



**MCLEAN COUNTY BOARD FOR THE CARE AND TREATMENT OF
PERSONS WITH A DEVELOPMENTAL DISABILITY
(377 Board)**

NOTICE OF MEETING AND AGENDA

**McLean County Health Department
200 West Front Street
Room 322, Third Floor
Bloomington, IL 61701**

**Thursday, October 26, 2017
10:00 AM**

- I. Roll Call
- II. Appearance by Members of the Public
- III. Consent Agenda
 - A. Notification of Paid Allocations
 - 1. July 2017 \$ 59,383.38 1-2
 - 2. August 2017 \$ 57,077.52 3-4
 - 3. September 2017 \$ 58,327.52 5-6
- IV. Items for Action
 - A. Approval of Board Meeting Minutes – July 19, 2017 7-8
 - B. Approval of Special Meeting Minutes – August 24, 2017 9-10
 - C. Approval of Special Meeting Minutes – September 7, 2017 11
 - D. Approval of Special Meeting Minutes – September 25, 2017 12
 - E. Approve 2018 377 Board Meeting Dates 13
 - F. Resolution of the McLean County Board for the Care and Treatment of Persons with a Developmental Disability Recommending Changes to Its Bylaws 14-18
- V. Items for Information
 - A. CY17 Service Statistics-1st and 2nd Quarter 19-20
 - B. Working CY19 Funding Timeline 21
 - C. CY18 Direction
- VI. Items for Discussion
 - A. CY19 Criteria, Priorities & Funding Guidelines 22-26
 - B. CY19 Funding Application
 - C. November 14th Partnerships for Health Breakfast
- VII. Other Business & Communication
- VIII. Adjournment

MCLEAN COUNTY BOARD COMMITTEE REPORT

**AS OF 7/28/2017
EXPENDITURE SUMMARY BY FUND**

Health Committee - Dev. Disability Board

FUND	FUND TITLE	PENDING TOTAL	PREPAID TOTAL	FUND TOTAL
0110	PERSONS/DEV.DISABILITY		\$59,383.38	\$59,383.38
			<hr/>	
			\$59,383.38	\$59,383.38

COMMITTEE CHAIRMAN

MCLEAN COUNTY BOARD COMMITTEE REPORT

FUND 0110 PERSONS/DEV.DISABILITY DEPT 0061 HEALTH DEPARTMENT Health Committee - Dev. Disability Board

ACCOUNT	ACCOUNT TITLE	G/L ACCOUNT	G/L DATE	VENDOR NAME	EXPENDITURE	REMARKS
Department: 0061 - HEALTH DEPARTMENT						
0599.0002	EMPLOYEE MEDICAL/LIFE INS	01100061006005990002	7/11/2017	MCLEAN COUNTY TREASURER	372.58	Prepaid 07/13/2017 305132
				TOTAL 0599.0002	\$372.58	
0706.0002	MENTAL HEALTH SERVICES	01100061006007060002	7/11/2017	EASTER SEALS - UCP	2,149.56	Prepaid 07/20/2017 305280
		01100061006007060002	7/11/2017	LIFE CENTER FOR INDEPENDENT	1,112.16	Prepaid 07/13/2017 305108
		01100061006007060002	7/11/2017	MARCFIRST	39,224.98	Prepaid 07/13/2017 305112
		01100061006007060002	7/11/2017	UNITED CEREBRAL PALSY	15,242.00	Prepaid 07/13/2017 305199
		01100061006007060002	7/11/2017	YWCA	1,250.00	Prepaid 07/13/2017 305216
				TOTAL 0706.0002	\$58,978.70	
0793.0001	TRAVEL EXPENSE	01100061006007930001	7/11/2017	BEAVERS, LAURA	32.10	Prepaid 07/13/2017 305013
				TOTAL 0793.0001	\$32.10	

TOTAL FOR DEPARTMENT: HEALTH DEPARTMENT \$59,383.38
 TOTAL FOR FUND: PERSONS/DEV.DISABILITY \$59,383.38
 TOTAL FOR COMMITTEE: HEALTH COMMITTEE - DEV. DISABILITY BOARD \$59,383.38

MCLEAN COUNTY BOARD COMMITTEE REPORT

**AS OF 9/1/2017
EXPENDITURE SUMMARY BY FUND**

Health Committee - Dev. Disability Board

FUND	FUND TITLE	PENDING TOTAL	PREPAID TOTAL	FUND TOTAL
0110	PERSONS/DEV.DISABILITY		\$57,077.52	\$57,077.52
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			\$57,077.52	\$57,077.52

COMMITTEE CHAIRMAN

MCLEAN COUNTY BOARD COMMITTEE REPORT

FUND 0110 PERSONS/DEV.DISABILITY DEPT 0061 HEALTH DEPARTMENT

Health Committee - Dev. Disability Board

ACCOUNT	ACCOUNT TITLE	G/L ACCOUNT	G/L DATE	VENDOR NAME	EXPENDITURE	REMARKS
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Department: 0061 - HEALTH DEPARTMENT

0599.0002	EMPLOYEE MEDICAL/LIFE INS	01100061006005990002	8/1/2017	MCLEAN COUNTY TREASURER	248.38	Prepaid 08/03/2017 306070
				TOTAL 0599.0002	\$248.38	

0706.0002	MENTAL HEALTH SERVICES	01100061006007080002	8/14/2017	LIFE CENTER FOR INDEPENDENT	1,112.16	Prepaid 08/17/2017 306485
		01100061006007080002	8/14/2017	MARCFIRST	39,224.98	Prepaid 08/17/2017 306491
		01100061006007080002	8/14/2017	UNITED CEREBRAL PALSY	15,242.00	Prepaid 08/17/2017 306583
		01100061006007080002	8/14/2017	YWCA	1,250.00	Prepaid 08/17/2017 306605
				TOTAL 0706.0002	\$56,829.14	

TOTAL FOR DEPARTMENT: HEALTH DEPARTMENT **\$57,077.52**
 TOTAL FOR FUND: PERSONS/DEV.DISABILITY **\$57,077.52**
 TOTAL FOR COMMITTEE: HEALTH COMMITTEE - DEV. DISABILITY BOARD **\$57,077.52**

MCLEAN COUNTY BOARD COMMITTEE REPORT

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**AS OF 9/30/2017
EXPENDITURE SUMMARY BY FUND**

Health Committee - Dev. Disability Board

FUND	FUND TITLE	PENDING TOTAL	PREPAID TOTAL	FUND TOTAL
0110	PERSONS/DEV.DISABILITY		\$58,327.52	\$58,327.52
			\$58,327.52	\$58,327.52

COMMITTEE CHAIRMAN

MCLEAN COUNTY BOARD COMMITTEE REPORT

FUND 0110 PERSONS/DEV.DISABILITY DEPT 0061 HEALTH DEPARTMENT Health Committee - Dev. Disability Board

ACCOUNT	ACCOUNT TITLE	G/L ACCOUNT	G/L DATE	VENDOR NAME	EXPENDITURE	REMARKS
Department: 0061 - HEALTH DEPARTMENT						
0599.0002	EMPLOYEE MEDICAL/LIFE INS	01100061006005990002	8/31/2017	MCLEAN COUNTY TREASURER	248.38	Prepaid 09/07/2017 307300
				TOTAL 0599.0002	\$248.38	
0706.0001	CONTRACT SERVICES	01100061006007060001	9/11/2017	CAMPBELL, ALEXANDER F.	1,250.00	Prepaid 09/14/2017 307409
				TOTAL 0706.0001	\$1,250.00	
0706.0002	MENTAL HEALTH SERVICES	01100061006007060002	9/18/2017	LIFE CENTER FOR INDEPENDENT	1,112.16	Prepaid 09/21/2017 307731
		01100061006007060002	9/18/2017	MARCFIRST	39,224.98	Prepaid 09/21/2017 307736
		01100061006007060002	9/18/2017	UNITED CEREBRAL PALSY	15,242.00	Prepaid 09/21/2017 307814
		01100061006007060002	9/18/2017	YWCA	1,250.00	Prepaid 09/21/2017 307837
				TOTAL 0706.0002	\$56,829.14	
TOTAL FOR DEPARTMENT: HEALTH DEPARTMENT					\$58,327.52	
TOTAL FOR FUND: PERSONS/DEV.DISABILITY					\$58,327.52	
TOTAL FOR COMMITTEE: HEALTH COMMITTEE - DEV. DISABILITY BOARD					\$58,327.52	

377 Board Meeting Minutes

July 19, 2017

I. ROLL CALL: Ron Morehead called the meeting to order at 2:02 PM and took roll call. Ron Morehead, Vern McGinnis, Mary Caisley, Jan Hood and Phylis VerSteegh present. Staff present: Laura Beavers, Cathy Coverston-Anderson, Don Knapp, Bill Wasson and Phaedra Morris

II. APPEARANCE BY MEMBERS OF THE PUBLIC – None

III. CONSENT AGENDA

A. Vern McGinnis motioned to approve. Phylis VerSteegh seconded. Motion unanimously carried.

IV. PRESENTATION BY MR. BILL WASSON, COUNTY ADMINISTRATOR

A. County Administrator Bill Wasson gave a presentation on Data Integration Sites: Corporation for Supportive Housing Pay for Success Technical Assistance Grant

V. ITEMS FOR ACTION

- A. Resolution of the McLean County Board for the Care and Treatment of Persons with a Developmental Disability Recommending Changes to Its Bylaws
- Mary Caisley inquired about Article IV, Item 3 on page 9 of board packet and if the five day working rule mirrors what the County has in their by-laws. Don Knapp responded stating this is an item that was overlooked and suggested the 377 Board either change this item to mirror the County or to what they deem appropriate. After board discussion, it was unanimously agreed upon that the by-laws would be changed to reflect the public can address the board with a limit of 5 minutes per person and a total speaking time limit of 20 minutes and shall be extended by any request from any member of the board. Don would like to bring this change back to the 377 Board for approval at the next scheduled meeting on October 12th.
 - Don Knapp stated that when this board became a 5 member board versus the original three member board, Article V was never updated when referring to how many members would define a quorum. The by-laws now state "A quorum is defined as one member in addition to the member presiding". It should be changed to say "A quorum is defined as two members in addition to the member presiding". Don would like to bring this change back to the 377 Board for approval at the next scheduled meeting on October 12th.
 - Don Knapp also suggested we clean up the by-laws by changing masculine terms used to gender neutral terms such as him/her, his/her, etc. Don suggested the board can approve this by-law change today with a motion to approve as amended.
 - Laura Beavers noted in Article IV, Item 2 on page 8 of the board packet it states "Special meetings may be called upon a written request signed by two members of the Board and filled with the Secretary or by request of the Health Department Director or his authorized representative". Laura suggested changing "a written request" to "a majority vote". The 377 Board agreed to this change. This change will be brought back to the 377 Board for approval at the next scheduled meeting on October 12th.
 - Mary Caisley recommended adding to by-laws that a member serve in an officer position no longer than a two or three year consecutive term. After board discussion, it was agreed by all members of the board to limit the term to 2 years. This change will be brought back to the 377 Board for approval at the next scheduled meeting on October 12th.

- Ron Morehead stated in the by-laws the term “President” and “Chairperson” are used and it should be one or the other. Don Knapp responded stating he will pull the statute and use whichever term the statute requires and to keep the terms consistent. This change will be brought back to the 377 Board for approval at the next scheduled meeting on October 12th.
 - Vern McGinnis motioned to approve the by-law changes as amended. Mary Caisley seconded. Motion unanimously carried.
- B. Selection of President and Secretary for the Board
- Mary Caisley nominated Vern McGinnis for President. Phylis VerSteegh seconded. Phylis VerSteegh nominated Mary Caisley for Secretary. Vern McGinnis seconded. Both motions were unanimously carried.
- C. Approval of Presentation Board Meeting Minutes – April 10, 2017
- Mary Caisley motioned to approve the minutes. Phylis VerSteegh seconded. Motion unanimously carried.
- D. Approval of Presentation Board Meeting Minutes – April 11, 2017
- Mary Caisley motioned to approve the minutes. Phylis VerSteegh seconded. Motion unanimously carried.
- E. Approval of Board Meeting Minutes – April 13, 2017
- Mary Caisley motioned to approve the minutes. Phylis VerSteegh seconded. Motion unanimously carried.
- F. Approval of Special Board Meeting Minutes – June 1, 2017
- Mary Caisley motioned to approve the minutes. Phylis VerSteegh seconded. Motion unanimously carried.

VII. BOARD ISSUES

- A. Vern McGinnis reported on the Advocate Fall Fundraising Event and Leadership Changes
- With regards to our collaboration with Advocate Health & Wellness Center, a fall fundraising event will be coordinated in hopes of expanding the information to the community and bringing in the community and other providers to this project.
 - The Advocate BroMenn Philanthropy Council has established a fund which currently has \$5000.00 in it that is available to support, and continue to expand this project.
 - The Vice President for Development for Advocate BroMenn, Scott Ford, has resigned and will be moving to Florida.
- B. Advocate Tour
- Laura Beavers spoke to Laura Furlong at Marcfirst and they have a success story from one of their clients who is utilizing our wellness project. We would like to schedule a tour of the facility and interview this gentleman about his success to date. Two dates were given to her by this gentleman as potential dates to speak to him which are August 24th or August 31st, both at 9AM. The 377 Board chose the August 24th date. This 377 Board Tour of Advocate will be posted as an Open Meeting to comply with OMA regulations. Laura will send additional information out to the board members as the date gets closer.
- C. Vern McGinnis expressed his appreciation and thanked former 377 Board President Ron Morehead for his last three years of service as President of this board and for all he does for the community.

VII. ADJOURNMENT – Vern McGinnis motioned to adjourn the meeting. Mary Caisley seconded motion. Motion unanimously carried. Meeting adjourned at 3:20 PM.

377 Special Meeting Minutes

August 24, 2017

I. ROLL CALL: Vern McGinnis called the meeting to order at 9:02 AM and took roll call. Ron Morehead, Vern McGinnis, Mary Caisley, Jan Hood and Phylis VerSteegh present. Staff present: Laura Beavers, Cathy Coverston-Anderson and Phaedra Morris. Agency staff present: Laura Furlong, Brenda Smith, Leni Kuntz, Rick Pruess and residents (Jason Gelsthorpe, Liz Yates, and Neysa Danielson) all from Marcfirst. Others: Katie Grojean, Molly Smeltzer, and Catherine Porter all from Advocate BroMenn Health & Fitness; Josh Barnett of Advocate Charitable Foundation and McLean County Board; and John McIntyre of the McLean County Board.

II. APPEARANCE BY MEMBERS OF THE PUBLIC – None

III. ITEMS FOR ACTION

A. Resolution of Appreciation for Ron Morehead

- Laura Beavers read the resolution of appreciation acknowledging the 377 Board's gratitude for his dedication as Board President for the last three years. Members of the 377 Board signed the resolution and current Board President Vern McGinnis presented Ron Morehead with the Resolution of Appreciation. Phylis VerSteegh motioned to pass the Resolution of Appreciation. Mary Caisley seconded motion. Motion unanimously carried.

IV. ITEMS FOR DISCUSSION

A. Presentation: Partnership for Health; Joint Wellness Project Between 377 Board, McLean County Health Department, Marcfirst, and Advocate Health & Fitness Center

- Catherine Porter, Advocate BroMenn Health & Fitness, gave a presentation which provided an overview of the Wellness Project.
- Laura Furlong, Marcfirst, thanked the 377 Board for the opportunity to provide this program to their residents. Laura also noted their new partnership with Hyvee has come as a direct result of this wellness project. Hyvee is providing a class teaching nutrition by a dietician to the residents. Marcfirst has also entered into a pilot program with Hyvee where Hyvee is creating food menus and delivering meals to the residents and entire Marcfirst staff.
- Jason Gelsthorpe, Liz Yates, and Neysa Danielson, all Marcfirst residents, gave testimonials of their experiences with the wellness project. They all reported both positive behavioral and lifestyle changes because of this program.
- Vern McGinnis inquired if Advocate has had to make any adjustments in the program since they began in April. Catherine Porter responded they have made minor changes. Molly Smeltzer stated at first the exercise program was focused on coordination and functional movement whereas now it is more focused on multi-muscle exercises and increasing their time in the fitness center.
- Laura Furlong stated as an encouragement for their residents to work out and meet their goals Marcfirst is providing ear buds and other items and rewards to the residents. They have been extremely receptive to this process.
- Laura Furlong also reported their SPICE Program is providing an infant massage class with families that are connected with the Advocate BroMenn Health & Fitness center. This is another opportunity that has come about as a direct result of this program.
- John McIntyre thanked the 377 Board and others for their dedication to this project and ensured everyone this is very important to the County Board. He also thanked Ron Morehead for his leadership on the 377 Board as President.

B. Future Project Plans

1. Community Open House

- Vern McGinnis suggested having a community event in the fall inviting agencies, families, etc to share our wellness project with them. This would also be a great opportunity to fundraise for the future of this program.
- It was suggested that a subcommittee form to plan the details of this event. Vern McGinnis and Laura Beavers will pull a subcommittee together with representation from all parties involved.
- Catherine Porter offered their facility to host event. An “open house” type event would work best.

2. Funding

- Vern McGinnis reported a special fund has been created within the Advocate Charitable Foundation for this wellness project to ensure there would be access to monies to keep it going after the 377 funding is exhausted. This fund is for the purpose of supporting people with developmental disabilities. Right now this fund has approximately \$5000.00 in it.
- Leni Kuntz explained her recent viewing of a webinar on the “virtual” fundraising concept and offered to research the idea more if needed.

C. Advocate Health & Fitness Center Tour

V. OTHER BUSINESS & COMMUNICATION

VII. ADJOURNMENT – Ron Morehead motioned to adjourn the meeting. Jan Hood seconded motion. Motion unanimously carried. Meeting adjourned at 10:25 AM.

**Minutes
377 Board
Special Meeting – September 7, 2017**

MEMBERS PRESENT: Mary Caisley, Jan Hood, Vern McGinnis

MEMBERS ABSENT: Ron Morehead, Phylis VerSteegh

STAFF PRESENT: Laura Beavers, Phaedra Morris, Lisa Slater

CALL TO ORDER: Vern McGinnis called the 377 Board to order at 7:06a.m. and took roll call.

PUBLIC PRESENT: NONE

MEETING CONTENT: The 377 Board, along with the Community Wellness Event Committee members Laura Furlong, Jeff Bressner, Lisa Stuckey, Josh Barnett, Katie Grojean and Catherine Porter discussed the details of the upcoming event.

ADJORNED: Mary Caisley motioned to adjourn the meeting. Jan Hood seconded motion. Meeting adjourned at 8:37am.

**Minutes
377 Board
Special Meeting – September 25, 2017**

MEMBERS PRESENT: Mary Caisley, Jan Hood, Vern McGinnis

MEMBERS ABSENT: Ron Morehead, Phylis VerSteegh

STAFF PRESENT: Laura Beavers, Phaedra Morris, Lisa Slater

CALL TO ORDER: Vern McGinnis called the 377 Board to order at 7:06a.m. and took roll call.

PUBLIC PRESENT: NONE

MEETING CONTENT: The 377 Board, along with the Community Wellness Event Committee members Laura Furlong, Leni Kuntz, Lisa Stuckey, Josh Barnett, Katie Grojean and Catherine Porter discussed the details of the upcoming event.

ADJORNED: Mary Caisley motioned to adjourn the meeting. Jan Hood seconded motion. Meeting adjourned at 8:16am.

2018 377 Board Meeting Schedule

10:00am

January 18, 2018

April 19, 2018

Special Meeting: May 17, 2018 – Approve CY19
Funding

July 19, 2018

October 18, 2018

**BYLAWS OF THE MCLEAN COUNTY
BOARD FOR CARE AND TREATMENT OF PERSONS
WITH A DEVELOPMENTAL DISABILITY**

The Persons with a Developmental Disability Fund was created by resolution of the McLean County Board pursuant to the County Care for Persons with Developmental Disabilities Act, 55 ILCS 105/0.01 *et seq.* The term "Board" shall be used in this document to mean the McLean County Board for Care and Treatment of Persons with a Developmental Disability.

**ARTICLE I
PURPOSE**

The purpose of the McLean County Board for Care and Treatment of Persons with a Developmental Disability is to eliminate, ameliorate or reduce the incidence of developmental disabilities and provide for community support services to County residents who are intellectually disabled or under developmental disability. The Board shall carry out its mission through planning, coordinating, partially funding and evaluating a comprehensive array of community services which encourages early intervention, treatment and normalized living in the least restrictive setting practical.

**ARTICLE II
MEMBERS**

1. Appointments to the Board are made under the provision of statute and are for three year terms beginning on July 1st except that the original appointees shall be appointed for terms expiring, respectively, on June 30 in the first, second and third years following their appointment as designated by the appointing authority. All succeeding terms shall be for three years and appointments shall be made in a like manner. Vacancies shall be filled in like manner for the balance of the unexpired term. Each director shall serve until his successor is appointed.

2. Board ~~members~~ directors shall not have a conflict of interest in matters brought before the Board, however, should a conflict of interest be identified, the ~~Board member~~ director in the conflict of interest position shall not vote on the matter involved. ~~The Board member~~ S/he shall retain all other rights and prerogatives of a ~~Board member~~ director.

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**ARTICLE III
OFFICERS**

1. Pursuant to section 4 of the County Care for Persons with Developmental Disabilities Act, the officers of the Board shall be President and Secretary. These officers shall be elected annually at the July meeting of the Board. The President of the Board and the Secretary shall serve no more than two consecutive full terms. The County Treasurer shall serve as Treasurer of the Board, Ex-Officio.

2. The duties of the officers of Board shall be those which are customary for such officers, (as defined in Roberts Rules of Order), and any other duties and conditions as shall be set forth in this document.
3. The Board may select an ad hoc chairman President, not serving as a member director of the Board, to chair preside over the meetings. Any non-member director serving in the capacity of ad hoc chairman President does not have voting privileges.

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**ARTICLE IV
 MEETINGS**

1. The Board shall hold meetings at least four times per year as determined by the Board beginning in January. A majority vote by the Board may change the meeting date. The Board must meet in July of every year.
2. Special meetings may be called upon a written request signed by two members majority vote of the Board and filled with the Secretary or by request of the Health Department Director or his/her authorized representative.
3. Anyone wishing to address the Board during a meeting shall be allowed to do so during the public participation item on the Board's agenda. All requests by non-members directors of the Board for appearance before the Board shall be made to the Administrative Support Specialist, in writing with the subject matter stated, not less than five working days before the next scheduled Board meeting. Such appearance with regard to any particular topic shall be limited to a time not to exceed three five minutes for each individual, five minutes for a representative spokesman of a group and fifteen twenty minutes total, and shall be extended upon request by any member of the Board. The President may act to prevent repetition or digression, to maintain decorum and to exclude discussion of matters which have had a previous public hearing conducted according to law, discussion of matters where public comment would interfere with the due process of law or discussion of matters which would be in direct conflict with restrictions placed upon the Board by other applicable law.

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**ARTICLE V
 VOTING**

All questions before the Board shall be decided by a majority vote of all the Board members directors present. No meeting shall be accounted as official unless a quorum of the membership Board is present. A quorum is defined as one member two directors in addition to the member director presiding.

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**ARTICLE VI
 DUTIES OF BOARD**

- 4.—The Board shall have exclusive control of all money paid into the Persons with a Developmentally Disability Fund. The Board may provide for facilities and services for intellectually disabled or developmentally disabled persons who are residents of the

County and may establish and collect reasonable charges for such persons who are not residents. The Board may contract for such facilities or services with any privately or publicly operated entity which provides services to those county residents who are intellectually disabled or under a developmental disability as prescribed in Ch 91 1/2, Paragraph 201 and 204 of Illinois Revised Statutes.

- 1.
2. The Staff of the McLean County Health Department shall provide the Board professional and technical advice on all matters affecting the execution of its duties. The Chief Executive Officer shall be the Director of the Health Department or his/her designee.
3. The Board shall plan for public health services and consider the service needs of County residents who are developmentally disabled.
4. The Board may provide for or request adequate financing for the provision of facilities and services.
5. The Board may enter into contracts with any public or private entity for the provision of services for intellectually disabled and developmentally disabled residents.

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ARTICLE VII FISCAL YEAR

The fiscal year of the Board shall commence January 1st of each year.

ARTICLE VIII BUDGET AND DISBURSEMENTS

1. The Board shall, at the appropriate time as determined by the County Administrator and prior to the end of the fiscal year, require staff to prepare budgets for Board approval which will then be prepared for presentation to the McLean County Board for the succeeding fiscal year consistent with the McLean County budget approval process.
2. The Board shall review at each meeting the fiscal status of the mentally deficient persons' fund and shall act upon all bills presented since the last meeting. The approval of these bills shall be by majority vote.

ARTICLE IX ACCOUNTS

The Board shall keep a record in the Health Department headquarters of all receipts and disbursements. This record shall be compared monthly or by pay period with the records of the County Treasurer and Auditor.

ARTICLE X

ANNUAL REPORT

The Board shall publish, within 90 days after December 31st of each year, an annual report detailing the mentally deficient persons' fund, revenue and expenditures for the past year. This report shall be in pamphlet form and shall be distributed with no charge and made available to members of the McLean County Board as well as the general public.

ARTICLE XI
COMMITTEES

1. The President of the Board shall, from the Board ~~members, directors,~~ appoint committees as deemed appropriate for the conduct of board business.
2. The President of the Board may appoint various advisory committees from professional or community groups.

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ARTICLE XII

REIMBURSEMENT FOR EXPENSES OF MEMBERS OF THE BOARD

1. The Board shall serve without compensation.
2. ~~Board members~~ Directors may be reimbursed for actual, necessary expenses incurred in the performance of their duties, such as attendance at meetings of the Board.

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ARTICLE XIII

PROPERTY OF THE BOARD

- ~~4.~~The Board shall require the Health Department staff to keep an accurate inventory of all property.
- 1.
- ~~2.~~The Board shall cause all the property to be adequately protected by insurance.
- 2.
3. The Board may require that property destroyed or damaged by carelessness of any employee, be replaced at the expense of the employee should circumstances justify such action.

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**ARTICLE XIV
AMENDMENTS TO THE BYLAWS**

~~Members of the~~ The Board may amend these bylaws by a vote of two-thirds of the ~~members directors of the Board during an official meeting, provided that a written copy of the proposed changes be sent to each Board member director at least two weeks before the meeting at which the bylaws are to be amended.~~

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Amended June 17, 1987, September 3, 2003, November 13, 2013, July 30, 2014, January 15, 2015, and July 19, 2017.

CY 2017
Quarterly Service Statistics Summary
January 1, 2017- December 31, 2017

Quarter	Total New Served	Total Served	Total Funds Expended
Q1	167	605	\$170,487.42
Q2	125	708	\$172,636.98
Q3			
Q4			
CY 17 TOTAL			

Agency Specific Quarterly Data
January 1, 2017- June 30, 2017

LifeCIL

Independent Living Assistance for Persons with Developmental Disabilities
 Service Provided: Independent Living - \$13,346

Quarter	Total New Served	Total Served	Funds Expended
Q1 – Jan - Mar	12	12	\$3336.48
Q2 – April - Jun	0	12	\$3336.48
Q3 – July - Sept			
Q4 – Oct - Dec			

Easter Seals

Autism Spectrum Disorder Diagnostic Clinic
 Service Provided: Counseling and Prevention - \$13,972

Quarter	Total New Served	Total Served	Funds Expended
Q1 – Jan - Mar	3	3	\$3224.34
Q2 – April - Jun	2	5	\$2149.56
Q3 – July - Sept			
Q4 – Oct - Dec			

United Cerebral Palsy

UCP Employment Services
 Service Provided: Vocational Support Services - \$182,904

Quarter	Total New Served	Total Served	Funds Expended
Q1 – Jan - Mar	5	67	\$45,726.00
Q2 – April - Jun	2	53	\$45,726.00
Q3 – July - Sept			
Q4 – Oct - Dec			

Marcfirst

SPICE

Service Provided: Early Intervention - \$30,806

Quarter	Total New Served	Total Served	Funds Expended
Q1 – Jan - Mar	130	336	\$7701.48
Q2 – April - Jun	98	434	\$7701.48
Q3 – July - Sept			
Q4 – Oct - Dec			

Supported Employment

Service Provided: Obtaining and Maintaining Community Employment - \$290,000

Quarter	Total New Served	Total Served	Funds Expended
Q1 – Jan - Mar	11	124	\$72,499.98
Q2 – April - Jun	17	140	\$72,499.98
Q3 – July – Sept			
Q4 – Oct – Dec			

Supported Living

Service Provided: CILA Residential Support - \$149,844

Quarter	Total New Served	Total Served	Funds Expended
Q1 – Jan – Mar	1	58	\$37,473.48
Q2 – April – Jun	1	59	\$37,473.48
Q3 – July - Sept			
Q4 – Oct - Dec			

YWCA

Youth Developmental Disabilities

Service Provided: After school care for children with disabilities - \$15,000

Quarter	Total New Served	Total Served	Funds Expended
Q1 – Jan - Mar	5	5	\$3750.00
Q2 – April - Jun	5	5	\$3750.00
Q3 – July - Sept			
Q4 – Oct - Dec			

**MCLEAN COUNTY HEALTH DEPARTMENT
Working 2019 Funding Timeline**

377 BOARD

Date	Activity	Responsible Party
1/18/18	Future Focus Strategic Planning Meeting	377 Board and MCHD Staff
3/1/18	RFP Posted for 377 Board	EMK Consulting and MCHD Staff
3/5/18	Provider Technical Assistance Meeting	Interested Applicants and MCHD Staff
3/29/18	377 Applications Due	Interested Partners
4/1/18 – 4/13/18	Review Applications via Website	377 Board and MCHD Staff
4/16/18 and 4/17/18	Oral 377 Presentations	377 Board and MCHD Staff
4/19/18	Review CY19 Proposed Programming/Funding Discussion	377 Board and MCHD Staff
5/17/18	Approval of 377 CY19 Funding	377 Board and MCHD Staff
7/19/18	Annual Meeting – Review By-Laws and Elect Officers	377 Board and MCHD Staff
10/18/18	TBD	Scheduled 377 Board Meeting
October	Notification of Funding Approval Letters – Pending Budget	MCHD Staff
November	Work on Contracts	MCHD Staff
11/30/18	Provider Meeting and Distribution of Contracts	Funded Partners
12/15/18	Return Due Date of Contracts	Funded Partners

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McLean County Health Department
Board for the Care and Treatment of Persons with a Developmental Disability (377 Board)
CY 19 Funding Criteria and Guidelines

Section I
Criteria

Contract funds overseen by the McLean County Board for the Care and Treatment of Persons with a Developmental Disability (377 Board) must address service outcomes for clients with a developmental disability, intellectual disability, or who are deemed at risk of a developmental disability. All programming and services must have an impact in the target population and enhance the overall health and wellness of the target population. Funded programming must utilize best practice standards and evidenced informed/evidenced based practices.

Section II
General Conditions for Funding

1. All applicants will be required to apply electronically through the McLean County Health Department electronic health service system at www.mchdbhdd.org . Late applications will not be accepted.
2. As part of our County wide efforts to enhance the behavioral health service system, all applicants will be required to review the McLean County Mental Health Action Plan located at <http://health.mcleancountyil.gov/595/Reports-Data-and-Statistics>. Applicants are also encouraged to review the 2017-2019 McLean County Community Improvement Plan located at <http://health.mcleancountyil.gov/ArchiveCenter/ViewFile/Item/395>.
3. The McLean County 377 Board encourages inter-agency cooperation, coordination, and joint planning and any such cooperation evidenced by written agreements between agencies or evidence of participation in local inter-agency joint planning committee will be noted as positive factors when designating developmental disability funds.
4. A clear demonstration of need must be established prior to the granting of all or part of the funding request.
5. Contract dollars provided through the 377 Board cannot supplement Medicaid. Illinois Department of Healthcare and Family Services (HFS) is responsible for establishing rates for all eligible services in the Illinois Medicaid Program. The HFS established rate is the maximum allowable rate for each eligible service. Reimbursement of a Medicaid service by a public payer in any amount up to the maximum allowable rate published by HFS shall be considered payment in full and cannot be supplemented in any way. (Community Mental Health Services: Service Definition and Reimbursement Guide, Section 1 Service Provision 201.2.4, pg. 5)
6. All agencies must adhere to a No Wrong Door approach. A No Wrong Door Approach, cited in the McLean County Mental Health Action Plan, seeks to improve access to care. A linkage to

participant-centered services can be obtained through any entry point or “door”. This type of service delivery is based on the principle that all people should receive participant-centered services regardless of the access point (organization/agency/entity). This approach relies on organizations in our community knowing that the others exist, what services are provided, and empowering each other to work together for the common good.

7. Favorable consideration will be given to applicants who clearly demonstrate that a substantial effort has been made to explore other funding resources. Sustainability must be included in the program plan.
8. Only clearly documented requests will be considered. The 377 Board reserves the right to remove program requests that may duplicate service provision and further fragment the community service delivery system.
9. Program plans: Objectives, Client Outcomes, and Staffing will be a prime consideration when allocating funds and must be designed to meet the stated objectives. There must be assurance that the agency and personnel assigned to the program are qualified and experienced. Program plans must include services that are participant centered, evidenced informed or evidenced based, trauma informed, and outcome driven. A clear, concise description of the impact of the provided service on the targeted population must be included. Rapid response service delivery is strongly encouraged. Program plans must also identify a sustainability plan.
10. Each applicant must have a clearly defined plan to assess program results using the designated process to evaluate the desired impact of the program on the client outcomes.
11. All agencies must demonstrate an ability to meet and agree to accept, all of the following conditions in order to be considered for funding:
 - A. A mutually agreed upon contract between the grantee and the 377 Board must be negotiated and approved by the State’s Attorney prior to awarding the grant.
 - B. Payments for contractual services will be made on a schedule stated within the contract provided the agency has met all contractual conditions and obligations.
 - C. Periodic reports and site visits will be required in accordance with the contractual agreement. Each applicant must utilize the designated process to document quarterly progress. Reports should contain, at a minimum, types of service rendered, service outcomes, evidence of progress in attaining program objectives, staff to client ratio, and narrative describing program activities during the quarter.
 - D. At the end of the funding period, the 377 Board will require a final report summarizing program activities, evaluation of the program in accordance with the proposal outlined above, and an accounting of all funds received from the 377 Board.
 - E. Funds will be provided to not for profit or governmental agencies only. Satisfactory evidence of not for profit and tax exempt status must be on file or accompany the program proposal.
 - F. The 377 Board will require evidence of fiscal responsibility and sound accounting practice prior to contracting with the agency for mental health services. An Annual CPA audit prepared in accordance with AICPA Industry Audit Standards will satisfy this requirement.

- G. A public presentation detailing the submitted funding proposal will be required as scheduled by the 377 Board.
- H. All grants are subject to limitation depending on the availability of funds to the 377 Board.
- I. Approved grantees must comply with the Title VI of the Civil Rights Act of 1964 (PL88-353) and Title VII of the Civil Rights Act of 1964.
- J. Approved grantees must submit a revised Budget and application of Revenue Form to the Department, no later than January 31st for the prior calendar year funded, outlining an annual expenditure plan.
- K. DHS grantees must submit all grant applications for State funding to the Health Department for review and comment. In addition, notification of all site visits by DHS will be given to the Department as well as submission of other State reports as specified in the agency contracts.

Section III

CY 19 Funding Priorities-January 1, 2019-December 31, 2019

Developmental Disabilities

- Individuals with disabilities should have the opportunity to live like those without disabilities. They should have control over their day, where they live, and how they live.
- Supports for individuals with disabilities should focus on building connection, companionship and contribution in the broader community, and on supporting presence and participation in community settings where their individual contributions will be recognized and valued.
- Supports for individuals with disabilities should focus on developing and strengthening personal support networks that include friends, family members, and community partners.
- Supports for individuals with disabilities should systematically identify individual's gifts and capacities and create access to community associations, workplaces and learning spaces which network members have influence and standing.
- All supports provided need to be participant centered.

McLean County Objectives

Children, Adolescent and Family Focused Programs and Services

1. Identify children at risk of developmental delay and intellectual disability and support early intervention services and family supports.
2. Employ early intervention and prevention programming/strategies to alleviate or prevent continuing problems or impact of the disability.
3. Provide supportive employment and residential services.

Access to Community Based Services, Resource Development and Collaboration

1. Increase investment in programs and services through promotion of collaboration and innovative approaches, especially in the areas of Prevention and Early Intervention.
2. Increase the ability to access community based services.

Priority Levels

Existing Programs

Priority 1

- Supported Employment
- Supportive Residential Services
- Early Detection & Intervention: Birth to Five Services

Priority 2

- Independent Living and Advocacy Assistance

Priority Levels

New Initiatives or Expansion

Priority 1

- Expansion of long term community support through supportive employment options and placement
- Residential services appropriate for meaningful community life and developmental living assistance.
- DD/MI dual diagnosis treatment-access to evidenced based community treatment, including psychiatric services, community based inpatient facilities, & community based counseling services.
- Holistic health and wellness for people with developmental disabilities.

Priority 2

- Prevention/health promotion and early intervention

Section IV Decision Authority

Overarching Decision Support Considerations

The CY19 allocation process will require all applications to address the overarching criteria listed below.

1. Underserved Populations - Programs and services that promote access for the underserved populations identified in the Surgeon General's Report on Mental Health: Culture, Race, and Ethnicity, Health People 2020, the McLean County Mental Health Action Plan, and the 2017 Community Health Needs Assessment with an emphasis on individuals with disabilities.

2. Countywide Access - Programs and services that promote countywide access for all people in McLean County. Concentrating on documented underserved population needing access to locally funded services.
3. Budget and Program Connectedness - Applications must clearly explain the relationship between budgeted costs and program components and must demonstrate how individuals and their preferences are driving the services. For example, "What is the 377 Board buying and for whom?" is the salient question to be answered in the proposal and clarity is required.

Secondary Decision Support and Priority Criteria

1. Approach/Methods/Innovation: Applications proposing evidence informed or evidence-based programming, citing the fidelity model. Applications demonstrating creative and/or innovative approaches to meet defined community need. Applications addressing an area listed within the McLean County Mental Health Action Plan or 2017 McLean County Community Health Needs Assessment.
2. Evidence of Collaboration: Applications identifying collaborative efforts with other organizations servicing or directed by individuals with ID/DD and members of their support networks toward a more efficient, effective inclusive system of care.
3. Staff Credentials: Applications highlighting staff credentials and specialized training.
4. Records Systems Reflecting the McLean County 377 Board's Values and Priorities: Applications proposing to develop and utilize records systems for individuals' supports programs and projects that clearly reflect the 377 Board's values and priorities. Such records systems can be used to provide rapid feedback to the 377 Board and the impact and efficacy of innovative projects and provide project managers and direct support staff with direction and feedback that can be utilized in day to day management, supervision, and mentoring/coaching.

Final Decision Authority

The 377 Board will make the final decision concerning all applications for funding.

Should you have any questions regarding your CY 19 Application, please contact Laura Beavers at 309-888-5526 or laura.beavers@mcleancountyil.gov