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**CHAMPAIGN COUNTY  
MENTAL HEALTH BOARD  
REGULAR MEETING**

*Minutes—June 22, 2022*

*This meeting was held remotely and with representation  
at the Brookens Administrative Center, Urbana, IL*

*5:45 p.m.*

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**MEMBERS PRESENT:** Joseph Omo-Osagie, Jon Paul Youakim, Daphne Maurer, Alexa McCoy, Molly McLay, Elaine Palencia, Kyle Patterson

**MEMBERS EXCUSED:** Matt Hausman, Jane Sprandel

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

**OTHERS PRESENT:** Danielle Matthews, DSC; Gail Raney, Rosecrance; Kerrie Hacker, Brenda Eakins, GROW; Jennifer Henry, Jim Hamilton, Promise Healthcare; Pat Ege Cunningham Children’s Home; Laurie Taylor, Regional Planning Commission; Nicole Frydman, Uniting Pride; Cindy Crawford, Community Services Center of Northern Champaign County (CSCNCC)

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**CALL TO ORDER:**

Mr. Joe Omo-Osagie called the meeting to order at 5:47 p.m. Instructions were included in the packet. Executive Director Canfield was present at the Brookens Administrative Center as per the Open Meetings Act, along with staff member Leon Bryson.

**ROLL CALL:**

Roll call was taken and a quorum was present.

**CITIZEN INPUT / PUBLIC PARTICIPATION:**

None.

**APPROVAL OF AGENDA:**

The agenda was presented for review. The agenda was approved unanimously by a roll call vote.

**PRESIDENT’S COMMENTS:**

Mr. Omo-Osagie spoke briefly about gun violence and mental health.

**EXECUTIVE DIRECTOR’S COMMENTS:**

Ms. Canfield

**APPROVAL OF CCMHB MINUTES:**

Meeting minutes from the May 18 and May 25, 2022 meetings were included in the Board packet. Dr. Maurer was present at the May 18, 2022 meeting and requested the minutes reflect as such.

**MOTION: Dr. Youakim moved to approve the CCMHB minutes from the meetings on May 18 and 25, 2022, with Dr. Maurer listed as “present” at the May 18, 2022 meeting. Dr. Maurer 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 for consideration. Dr. Youakim requested an explanation for the new office equipment that was purchased. Director Canfield explained new computer equipment was needed.

**MOTION: Ms. Palencia moved to accept the Vendor Invoice List as presented in the Board packet. Mr. Omo-Osagie seconded the motion. A roll call vote was taken and the motion passed unanimously.**

**NEW BUSINESS:**

**Election of Officers:**

Per the Board by-laws and consistent with the Community Mental Health Act and Open Meetings Act, the Board will elect a President and a Vice President/Secretary to one-year terms beginning July 1, 2022. The CCMHB by-laws were included in the Board packet.

**MOTION: Mr. Omo-Osagie moved to nominate Jon Paul Youakim as CCMHB President. Ms. Palencia seconded the motion. A roll call vote was taken and the motion passed.**

**MOTION: Dr. Maurer moved to nominate Joe Omo-Osagie as CCMHB Vice-President. Dr. Youakim seconded the motion. A roll call vote was taken and the motion passed.**

**CILA Facilities Project:**

A Decision Memorandum was in the Board packet and presented options for use of the shared CILA Facilities Project Fund. The staff recommendation is to use \$300,000, which is not more than half of the CILA fund balance, for additional allocations during the county Fiscal Year 2023. This includes half of agency Program Year 2023 and half of agency Program Year 2024. A timeline should be developed for setting of priorities, registration and applications by qualified organizations, review of funding requests, and approval by both boards for contracts executed during that term. Further, the staff recommendation is to use the remaining fund balance over the next two to three years, with focus on rightsizing the DSP shortage while offering relief to individuals who wait for adequate services, along with their families.

**MOTION: Dr. Youakim moved to authorize the Executive Director and staff to develop a timeline and allocation criteria and funding priorities related to each of the support needs identified in this memo, for consideration and approval by each Board. Dr. Maurer seconded the motion. A roll call vote was taken and the motion passed unanimously.**

**Regional Community Health Plan Coordinator:**

A Decision Memorandum was included in the packet and offered an update on Regional Campaign-Vermilion Executive Committee and requests to share the cost of salary of a Community Health Plan Coordinator.

The memorandum presented context for a request to commit a total of \$5,000 per year toward a Regional Community Health Plan Coordinator conducting the health needs assessment and reporting on behalf of several organizations. A new Coordinator will be hired, and the Executive Committee will be revising Memoranda of Understanding for a three-year period. The cost to each of the CCDDDB and CCMHB would be split as most other non-agency contract expenses.

A shared cost of the CCDDDB and CCMHB, this contribution would be paid through CCMHB Professional Fees/Services and included in the CCDDDB's 42.15% share of total admin costs, paid to the CCMHB through the CCDDDB's Professional Fees/Services line. The cost is \$5,000 annually, or \$2,107.50 to the CCDDDB and \$2,892.50 to the CCMHB. CCMHB/CCDDDB staff participation and financial commitment repeat for three years.

**MOTION: Dr. Maurer moved to approve continued participation for three years in the Regional Executive Committee for Community Health Needs Assessment and to contribute \$5,000 annually for three years for the shared Coordinator's services, pending approval by the CCDDDB. Ms. Palencia seconded the motion. A roll call vote was taken and the motion passed.**

### **Financial Management Coaching Project:**

A Decision Memorandum was included in the packet. It proposed the second phase of a financial management coaching project.

The staff recommendation is a second phase of financial management support, to begin as early as July 1:

- A potential participating agency will signal interest in the support; and
- CCMHB staff will agree that support is appropriate, whether based on eligibility or compliance issues, audit findings of concern, relatively low total agency revenue, or relatively low number of paid staff or consultants performing financial management services for the agency.

After an initial assessment, the independent consultant and agency will inform CCMHB staff as to whether follow up support is indicated. The consultant will provide updates, including whether supports should continue for another period of three months, to a total of nine months per agency. The consultant will charge the CCMHB competitive rates:

- for assessment of participating agencies' financial management practices and ability to complete reports and follow-up coaching, training, planning, etc.;
- through periodic invoices, up to the contract maximum; and
- to a total of up to 120 hours of support, split across 3-6 organizations during the year.

The independent consultant contract(s) will have a total contract maximum of \$6,000 (or up to 120 hours) and a term from July 1, 2022 to June 30, 2023, paid out of FY21 and FY22. These charges are assigned to Professional Services (533.07) in the CCMHB Budgets, and for now – with no CCDDDB agencies included in the project – would not be split with the CCDDDB.

**MOTION: Dr. Youakim moved to authorize the Executive Director to negotiate independent consultant contracts, with total cost not exceeding \$6,000, for financial management coaching supports as presented in the memorandum. Ms. McLay seconded the motion. A roll call vote was taken and the motion passed unanimously.**

### **Anti-Stigma Film and Related Activities:**

A Decision Memorandum was included in the Board packet and described possible 2023 anti-stigma event(s) for the Alliance for Inclusion & Respect.

**MOTION: Ms. Palencia moved to approve \$15,000 to sponsor an anti-stigma film in Roger Ebert's Film Festival 2023. Mr. Patterson seconded the motion. A roll call vote was taken and the motion passed unanimously.**

**DRAFT Fiscal Year (Calendar Year) 2023 Budgets:**

A Decision Memorandum, proposed budgets for MHB, DDB, and CILA, with background information, are included for review and approval.

**MOTION:** Dr. Youakim moved to approve the **DRAFT 2023 CCMHB Budget, with anticipated revenues and expenditures of \$6,339,797. Dr. Maurer seconded the motion. A roll call vote was taken and the motion passed unanimously.**

**MOTION:** Dr. Youakim moved to approve the **DRAFT 2023 CILA Fund Budget, with anticipated revenues and expenditures of \$350,100. Use of this fund is consistent with the terms of the Intergovernmental Agreement between the CCDDDB and CCMHB, and full approval is contingent on CCDDDB action. Ms. Palencia seconded the motion. A roll call vote was taken and the motion passed unanimously.**

**OLD BUSINESS:**

**DisABILITY Resource Expo Update:**

A Briefing Memorandum was included in the Board packet and provided updates on the Expo. Ms. Bowdry was able to convey more current information since the report was written.

**Schedules & Allocation Process Timeline:**

Copies of CCMHB and CCDDDB meeting schedules and CCMHB allocation timeline were included in the packet.

**Acronyms and Glossary:**

A list was included in the Board packet.

**Agency Input:**

None.

**CCDDDB Information:**

None.

**STAFF REPORTS:**

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

**BOARD TO BOARD REPORTS:**

Ms. Palencia attended a Community Coalition meeting.

**BOARD ANNOUNCEMENTS:**

None.

**ADJOURNMENT:**

The meeting adjourned at 7:13 p.m.

Respectfully

Submitted by: Stephanie Howard-Gallo  
CCMHB/CCDDB Staff

\*Minutes were approved at the 7/20/22 CCMHB meeting.