000 as recommended for **Champaign County Down Syndrome Network- Down Syndrome Network** as presented in this memorandum:

- \_\_\_\_\_ Approved
- \_\_\_\_\_ Denied
- \_\_\_\_\_ Modified
- \_\_\_\_\_ Additional Information Needed

Champaign County Head Start/Early Head Start – Social Emotional Disabilities Services

Request is for \$45,727. Motion to **DENY** funding as recommended for **Champaign County Head Start/Early Head Start** as presented in this memorandum. By agreement, the Champaign County Mental Health Board will provide funding support for this program (\$41,029):

- \_\_\_\_\_ Approved
- \_\_\_\_\_ Denied
- \_\_\_\_\_ Modified
- \_\_\_\_\_ Additional Information Needed

Champaign County Regional Planning Commission – Decision Support for Persons with DD

Request is for \$48,000. Motion to **DENY** funding as recommended for **Champaign County Regional Planning Commission – Decision Support for Persons with DD** as presented in this memorandum:

\_\_\_\_\_ Approved  
\_\_\_\_\_ Denied  
\_\_\_\_\_ Modified  
\_\_\_\_\_ Additional Information Needed

CTF Illinois – Nursing Services

Request is for \$17,160. Motion to **approve** partial funding of \$8,580 as recommended for **CTF Illinois – Nursing Services** as presented in this memorandum:

\_\_\_\_\_ Approved  
\_\_\_\_\_ Denied  
\_\_\_\_\_ Modified  
\_\_\_\_\_ Additional Information Needed

CTF Illinois – Residential and Day Training

Request is for \$36,500. Motion to **approve** funding of \$36,500 as recommended for **CTF Illinois – Residential and Day Training** as presented in this memorandum:

\_\_\_\_\_ Approved  
\_\_\_\_\_ Denied  
\_\_\_\_\_ Modified  
\_\_\_\_\_ Additional Information Needed

Community Choices, Inc. – Community Living

Request is for \$70,000. Motion to **DENY** funding as recommended for **Community Choices, Inc. – Community Living** as presented in this memorandum. By agreement, the Champaign County Mental Health Board will provide funding support for this program (\$55,000):

\_\_\_\_\_ Approved  
\_\_\_\_\_ Denied  
\_\_\_\_\_ Modified  
\_\_\_\_\_ Additional Information Needed

Community Choices, Inc. – Customized Employment

Request is for \$50,000. Motion to **DENY** funding as recommended for **Community Choices, Inc. – Customized Employment** as presented in this memorandum. By agreement, the Champaign County Mental Health Board will provide funding support for this program (\$50,000):

\_\_\_\_\_ Approved  
\_\_\_\_\_ Denied  
\_\_\_\_\_ Modified  
\_\_\_\_\_ Additional Information Needed

Community Choices, Inc. – Self-Determination Support

Request is for \$45,000. Motion to **DENY** funding as recommended for **Community Choices, Inc. – Community Living** as presented in this memorandum. By agreement, the Champaign

County Mental Health Board will provide funding support for this program (\$45,000):

- Approved
- Denied
- Modified
- Additional Information Needed

Community Elements, Inc. – Coordination of Services – DD/MI

Request is for \$38,115. Motion to **approve** partial funding of \$35,060 as recommended for **Community Elements, Inc. – Coordination of Services – DD/MI** as presented in this memorandum:

- Approved
- Denied
- Modified
- Additional Information Needed

Developmental Services Center – Apartment Services

Request is for \$425,444. Motion to **approve** partial funding of \$405,185 as recommended for **Developmental Services Center – Apartment Services** as presented in this memorandum:

- Approved
- Denied
- Modified
- Additional Information Needed

Developmental Services Center – Augmented Day Services

Request is for \$337,500. Motion to **approve** partial funding of \$267,360 as recommended for **Developmental Services Center – Augmented Day Services** as presented in this memorandum:

- Approved
- Denied
- Modified
- Additional Information Needed

Developmental Services Center – Clinical Services

Request is for \$173,333. Motion to **approve** funding of \$173,773 as recommended for **Developmental Services Center – Clinical Services** as presented in this memorandum:

- Approved
- Denied
- Modified
- Additional Information Needed

Developmental Services Center – Community Employment

Request is for \$216,300. Motion to **approve** partial funding of \$170,040 for **Developmental Services Center – Community Employment** as presented in this memorandum:

- Approved
- Denied

\_\_\_\_\_ Modified  
\_\_\_\_\_ Additional Information Needed

Developmental Services Center – Connections

Request is for \$87,550. Motion to **approve** partial funding of \$85,000 for **Developmental Services Center – Connections** as presented in this memorandum:

\_\_\_\_\_ Approved  
\_\_\_\_\_ Denied  
\_\_\_\_\_ Modified  
\_\_\_\_\_ Additional Information Needed

Developmental Services Center – Family Development Center

Requests submitted to CCDDDB and CCMHB total \$545,903. Motion to **approve** funding of \$545,903 as recommended for **Developmental Services Center – Family Development Center** as presented in this memorandum:

\_\_\_\_\_ Approved  
\_\_\_\_\_ Denied  
\_\_\_\_\_ Modified  
\_\_\_\_\_ Additional Information Needed

Developmental Services Center – Individual and Family Support

Request is for \$365,144. Motion to **approve** partial funding of \$274,776 as recommended for **Developmental Services Center – Individual and Family Support** as presented in this memorandum:

\_\_\_\_\_ Approved  
\_\_\_\_\_ Denied  
\_\_\_\_\_ Modified  
\_\_\_\_\_ Additional Information Needed

Developmental Services Center – Integrated and Site Based Services

Request is for \$767,050. Motion to **approve** partial funding of \$418,396 as recommended for **Developmental Services Center – Integrated and Site Based Services** as presented in this memorandum. By agreement, the Champaign County Mental Health Board will also provide funding support for this program (\$326,313):

\_\_\_\_\_ Approved  
\_\_\_\_\_ Denied  
\_\_\_\_\_ Modified  
\_\_\_\_\_ Additional Information Needed

Developmental Services Center – Service Coordination

Request is for \$409,808. Motion to **approve** partial funding \$398,872 as recommended for **Developmental Services Center – Client/Family Support Services** as presented in this memorandum:

\_\_\_\_\_ Approved  
\_\_\_\_\_ Denied  
\_\_\_\_\_ Modified

\_\_\_\_\_ Additional Information Needed

Maddy's Pink Palace for Kids with Disabilities – Maddy's Pink Palace

Request is for \$25,000. Motion to **DENY** request for funding of \$25,000 for **Maddy's Pink Palace for Kids with Disabilities – Maddy's Pink Palace** as presented in this memorandum:

- \_\_\_\_\_ Approved
- \_\_\_\_\_ Denied
- \_\_\_\_\_ Modified
- \_\_\_\_\_ Additional Information Needed

Persons Assuming Control of Their Environment (PACE) – Opportunities for Independence

Request is for \$58,623. Motion to **approve** partial funding of \$29,311 as recommended for **Persons Assuming Control of Their Environment (PACE) – Opportunities for Independence** as presented in this memorandum:

- \_\_\_\_\_ Approved
- \_\_\_\_\_ Denied
- \_\_\_\_\_ Modified
- \_\_\_\_\_ Additional Information Needed

United Cerebral Palsy Land of Lincoln – Vocational Services

Request is for \$97,715. Motion to **approve** partial funding of \$86,475 for **United Cerebral Palsy Land of Lincoln – Vocational Services** as presented in this memorandum:

- \_\_\_\_\_ Approved
- \_\_\_\_\_ Denied
- \_\_\_\_\_ Modified
- \_\_\_\_\_ Additional Information Needed

Urbana Adult Education Center – Advocacy, Agency, & Academics

Request is for \$216,555. Motion to **DENY** request for funding of \$216,555 for **Urbana Adult Education Center – Advocacy, Agency, & Academics** as presented in this memorandum:

- \_\_\_\_\_ Approved
- \_\_\_\_\_ Denied
- \_\_\_\_\_ Modified
- \_\_\_\_\_ Additional Information Needed

Motion to authorize the executive director to implement contract maximum reductions as described in the “Special Notification Concerning FY14 Awards” section of this memorandum (see below):

- \_\_\_\_\_ Approved
- \_\_\_\_\_ Denied
- \_\_\_\_\_ Modified
- \_\_\_\_\_ Additional Information needed

CCDDDB Agency Program Allocation Recommendations - PY15					5/12/2014 4:25 P.M.
July 1, 2014 thru June 30, 2015		Requested Funding	Proposed Award	APPROVED	Proposed MHB
Agency	Program Name	PY15	PY15		DD Contracts
Autism Society of Illinois	CU Autism Network	12,000	10,000		
Champaign County Down Syndrome Network	CC Down Syndrome Network	15,000	10,000		
Champaign County Head Start/Early Head Start	Social Emotional Disabilities Svcs	45,727			41,029
Champaign County RPC	Decision Support for Persons w/DD	48,000			-
		93,727			41,029
CTF Illinois	Nursing Services	17,160	8,580		
	Residential & Day Training	36,500	36,500		
		53,660	45,080		
Community Choices	Community Living	70,000			55,000
	Customized Employment	50,000			50,000
	Self-Determination Support	45,000			45,000
		95,000			150,000
Community Elements, Inc.	Coordination of Services - DD/MI	38,115	35,060		
Developmental Services Center	Apartment Services	425,444	405,185		
	Augmented Day Services	337,500	267,360		
	Clinical Services	173,773	173,773		
	Community Employment	216,300	170,040		
	Connections	87,550	85,000		
	Family Development Center	30,903	545,903		
	Individual & Family Support	365,144	274,776		
	Integrated/Site Based Services	767,050	418,396		326,313
	Respite				30,000
	Service Coordination	409,808	398,872		
		2,813,472	2,739,305		356,313
Maddy's Pink Palace	Maddy's Pink Palace	25,000	-		
PACE	Opportunities for Independence	58,623	29,311		
United Cerebral Palsy - Land of Lincoln	Vocational Services	97,714	86,475		
Urbana Adult Education Center	Advocacy/Agency/Academics	216,555	-		
	<b>TOTAL</b>	<b>3,518,866</b>	<b>2,955,231</b>	<b>-</b>	<b>547,342</b>
CCDDDB Agency Funding 2015 - nkc					

## DSC response to CCDDDB program summary review – May 2014

Thank you for your consideration per the applications submitted by DSC. Per the instructions, DSC is providing clarification generally and specific to a few comments in the staff assessment. If you need further clarification, please let us know. Thanks again.

General reference to staff assessments throughout the DSC applications is just to clarify that all applications were submitted as grant requests and the program summaries speak to fee for service in many of the applications which will make a difference in how services will be reported. Any funding allocated to the various programs will include revised financials and program narratives per this shift. Specifically, staff assessment indicates that reporting will be “a per individual served” and there is no justification for the deficit proposed in the application. Revisions under fee for service model will address this reference.

For fee for service comments/projections, the formula to divide the funding request by the number of people served defines a cost per person. Given the various levels of support/intensity needed for participants, this is more of an average rather than true cost or amount of support/service each individual receives.

In any revised program narratives, DSC will clearly reference existing practice to safeguard against Medicaid Supplementation.

### Apartment Services

Reference to Medicaid supplementation – consistent with all applications submitted, DSC does not report service hours that would otherwise be funded by the state/Medicaid dollars.

### Connections Application

DSC requests consideration that this program continue to be funded under a grant contract consistent with a similar program funded by CCDDDB. While there are individuals participating, many activities are events and would support this request if approved. DSC wants to clarify that this is not an adult day program component of DSC services. Connections activities are scheduled beyond the active day program hours and includes evening and weekend opportunities/activities.

### Family Development Center

Per the references to reaching out to underserved populations, please consider that the FDC assesses outreach to children and families on a quarterly basis and these numbers are reflected in our quarterly reports and expanded upon during our annual visits from DDB/MHB staff. Outreach to underserved populations and "casting a wide net" have been integral to our screening program and are also incorporated into each service we provide. In particular, the screening coordinator has been building relationships with staff and representatives from local African American churches, Restoration Ministries, Champaign Urbana Public Health District, DCFS, Parent Wonders, Community Elements, and day care centers. A major aspect of this outreach work is educating the community about the importance of developmental screening, which can be challenging within the various cultural contexts.

The screening coordinator tracks the number of families screened whose first language is not English. In addition, the FDC employs a full time bilingual staff person, provides a weekly play group for Spanish language families, and is working with an outside interpreter to provide the PLAY project for a Spanish language child and family. Collaboration with the Parent Wonders program puts the FDC in touch with over 70 at-risk children from rural Champaign County. In collaboration with a local developmental pediatrician, the screening program now includes use of the M-CHAT (Modified Checklist for Autism in Toddlers) with the goal of identifying all children with autism or other regulatory disorders as early as possible.

All FDC therapists serve children in child care settings and are able to support teachers in identifying disabilities early. Misunderstanding on the part of teachers and parents about the developmental aspects of challenging behaviors is a major roadblock to identifying disabilities in young children. Children with challenging behaviors are often treated punitively. This misidentification frequently occurs with children of color and can lead to further problems throughout their school careers. FDC staff and services identify and refer children to appropriate services in these situations. In light of your concern regarding access to our services and early identification of children from underrepresented groups, quarterly reports will be expanded to inform you of specific activities.

#### Individual and Family Support

Staff assessment asks why individuals are included in this program rather than the mirrored state-funded program. To clarify, participants are not state-funded, but are on PUNS. If/when they receive an award and state funding begins, CCDDDB funding would be discontinued and made available to others.

#### Integrated/Site Based Services

Employment First collaboration with another local provider was referenced in this application as well as the application submitted by the other provider. Staff assessments in the other providers' application recognized this collaboration and we will jointly report on progress as we all plan to respond to Employment First initiative.

13.B.

**Disability Resource Expo: Reaching Out For Answers  
Board Report  
May, 2014**

The Expo will be held on Saturday, October 18, 2014. Stacie Young, Coordinator of Larkin's Place at the Stephen's Family YMCA will be joining our Steering Committee, along with Benita Gay from Community Elements and Lorelea Liss with Family Service. A preliminary contract with Fluid Events has been reviewed and approved by appropriate county representatives.

**Exhibitors** – The first meeting of the Exhibitor Committee will take place on May 15, 2014. The Steering Committee has requested with our new venue this year to keep our exhibitor count at no more than 100.

**Marketing/Sponsorship** – An outside source has been identified to develop this years' Expo Resource Book. An initial meeting was held with Cathie Godwin, and a contract will be developed with her very soon. This sub-committee welcomes two new members, Lorelea Liss and Benita Gay. Barb B. held an Expo informational booth at the 2014 Autism Walk on April 26. This was a wonderful opportunity to talk with a large number of individuals and families about the Expo. Barb B. will have a booth at the Health Alliance Senior Health & Fitness Fair on May 28.

**Accessibility/Entertainment** – This committee met on May 10 to review any accessibility concerns with the new venue, as well as begin to identify potential entertainment for the 2014 Expo. Entertainment will be announced once confirmed.

**Volunteers** – This is not a committee that meets regularly. Most of the activity takes place when students return from summer break.

Respectfully submitted

Barb Bressner, Consultant