

**Peoria County Board for the Care and Treatment  
of Persons with a Developmental Disability  
Minutes of  
December 17, 2015**

**Members Present:** Todd Baker  
Greg Chance  
Alyssa Herman  
Nora Sullivan  
Joyce Harant

**Others Present:** Gene Huber, Peoria City/County Health Department  
Kristin Grubb, Peoria City/County Health Department  
Steve Giebelhausen, Peoria County State's Attorney's Office  
Brad Guidi, Camp Big Sky  
Jim Runyon, Easter Seals  
Patti Gratton, Community Workshop & Training Center  
Doris Hayes, EP!C

Meeting was called to order at 10:04 am by Ms. Harant.

A motion was made by Mr. Baker to approve the meeting minutes of November 19, 2015. Ms. Herman requested that the motion carried indication in the fourth paragraph be changed to (5, 0) rather than (6, 0). Ms. Herman seconded the motion to approve with the correction. Motion carried (5, 0).

In the next item of business, Mr. Baker made a motion for Mr. Chance to be President of the Care & Treatment Board. Motion was seconded by Ms. Herman. Motion carried (5, 0). Mr. Chance stated that he will be President until the annual election of officers at the July meeting.

In the next item of business, a motion was made by Mr. Baker to approve the Financial Report. Motion was seconded by Ms. Herman. Ms. Huber summarized the Report, stating that an additional \$8,000.00 has been received in revenue since the Report was run. Regarding expenses, Ms. Huber stated that she expects additional expense this year for utilities at the building on Knoxville. Ms. Huber distributed an updated financial report to the Board. The 2015 expenditures to date does not include the \$275,000.00 payment to the Board of Health as County has not done the transfer of funds. Ms. Herman requested more detailed monthly financial information. Ms. Huber was directed to send via email two years worth of cash flow information. Mr. Chance reminded the Board that the lease obligation does not expire until July 2017. Motion carried (5, 0).

In the next item of business, Mr. Chance stated that there was no action item related to the Autism Trust; he added that the Trustees held a private meeting earlier and there was no further information to share.

In the next item of business, there was discussion regarding how to proceed with the grant process for FY2016. There was discussion regarding the fund balance, which according to County policy is 24% of budgeted expenditures. Mr. Chance suggested that the fund balance could be discussed with the County Administrator and Finance Officer as the policy is for entities with ongoing operational costs. He added that he is not sure the policy is applicable to the Care & Treatment Board. A motion was made by Ms. Herman to conduct the same grant application process/procedure that was utilized in 2015. Motion was seconded by Ms. Harant. Motion carried (5, 0).

The Board then discussed the timeline for the grant process. A motion was made by Ms. Harant to approve the following timeline:

January 4, 2016	Release of RFP
February 4, 2016	Applications Due
February 10, 2016	Applications sent to Board members
February 18, 2016	Care & Treatment Board meeting for agency presentations
February 25, 2016	Care & Treatment Board meeting for decision on grant awards

Motion was seconded by Mr. Baker. Motion carried (5, 0).

In the next item of business, there was consensus among the Board members that a January meeting was not needed. A motion was made by Ms. Herman to have the February 18, 2016 meeting at 3:00 pm. Motion was seconded by Ms. Harant. Motion carried (5, 0). A motion was made by Ms. Herman to have the February 25, 2016 meeting at 10:00 am. Motion was seconded by Mr. Baker. Motion carried (5, 0).

In response to a question, there was discussion regarding having the Autism Trust on the Care & Treatment Board agenda. Mr. Chance stated that he will review the next meeting agenda prior to it being sent out.

In the next item of business, Mr. Guidi stated that the roof has been completed on the new learning center at Camp Big Sky. Ms. Gratton thanked the Board for all it does.

At 10:40 am, a motion was made by Mr. Baker to adjourn the meeting. Motion was seconded by Ms. Sullivan. Motion carried (5, 0).