



Champaign County Board of Developmental Disabilities

Meeting Minutes Thursday, November 16, 2023

Board Members Present: Kerry Brugger, Shelly Cushman, Malia Hughes, David Sapp, and Amy Wilcoxon

Board Members Absent: Lori Rose and Laurie Stickney

Staff Members Present: Jennifer Bradford, Jeff Coaty, Nick Rowe, Leigh Anne Wenning, Sharon Wheeland, and Heather Williams-Rarey

Staff Members Absent: Tyler Davis

Call To Order

The November 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 asking those in attendance to keep the families of Isabella Baber in their thoughts.

Adoption of Agenda

Mr. Sapp motioned to adopt the agenda as presented. Ms. Hughes 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

Ms. Wenning introduced Ms. Heather Williams-Rarey, who is the Service and Support Administrator Manger.



Champaign County Board of Developmental Disabilities

Presentation of Minutes

The meeting minutes from the October 2023 board meeting were included in the board packet for review.

Ms. Hughes motioned to approve the October 2023 board meeting minutes as presented. Mr. Sapp seconded the motion. Motion carried.

Presentation of Financial Report

The October 2023 financials were included in the Board packet for review.

Mr. Sapp motioned to approve the October 2023 financials and accounts payable for the Champaign County Board of Developmental Disabilities. Ms. Wilcoxon seconded the motion. Motion carried.

Presentation of Administrative Reports

The service and support administration report was included in the Board packet.

Mr. Rowe stated that the new Service and Support Administrator Assistant will start on November 28, 2023.

Mr. Rowe stated that the Service and Support Administration Department is fully staffed and that the Service and Support Administrator's (SSA) are carrying high caseloads of around 29 individuals per SSA. Mr. Rowe stated that the SSA's are doing a good job, but it is not an ideal situation for the caseloads to be this high. Mr. Rowe stated the ideal caseload size would be 25-26 individuals.

The community education and outreach report was included in the Board packet.

Mr. Coaty stated that Alfredo Gutierrez, Special Olympics Coordinator, will be the grand marshall at the Holiday Horse Parade on November 24, 2023.

The early intervention services report was included in the Board packet.

Ms. Bradford stated she had a Zoom conference call with the new Speech Language Pathologist and feels she will be a good fit.

Ms. Bradford stated that the PLAY numbers are: 3 referrals, and 10 referrals for behavior support.



Champaign County Board of Developmental Disabilities

Presentation of Superintendent Report

The superintendent report was included in the Board packet.

Ms. Wenning asked the board members to cancel the December 21, 2023 board meeting. All board members were in agreement to cancel.

Ms. Wenning asked the board members to think about specific training topics for the 2024 year and to email her with any suggestions.

Ms. Wenning stated the transition is going well in the SSA Department. Mr. Rowe and Ms. Heather Williams-Rarey have been working closely together. Ms. Wenning thanked Mr. Rowe for all his hard work.

Ms. Wenning stated the position for SSA Team Lead was posted and the deadline for applications is November 17, 2023.

Ms. Wenning stated the Housing Opportunities for People (HOP) has been a great transition. HOP is applying for state funding, which is something that we were not able to do before.

Proposal of New Business

Proposal for 2024 Business Contracts

All contracts were presented to and approved by the Prosecutor's office.

There were no changes to the contract with ABC Therapies, Inc. for physical therapy services. The contract will be effective from January 1, 2024, through December 31, 2024.

There is a rate increase to the contract with Lawnview Industries, Inc. for janitorial services. This contract will run January 1, 2024, through December 31, 2024.

There were no changes to the contract with United Way HelpLink for after hours answering service. This contract will run July 1, 2023, through June 30, 2024.

There were no changes to the contract with Preferred Pediatric Therapy, LLC for occupational therapy services provided by a licensed Occupational Therapist. This contract will run January 1, 2024, through December 31, 2024.



Champaign County Board of Developmental Disabilities

There was an increase in the number of hours with the contract for Columbus Area Speech Therapy, Inc. for speech therapy services provided by a licensed Physical Therapist. This contract will run January 1, 2024, through December 31, 2024.

There was a rate increase with the contract for Madison County Board of Developmental Disabilities for nursing services provided by a Registered Nurse. This contract will run January 1, 2024, through December 31, 2024.

23-11-01 Ms. Wilcoxon motioned to approve the 2024 Business contracts as presented. Ms. Cushman seconded the motion. Motion carried.

Proposal for 2024 Shared Services

To be clear regarding what staff members are being shared with Shelby County Board of Developmental Disabilities and how payments across the counties occur, a list of shared positions and shared services was presented to the board for approval.

23-11-02 Ms. Hughes motioned to approve shared services agreement as presented. Ms. Cushman seconded the motion. Motion carried.

Proposal for Service and Support Administrator Position

Ms. Wenning stated with the restructuring of the SSA Department and the high caseload numbers, an additional SSA position needs to be added to the table of organization. Ms. Wenning stated that this additional SSA position was included in the 2024 budget.

23-11-03 Ms. Cushman motioned to approve adding an additional Service and Support Administrator position to the table of organization as presented. Ms. Wilcoxon seconded the motion. Motion carried.

Proposal for Shared Services of Employees Agreement

Ms. Wenning stated that there is an existing employee with the Miami County Board of Developmental Disabilities who provides maintenance services to all the HOP homes in Miami County. This employee has familiarity with working with individuals with developmental disabilities and is a familiar face to those individuals. Ms. Wenning would like to enter into an agreement with Miami County Board of Developmental Disabilities to share this employee with Champaign County HOP homes for maintenance services.



Champaign County Board of Developmental Disabilities

23-11-04 Ms. Hughes motioned to approve the shared services agreement with the Miami County Board of Developmental Disabilities as presented. Ms. Cushman seconded the motion. Motion carried.

Anything for the Good of the Order

Mr. Sapp motioned to excuse Ms. Lori Rose and Ms. Laurie Stickney from the November 2023 board meeting. Ms. Hughes seconded the motion. Motion carried.

Comments

No additional comments were made.

Executive Session

Ms. Wilcoxon motioned to move into executive session to consider the employment or compensation of a public employee at 5:06 p.m. Ms. Hughes seconded the motion. A roll call vote was taken as follows: Kerry Brugger – Yes; Shelly Cushman – Yes; Malia Hughes – Yes; David Sapp – Yes; and Amy Wilcoxon – Yes. Motion carried.

Reconvene

Mr. Sapp motioned to reconvene to regular session at 5:16 p.m. Ms. Cushman seconded the motion. A roll call vote was taken as follows: Kerry Brugger – Yes; Shelly Cushman – Yes; Malia Hughes – Yes; David Sapp – Yes; and Amy Wilcoxon – Yes. Motion carried.

Proposals

Proposal of Finance and Operations Director Contract

23-11-05 Ms. Hughes motioned to approve the management contract for the position of Finance and Operations Director contract, commencing January 1, 2024, through December 31, 2026, as presented. Ms. Wilcoxon seconded the motion. Motion carried.



Champaign County Board of Developmental Disabilities

Proposal of Community Education and Outreach Director Contract

23-11-06 Mr. Sapp motioned to approve the management contract for the position of Community Education and Outreach Director contract, commencing January 1, 2024, through December 31, 2026, as presented. Ms. Cushman seconded the motion. Motion carried.

Proposal of Early Intervention Director Contract

23-11-07 Ms. Cushman motioned to approve the management contract for the position of Early Intervention Director contract, commencing January 1, 2024, through December 31, 2026, as presented. Ms. Hughes 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, January 25, 2024. The meeting will be held in the large conference room.

Adjournment

Mr. Sapp motioned to adjourn the Board meeting at 5:18 p.m. Ms. Hughes seconded the motion. Motion carried.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'David Sapp', written over a horizontal line.

Mr. David Sapp, Secretary

A handwritten signature in black ink, appearing to read 'Sharon Wheeland', written over a horizontal line.

Mrs. Sharon Wheeland, Executive Support Specialist