



Champaign County Board of Developmental Disabilities

Meeting Minutes Thursday, March 28, 2024

Board Members Present: Kerry Brugger, Shelly Cushman, Malia Hughes, Lori Rose, David Sapp (left at 4:51 p.m.), Laurie Stickney, and Amy Wilcoxon

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

Staff Members Absent: Jennifer Bradford

Guests Present: Adam Angles

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

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



Champaign County Board of Developmental Disabilities

Presentation of Minutes

The meeting minutes from the January 2024 organizational and regular board meeting were included in the board packet for review.

Ms. Stickney motioned to approve the January 2024 organizational and regular board meeting minutes as presented. Ms. Rose seconded the motion. Motion carried.

Presentation of People First of Champaign County Report

The People First of Champaign County report was presented at the meeting.

Presentation of Financial Report

The February 2024 financials were included in the Board packet for review.

Mr. Davis stated that the Board has signed the lease for the additional space next door. Grant money will be used to turn the extra space into a technology hub for individuals with developmental disabilities. Mr. Davis would like to have an open house once the technology hub is completed.

Mr. Davis stated that a handicap accessible van has been purchased.

Mr. Sapp motioned to approve the February 2024 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.

Ms. Williams-Rarey stated that intake referrals continue to increase. The Investigative Agent position has been filled.

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

Mr. Coaty stated that a former Direct Support Professional (DSP) wrote a book, *Abby May and the Very Big Day*, that features a character with disabilities. This book was purchased by the Board and a copy was given to each library in Champaign County for DD Awareness Month.



Champaign County Board of Developmental Disabilities

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

Presentation of Superintendent Report

Ms. Wenning reminded the Board that the April 25, 2024 board meeting will be a shared meeting with Shelby County Board of Developmental Disabilities. This meeting will be held at the Champaign County Board of Developmental Disabilities at 4:30 p.m.

Ms. Wenning stated that Housing Opportunities for People (HOP) is still looking for a single story ranch style home to purchase in Champaign County.

Ms. Wenning stated that a position description audit is currently being completed to make sure the descriptions are up to date.

Ms. Wenning stated that the Boosinger Trust has earned approximately \$44,000.00 in interest and asked the Board if there was any opposition to giving some of the money to the all in-clusive park in Urbana, EVERYbody Plays, to help with Phase 2 of the project. No oppositions were made.

Ms. Wenning received a funding request from the Logan County Board of Developmental Disabilities for the West Liberty Splash Park for their inclusive restroom and adult changing table. Ms. Wenning asked the Board if there was any opposition to supporting the funding request for the adult changing table with funds from the Boosinger Trust.

Mr. Brugger suggested that the Leadership Team bring a proposal to the board to vote on. Mr. Brugger and Ms. Hughes are both on committees for the Urbana project and the West Liberty project and cannot discuss on-going issues and/or concerns and would not be able to vote.

Presentation of New Business

Proposal of Position Additions and Changes

SSA Changes:

Ms. Wenning stated that as we evaluate the effectiveness of positions in our 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 and for more intensive needs. It is best practice to have a manager supervising 6-7 staff. Our current director supervises 13 employees.

Ms. Wenning is recommending the creation of two new SSA positions to assist with caseload distribution. The scale for the SSA position is \$22.43/hour to \$30.53/hour.



Champaign County Board of Developmental Disabilities

Ms. Wenning is also proposing to convert the SSA Team Leader back to an SSA Manager. This will help with the day-to-day supervision and support of SSAs. The salary scale for this position will be \$29.44/hour to \$38.23/hour.

CEO Changes:

The budget had included an additional position to increase our support of community activities inclusion. The salary scale for this position will be \$15.03/hour to \$22.63/hour.

Ms. Wenning is recommending to add a new Community Living Specialist position to the Table of Organization. This will allow us to be prepared to post and hire the position when ready.

Ms. Wenning stated the budget can support these additional positions. The SSA positions will bring in targeted case management revenue and the SSA Manager position will bring in Medicaid Administrative Claim revenue.

24-03-01 Ms. Rose motioned to approve adding two additional Service and Support Administrator positions, one Community Living Specialist position, and to convert the SSA Team Lead position to SSA Manager to the Table of Organization at the salary ranges as presented. Ms. Cushman seconded the motion. Motion carried.

Proposal for Policy Update

The following policy was included in the board packet.

Ch. IV-G Waiting List For Home and Community Based Services Waivers

Ms. Wenning stated the revision was related to the transitional waiting list that is no longer used.

24-03-02 Ms. Stickney motioned to approve the policy as presented. Ms. Hughes seconded the motion. Motion carried.

Anything for the Good of the Order

No comments were made.

Comments

Mr. Brugger thanked Ms. Wheeland for the timely board packets.



Champaign County Board of Developmental Disabilities

Next Meeting Date

The next meeting of the Champaign County Board of Developmental Disabilities is scheduled for 4:30 p.m. on Thursday, April 25, 2024. The meeting will be held in the large conference room.

Adjournment

Ms. Rose motioned to adjourn the Board meeting at 5:17 p.m. Ms. Wilcoxon seconded the motion. Motion carried.

Respectfully submitted,

A handwritten signature in black 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