

AGENDA

Peoria County Board for the Care and Treatment Of Persons With A Developmental Disability

February 20, 2019

11:00 a.m.

Peoria City/County Health Department

Room 125

2116 N. Sheridan Road

Peoria, IL 61604

1. Call to Order
2. Approval of Members Participating via Conference Call (Action)
3. Approval of Minutes of October 10, 2018 (Action) **(Pages 2-4)**
4. Fiscal Report (Action) **(Pages 5-9)**
5. Bylaws feedback from State's Attorney (Discussion)
6. Bylaws Section 2C (Discussion)
7. The Reduction of Independent Service Coordination Agencies and its Impact on Peoria County (Action)
8. Agency Visit Reports (Discussion) **(Page 10)**
9. Next Meeting Date
 - a. April 17th – PCCHD All Staff Training Day in Room 125
10. Public Comments
11. Adjourn

**Peoria County Board for the Care & Treatment
of Persons with a Developmental Disability
Minutes of
November 14, 2018**

Members Present: Greg Chance
Shannon Moberg
Joyce Harant
Alyssa Herman via Conference Phone

Members Absent: Todd Baker

Others Present: Brian Gulley, Peoria City/County Health Department
Doris Hayes, EPIC
Karla Kane, Camp Big Sky

Meeting was called to order at 11:00 am.

A motion was made by Ms. Moberg to approve members of the board participating via conference call. Motion was seconded by Ms. Harant. Motion carried (3,0) Ms. Herman states each time someone uses the Conference Call option, it needs to be noted in the minutes. Ms. Herman stated she was in Springfield for work.

A motion was made by Ms. Moberg to approve the minutes of the October 10, 2018 meeting. Motion was seconded by Ms. Harant. Motion carried (3, 0).

A motion was made by Mr. Chance to approve the Fiscal Report. Motion was seconded by Ms. Harant. Mr. Gulley stated that revenues stand at \$870,000 due to property taxes coming in. For revenues, have 5 of 6 installments of property tax with the 6th coming in December. CPPRT money has come in with 7 of 8 installments, also another one coming in December. Grant total revenues, currently at 97% year to date budget. Expenses are just above \$390,000. Agency checks are not reflected in this report, but will be reflected in the next board report, that will be about \$218 thousand. Still waiting for the grant report from HISRA, once that is received they will get paid out \$8 thousand for their quarterly. Current cash on hand \$679,798, which will cover quarterly disbursements. Mr. Chance verified the report does not reflect the HISRA account. Mr. Gulley agreed and stated after it the grand total would be \$226 thousand. Mr. Gulley also stated the budget was approved by the county board. Mr. Chance asked if the FY19 budget was approved by the county board with no changes, Mr. Gulley agreed. Mr. Gulley stated the actual cash on hand at the end of the year will be just under \$250,000 which includes disbursement in early 2019 for October through December. Motion carried (3, 0).

Ms. Herman put together a schedule for 2019 committee meeting dates, per Ms. Hendrickson's request for the County Board information. The Board had discussion on meeting monthly versus every other month. The Board decided the 2019 meeting dates would be: 2/13, 4/17, 5/15, 6/12, 8/14, 10/16, 12/18. Motion carried (3,0). Ms. Herman to send schedule to committee and Ms. Hendrickson.

In the next item of business, Board members discussed Section 2C of the bylaws. Ms. Herman has a call into Mr. Evans with the State's Attorney Office to see about adding conflict of interest language. Ms. Herman confirmed that Ms. Harant is a voting member with the Park District Board and will follow-up with Mr. Evans now that she has that confirmed.

In the next item of business, Ms. Herman asked members to give their agency visit reports. Mr. Chance is scheduled to meet with Easter Seals for the second quarter visit, on December 7th. Ms. Harant and Ms. Moberg visited EPIC on 11/12 and had a written report to share. Ms. Harant reported that her overall impression is that the facility is being used in an effective fashion, continually thinking about how to better meet the needs of clients. She observed comfortable and caring relationships between staff and clients. The clients were engaged in their activities. Ms. Harant was able to observe life skills and that clients and their families have control of the classes, so it's focused on what the clients and their families want them to learn. There was also focus on progressing through skills, emphasis on those that are employable to get them to employment. Ms. Harant states they visited an off-site session for life skills that used to be a living area for four people that has now been converted into a teaching facility to teach clients how to live independently. Ms. Harant states they talked about the certificate employment programs teaching soft skills, horticulture, and technology with curriculums going from 12-16 weeks. The successful clients receive a certificate of achievements they can take to an employer. A job coach stays with them for 90 days, but continues to follow up if additional assistance is needed. There are 45 clients employed in the community, 25-30 of them are with certificates. 77% of employees have had a job for over a year, 23% for up to 10 years.

Ms. Moberg states her and Ms. Harant were both impressed with the process of learning, where things are broken down into steps. Ms. Moberg was touched by the memory care area. There is a large effort to help clients navigate through their lifetime. Ms. Moberg states it is not a depressing place at all. Clients are very engaged with staff and they're contributing to their community. Ms. Moberg was upset about Ms. Hayes mentioning a movement within the government to restrain the effort of places like EPIC and CWTC because of the workshop label. Ms. Moberg goes on to state it's disheartening because these people who have so little are given these opportunities to receive money. Ms. Harant stated there is a progression, at EPIC, if they have the skills and are capable they are referred to Peoria Productions.

Ms. Harant had a visit with HISRA focus class on 11/13 and she plans on returning two more times, once for Thanksgiving when there is a meal and parents will be there and the other for a different class. Mr. Chance asked how does the 45 clients employed in the community compare to the past years. Ms. Hayes stated they've done better the last two years. Many of the referrals they receive are "needy", they need more support than those that go to CWTC, so it takes a little more time to place them. Ms. Hayes states they have met their contract the last two years and have actually taken money from other agencies to help them employ more people. Mr. Chance asked if they had heard from United Way board what to expect for next year, based on their campaign. Ms. Hayes stated no, they have not. They had a validation visit, but have to go back to grant reviewers to get a mid-

report. Ms. Hayes expect they might know more then. Ms. Moberg states most agencies got reduced last year anyways.

Mr. Baker had not sent Ms. Herman anything for his site visit. Ms. Herman plans to meet with Camp Big Sky in the spring.

Ms. Harant reports that Mr. Baker has resigned from the Board of Health. Ms. Herman states that Mr. Baker does intend to stay on this board.

Ms. Herman states she is unable to make it at 11:00 on February 13th for next meeting. There were other times suggested for that date. Ms. Moberg suggested February 20th. The next meeting was scheduled for February 20, 2019 at 11:00am. Ms. Harant made a motion to amend the previous schedule from February 13th to February 20th. Mr. Chance seconded. Motion carried (3,0).

Ms. Herman stated that Mr. Evans asked how board members are appointed. Ms. Herman informed him they are appointed by the county chair. Ms. Herman asked the board if there is anything she has missed with that or if we have a vetting process. Ms. Harant states they ask for people to be nominated. Mr. Chance states there is no application form and that it's ultimately the county board's chair's decision. In the past, there hasn't been much recruitment, even attempted to make the Care and Treatment Board a subcommittee of the Board of Health and it didn't go over well. Mr. Chance states there's really no set process right now. The board chair does require an application.

Ms. Hayes states thanks for coming to a visit, it's nice to show what the board is funding and it's nice to get input from the outside.

Ms. Kane stated that the camp is closed for the season, as of the end of October. There was a lot of success with the life skills program and are looking to add more schools next year. Ms. Kane states they are also working on the solar wind turbine this week.

Mr. Chance made the motion to adjourn. Ms. Harant seconded. Motion carried (3,0). Being no further business, the meeting adjourned at 11:34 am.

DATE: 02/08/2019
 TIME: 09:06:54

PEORIA COUNTY, IL
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
 EXPSTAll

SELECTION CRITERIA: orgn.fund='031'
 ACCOUNTING PERIOD: 13/18

SORTED BY: FUND,DEPARTMENT,PROGRAM,1ST SUBTOTAL,ACCOUNT
 TOTALED ON: DEPARTMENT,PROGRAM,1ST SUBTOTAL
 PAGE BREAKS ON: FUND,PROGRAM

FUND-031 CARE AND TREATMENT
 DEPARTMENT-031 CARE & TREATMENT-DEV DISA
 PROGRAM-611 TREATMENT SERVICES COORD
 1ST SUBTOTAL-53000 CONTRACTUAL EXPENSES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
53280	PROGRAM DEVELOP/COORD	930,415.00	216,225.75	.00	824,934.60	105,480.40	88.66
	TOTAL CONTRACTUAL EXPENSES	930,415.00	216,225.75	.00	824,934.60	105,480.40	88.66
	TOTAL TREATMENT SERVICES COOR	930,415.00	216,225.75	.00	824,934.60	105,480.40	88.66
	TOTAL CARE & TREATMENT-DEV DI	930,415.00	216,225.75	.00	824,934.60	105,480.40	88.66
TOTAL REPORT		930,415.00	216,225.75	.00	824,934.60	105,480.40	88.66

DATE: 02/08/2019
 TIME: 09:12:06

PEORIA COUNTY, IL
 REVENUE STATUS REPORT

PAGE NUMBER: 1
 REVSTAl1

SELECTION CRITERIA: orgn.fund='031'
 ACCOUNTING PERIOD: 13/18

SORTED BY: FUND,DEPARTMENT,PROGRAM,1ST SUBTOTAL,ACCOUNT
 TOTALED ON: DEPARTMENT,PROGRAM,1ST SUBTOTAL
 PAGE BREAKS ON: FUND,PROGRAM

FUND-031 CARE AND TREATMENT
 DEPARTMENT-031 CARE & TREATMENT-DEV DISA
 PROGRAM-611 TREATMENT SERVICES COORD
 1ST SUBTOTAL-31000 PROPERTY TAXES

ACCOUNT - - - - -	TITLE - - - - -	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	YTD/ BUD
31110	PROPERTY TAX	699,827.00	1,470.99	.00	693,263.20	6,563.80	99.06
TOTAL PROPERTY TAXES		699,827.00	1,470.99	.00	693,263.20	6,563.80	99.06
1ST SUBTOTAL-33000 INTERGOVERNMENTAL REVENUE							
33520	PERSNL PROPERTY REPLC TA	198,649.00	.00	.00	199,778.75	-1,129.75	100.57
TOTAL INTERGOVERNMENTAL REVEN		198,649.00	.00	.00	199,778.75	-1,129.75	100.57
1ST SUBTOTAL-35900 INTEREST INCOME							
35960	INTEREST	1,000.00	.00	.00	5,629.00	-4,629.00	562.90
TOTAL INTEREST INCOME		1,000.00	.00	.00	5,629.00	-4,629.00	562.90
TOTAL TREATMENT SERVICES COOR		899,476.00	1,470.99	.00	898,670.95	805.05	99.91
TOTAL CARE & TREATMENT-DEV DI		899,476.00	1,470.99	.00	898,670.95	805.05	99.91
TOTAL REPORT		899,476.00	1,470.99	.00	898,670.95	805.05	99.91

Care & Treatment Board

<u>2017:</u>	
Beginning Fund Balance (1/1/17)	-36,145
<u>Revenues</u>	
Property Tax revenue	679,844
CPPRT revenue	246,763
Interest	2,912
	<u>929,519</u>
<u>Expenditures</u>	
Grants to Agencies	640,251
Rent	51,142
Utilities	2,055
Miscellaneous	51
	<u>693,499</u>
<u>Revenues - Expenditures</u>	236,020
<u>2017 Ending Fund Balance</u>	<u>199,875</u>

<u>2018 BUDGET:</u>	
Beginning Fund Balance (1/1/18)	199,875
<u>Revenues</u>	
Property Tax revenue	699,827
CPPRT revenue	198,649
Interest	1,000
	<u>899,476</u>
<u>Expenditures</u>	
Grants to Agencies	930,415
Rent	0
Utilities	0
	<u>930,415</u>
<u>Revenues - Expenditures</u>	-30,939
<u>2018 Budgeted Fund Balance</u>	<u>168,936</u>

<u>2018 ACTUAL (to date - 12/31/18):</u>	
Beginning Fund Balance (1/1/18)	199,875
<u>Revenues</u>	
Property Tax revenue	693,263
CPPRT revenue	199,779
Interest	5,629
	<u>898,671</u>
<u>Expenditures</u>	
Grants to Agencies	824,935
Rent	0
Utilities	0
Miscellaneous	0
	<u>824,935</u>
<u>Revenues - Expenditures</u>	73,736
<u>2018 Current Fund Balance</u>	<u>273,611</u>

Care & Treatment Board

FY2018 PROJECTED BUDGET

FY2019 PROPOSED BUDGET

FY18 REVENUES

Acct Code	Account Title	2018 PROJECTED
31110	PROPERTY TAX	693,263
33520	PERSNL PROP REPLC TAX	199,779
35960	INTEREST	5,629
		898,671

FY19 REVENUES

Acct Code	Account Title	2019 BUDGETED
31110	PROPERTY TAX	699,926
33520	PERSNL PROP REPLC TAX	195,233
35960	INTEREST	3,000
		898,159

FY18 EXPENSES

Acct Code	Account Title	2018 PROJECTED
53280	PROG DEVELOP/COORD	824,935
53600	UTILITIES GAS/ELECTRIC	0
54363	WATER	0
54390	BUILDINGS RENTAL	0
54407	MISCELLANEOUS	0
		824,935

FY19 EXPENSES

Acct Code	Account Title	2019 BUDGETED
53280	PROG DEVELOP/COORD	950,000
53600	UTILITIES GAS/ELECTRIC	0
54363	WATER	0
54390	BUILDINGS RENTAL	0
54407	MISCELLANEOUS	0
		950,000

73,736

-51,841

Care & Treatment Board

	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Projected</u>	<u>2019 Proposed</u>
Revenues	535,147	542,728	929,519	898,671	898,159
Expenditures	<u>636,097</u>	<u>583,852</u>	<u>693,499</u>	<u>824,935</u>	<u>950,000</u>
	(100,951)	(41,124)	236,020	73,736	(51,841)

2015 ACTUAL

Beginning Balance	105,929	Beginning 2015 Balance
	<u>-100,951</u>	This is the amount of <u>decrease</u> to the reserve for 2015
	4,979	Ending 2015 Balance

2016 ACTUAL

Beginning Balance	4,979	Beginning 2016 Balance
	<u>-41,124</u>	This is the amount of <u>decrease</u> to the reserve for 2016
	-36,145	Ending 2016 Balance

2017 ACTUAL

Beginning Balance	-36,145	Beginning 2017 Balance
	<u>236,020</u>	This is the amount of <u>increase</u> to the reserve for 2017
	199,875	Ending 2017 Balance

2018 PROJECTED

Beginning Balance	199,875	Beginning 2018 Balance
	<u>73,736</u>	This is the <u>estimated</u> amount of <u>increase</u> to the reserve for 2018
	273,611	Ending 2018 Balance

2019 PROPOSED

Beginning Balance	273,611	Beginning 2019 Balance
	<u>-51,841</u>	This is the <u>estimated</u> amount of <u>decrease</u> to the reserve for 2019
	221,770	Ending 2019 Balance

Care and Treatment Board Member: Joyce Harant

Agency: Heart of Illinois Special Recreation Association

Date of Visit: November 13, 20 and 27 2018

Agency Representatives: Katie Van Cleve, Mary Kraft, Molly and about 4 other staff

Notes:

November 13th: Focus group of Tuesday with about 12 clients. Focus allows a varied weekly schedule for clients and their families. This accommodates the client's work, budget and other schedules. Sessions are from 9 am to 3 pm. Regular parts of the day usually involve an outing which may include shopping for lunch food or practice accessing a store or public facility, working out on the exercise equipment recently purchased by Care and Treatment funds. An in house learning experience is usually provided plus individual attention as needed and during the week a lunch menu is planned. Clients will participate in preparing their lunches.

Session of around an hour was based on the art and symbolism of artist Keith Haring—a graffiti artist. Words were discussed related to drawing. Each client was provided with canvass, paints and individualized assistance in following the class session. Staff were attentive to the unique needs of each client and clients were engaged based on their differing abilities.

November 20th: Thanksgiving lunch for clients and family members was catered in at the HISRA facility at Noon. Allowed for parents to interact with their child and have fellowship with other parents.

November 27th: 9:30 am class on Healthy Eating that was presented by one of the staff member's sister who is a nurse. About 12 clients. Session was interactive with clients, with opportunity to try new types of vegetables and fruit. Staff were attentive to needs of individual clients during the session.

Staff taking pictures in order to improve their Facebook presence. HISRA intends to improve its use of Facebook as a way to provide notices and information to clients and families.

Tour of exercise equipment area: an exercise area with the new equipment and rubberized floor covering has been set aside. They are creating exercise schedules for clients and follow up notes. Regular exercise is beginning to be part of a normal session day.