



Champaign County Board of Developmental Disabilities

Meeting Minutes Thursday, March 27, 2025

Board Members Present: Kerry Brugger, Shelly Cushman, Lori Rose, and David Sapp

Board Members Absent: Malia Hughes, Laurie Stickney, and Amy Wilcoxon

Staff Members Present: Tyler Davis, Leigh Anne Wenning, Sharon Wheeland, and Heather Williams-Rarey

Staff Members Absent: Jennifer Bradford and Jeff Coaty

Call To Order

The March Board meeting of the Champaign County Board of Developmental Disabilities was called to order by Mr. Brugger at 4:30 p.m. in the conference room at the Champaign County Board of Developmental Disabilities offices.

Moment of Silence

Mr. Brugger allowed for a moment of silence.

Adoption of Agenda

Mr. Sapp motioned to adopt the agenda as presented. Ms. Rose seconded the motion. Motion carried.

Reading of the Mission Statement

The mission statement was read by all Board members and staff present.

Introductions of the Public

There was no public in attendance.

Presentation of Minutes

The meeting minutes from the January 2025 Regular and Organizational board meetings were included in the board packet for review.



Champaign County Board of Developmental Disabilities

Ms. Cushman motioned to approve the January 2025 regular and organizational board meeting minutes as presented. Mr. Sapp seconded the motion. Motion carried.

Presentation of Financial Report

The February 2025 financials were included in the Board packet for review.

Ms. Rose motioned to approve the February 2025 financials and accounts payable for the Champaign County Board of Developmental Disabilities. Mr. Sapp seconded the motion. Motion carried.

Presentation of Administrative Reports

Service and Support Administration

The SSA Director provided department updates to all Board Members and staff present.

Community Education and Outreach

The Superintendent provided department updates to all Board Members and staff present.

Early Intervention

The Superintendent provided department updates to all Board Members and staff present.

Presentation of Superintendent Report

All board members in attendance agreed that it was nice to have department reports given verbally.

Ms. Wenning reported that Tyler Davis has been helping the Logan County Board of Developmental Disabilities with business services needed after the passing of their Business Director. The Champaign County Board of Developmental Disabilities is billing Logan County Board of DD for Tyler's services.

Ms. Wenning stated that the Directors are working on how to streamline the waiting list process.

Ms. Wenning reported that the board would like to purchase a home to support individuals who cannot reside with others. More information will be given during the proposal.



Champaign County Board of Developmental Disabilities

Presentation of New Business

Proposal of Agency Calendar

The 2026 agency calendar was included in the board packet. Ms. Wenning stated that the calendar aligns with the Shelby County calendar.

25-03-01 Ms. Rose motioned to approve the 2026 agency calendar as presented. Ms. Cushman seconded the motion. Motion carried.

Proposal for New Positions Added Table of Organization

Ms. Wenning stated that as we evaluate the effectiveness of positions in the SSA Department, a few areas of need have surfaced. Caseloads are trending high, and referrals continue to come in. Our services are continuing to be requested at earlier ages, for more intensive needs.

Ms. Wenning stated that the Eligibility Coordinator position is currently shared with Shelby County Board of DD and is requesting to hire this position full-time in Champaign County.

Ms. Wenning stated that one Service and Support Administrator (SSA) will be tasked with "lead" duties resulting in a reduction of their caseload.

Ms. Wenning also stated that two SSA positions were approved at the March 2024 board meeting and one position was filled. The County Board will be hiring for the second open SSA position.

25-03-02 Ms. Rose motioned to approve the changes to Table of Organization as presented. Ms. Cushman seconded the motion. Motion carried.

Proposal for Purchase of HOP Home

Ms. Wenning stated that through Housing Opportunities for People (HOP) we are approved to purchase a home with costs reimbursed up to \$180,000.00. The goal was to locate a home that could be utilized for individuals who require support and who have been assessed as not being able to reside with others. A home at 708 N. Russell in Urbana was toured and determined to fit our needs. Ms. Wenning stated that 90% of the cost will be reimbursed by the Department of Developmental Disabilities.



Champaign County Board of Developmental Disabilities

25-03-03 Mr. Sapp motioned to approve the purchase of the home located at 708 N. Russell as presented. Ms. Wilcoxon seconded the motion. Motion carried. Vote was taken via email.

Anything for the Good of the Order

Ms. Rose motioned to excuse Ms. Hughes, Ms. Stickney, and Ms. Wilcoxon from the March 2025 board meeting. Mr. Sapp seconded the motion. Motion carried.

Comments

No further comments were made.

Executive Session

Mr. Sapp motioned to move into executive session to consider the employment or compensation of a public employee at 4:54 p.m. Ms. Rose seconded the motion. A roll call vote was taken as follows: Kerry Brugger – Yes; Shelly Cushman – Yes; Lori Rose – Yes; and David Sapp – Yes; Motion carried.

Reconvene

Mr. Sapp motioned to reconvene to regular session at 5:21 p.m. Ms. Rose seconded the motion. A roll call vote was taken as follows: Kerry Brugger – Yes; Shelly Cushman – Yes; Lori Rose – Yes; and David Sapp – Yes; Motion carried.

Approval of Early Retirement Incentive Budget

25-03-04 Mr. Sapp motioned to approve the proposed budget for the Early Retirement Incentive as presented. Ms. Cushman seconded the motion. Motion carried.

Next Meeting Date

The next meeting of the Champaign County Board of Developmental Disabilities is scheduled for 4:30 p.m. on Thursday, April 24, 2025. The meeting will be held in the large conference room.




Champaign County Board of Developmental Disabilities

Adjournment

Ms. Rose motioned to adjourn the Board meeting at 5:27 p.m. Ms. Cushman seconded the motion. Motion carried.

Respectfully submitted,


Mr. David Sapp, Secretary



Mrs. Sharon Wheeland, Executive Support Specialist