



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

AGENDA

July 15, 2020

11:00 a.m.

WebEx (Link in Calendar Invite)

1. Call to Order
2. Suspension of Bylaws to Conduct Care and Treatment Board Meeting Virtually (Action)
3. Approval of Minutes from June 3, 2020 (Action) **(Pages 2-4)**
4. Fiscal Reports (Action) **(Pages 5-9)**
5. Next FY Budget (Action) **(Handout)**
6. Election of Officers
7. Conflict of Interest Form **(Page 10)**
8. Agency Visit Reports (Discussion)
9. Public Comments
10. Adjourn

**Peoria County Board for the Care & Treatment
of Persons with a Developmental Disability
Minutes of
June 3, 2020**

Members Present: Alyssa Herman
Greg Chance
Joyce Harant
Todd Baker
Andrew Rand (County Board Liaison)

Members Absent: Andrew Edwards

Others Present: Amy Roberts, Peoria City/County Health Department
Brian Gulley, Peoria City/County Health Department
Flynn Okner, Best Buddies
Adam Wilt, Best Buddies
Ryan LaCosse, Best Buddies
Brad Guidi, Camp Big Sky
Amanda Atchley, Camp Big Sky
Patti Gratton, CWTC
Katie Musisi, Easter Seals
Doris Hayes, EP!C
Kim Cornwell, EP!C
Matt Sheehan, WMBD-TV

Call to Order

Meeting was called to order at 11:03 am by Ms. Herman.

**Suspension of Bylaws to Conduct Care and Treatment Board Meeting
Virtually**

A motion to suspend the bylaws to conduct the Care and Treatment Board meeting virtually was made by Ms. Harant. Motion was seconded by Mr. Baker. Motion carried (4,0).

Approval of Minutes from May 20, 2020.

A motion was made by Mr. Chance to approve the minutes of the May 20, 2020 meeting. Motion was seconded by Mr. Baker. Motion carried (5,0).

Grant Awards

A motion was made to move in the Grant Awards item by Mr. Baker. Motion was seconded by Mr. Chance. Ms. Herman stated this agenda item was rescheduled from the previous meeting to have a better idea of the budget situation for the upcoming grant year, due to COVID. Mr. Gulley provided an update previously that he is expecting a reduction of 5% in property tax and CPPRT money as well as a 50% reduction in interest. Mr. Gulley stated there is

nothing new to update on the revenue side but got revised expenditure projections from four of the five agencies. Mr. Gulley updated the projects based on that, leaving the reductions in the 4th quarter, from April through June, at about \$143,000. With that and the new grant awards of \$850,000, by the end of the year in December it would leave the fund balance at \$415,000. Mr. Baker made a motion that the Peoria County Care and Treatment Board funds this grant cycle as follows:

Camp Big Sky – Why Not Now? for \$33,300
 CWTC – Adult Day Developmental Training Program for \$49,500
 CWTC – Job Readiness Program for \$207,000
 Easter Seals – Prevent and Improving ID of Developmental Delays for \$2,907
 Easter Seals – Early Intervention in Natural Environments for \$45,250
 EPIC – Educational Services for \$238,500
 EPIC – Specialized Job Training for \$292,500

Motion was seconded by Mr. Chance. Mr. Baker felt that at this time it was not appropriate to award grants to Best Buddies due to start up money. The total amount for these grants is \$869,020. If the funds are being spent, this could be re-evaluated at a later date in the year. Ms. Harant supported Mr. Baker's decision to not fund Best Buddies as they stated in their presentation that they would not be able to have this program if they did not receive all the grant money asked for. Mr. Chance was also in agreeance with this based on the amount of money requested and the number of clients served and totally relying on the Care and Treatment Board during an uncertain fund time. The Board decided to review the funding quarterly to keep up with. Mr. Chance stated there is a need to have an organizational meeting in July. Motion carried (4,0).

Ms. Herman made a motion to reschedule the June 17th meeting to July 15th at 11:00. Motion was seconded by Mr. Chance. Motion carried (4,0).

Public Comments

EPIC – Kim Cornwell thanked the Care and Treatment Board for coming out and visiting as she felt that it helps when making decisions for funding. Ms. Cornwell also stated she is thankful the Care and Treatment Board waited until January to re-assess what they're able to do because of the pandemic. Doris Hayes also thanked the Board for supporting their programs.

Easter Seals – Katie Musisi attended this meeting on behalf of Julie Schifeling and thanked the Board for their continued support of Easter Seals and look forward to hosting Board Members as Easter Seals makes progress with their programs.

CWTC – Patti Gratton stated the Board has worked with these agencies a long time and knows the difference the grant money makes. Ms. Gratton stated they

are planning to re-evaluate and start back up in July but unsure what that looks like. She also thanked the Board for their continued support over the years.

Best Buddies – Adam Wilt thanked the Board for their consideration of Best Buddies and hearing more about the agency. They hope to continue to do great work in central Illinois and look forward to a possible partnership in the future.

Camp Big Sky – Brad Guidi also wanted to give the Board his appreciation and stated they admire every Board member’s dedication to doing this, as he knows it’s not an easy job. Amanda Atchley wanted to thank the Board for their continued confidence in Camp Big Sky and their partnership with the Board from the beginning.

Matt Sheehan from WMBD TV asked for clarification on where the grant money came from.

There was some discussion about if they video and audio from today’s meeting would or should be posted on the Care and Treatment website. Mr. Chance reminded Ms. Herman about the working with the County about putting out a press release announcing the grant awardees.

Adjourn

Being no further business, Mr. Baker made the motion to adjourn. Mr. Chance seconded. Motion carried (4,0). The meeting adjourned at 11:36 am.

DATE: 07/08/2020
 TIME: 14:39:52

PEORIA COUNTY, IL
 REVENUE STATUS REPORT

PAGE NUMBER: 1
 REVSTAll

SELECTION CRITERIA: orgn.fund='031'
 ACCOUNTING PERIOD: 6/20

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

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

ACCOUNT - - - - -	TITLE - - - - -	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	YTD/ BUD
31110	PROPERTY TAX	687,975.00	.00	.00	.00	687,975.00	.00
TOTAL PROPERTY TAXES		687,975.00	.00	.00	.00	687,975.00	.00
1ST SUBTOTAL-33000 INTERGOVERNMENTAL REVENUE							
33520	PERSNL PROPERTY REPLC TA	234,675.00	.00	.00	125,310.44	109,364.56	53.40
TOTAL INTERGOVERNMENTAL REVEN		234,675.00	.00	.00	125,310.44	109,364.56	53.40
1ST SUBTOTAL-35900 INTEREST INCOME							
35960	INTEREST	4,500.00	.00	.00	1,437.69	3,062.31	31.95
TOTAL INTEREST INCOME		4,500.00	.00	.00	1,437.69	3,062.31	31.95
TOTAL CARE & TREATMENT-DEV DI		927,150.00	.00	.00	126,748.13	800,401.87	13.67
TOTAL REPORT		927,150.00	.00	.00	126,748.13	800,401.87	13.67

DATE: 07/08/2020
TIME: 14:43:05

PEORIA COUNTY, IL
EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
EXPSTA11

SELECTION CRITERIA: orgn.fund='031'
ACCOUNTING PERIOD: 6/20

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

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
53280	PROGRAM DEVELOP/COORD	854,844.00	.00	.00	233,070.54	621,773.46	27.26
	TOTAL CONTRACTUAL EXPENSES	854,844.00	.00	.00	233,070.54	621,773.46	27.26
	TOTAL CARE & TREATMENT-DEV DI	854,844.00	.00	.00	233,070.54	621,773.46	27.26
TOTAL REPORT		854,844.00	.00	.00	233,070.54	621,773.46	27.26

Care & Treatment Board

<u>2019:</u>	
Beginning Fund Balance (1/1/19)	258,672
<u>Revenues</u>	
Property Tax revenue	694,034
CPPRT revenue	248,374
Interest	10,467
Miscellaneous	46
	952,920
<u>Expenditures</u>	
Grants to Agencies	918,195
Rent	0
Utilities	0
	918,195
<u>Revenues - Expenditures</u>	34,726
<u>2019 Fund Balance</u>	293,397

<u>2020 BUDGET:</u>	
Beginning Fund Balance (1/1/20)	293,397
<u>Revenues</u>	
Property Tax revenue	687,975
CPPRT revenue	234,675
Interest	4,500
	927,150
<u>Expenditures</u>	
Grants to Agencies	854,844
Rent	0
Utilities	0
	854,844
<u>Revenues - Expenditures</u>	72,306
<u>2020 Budgeted Fund Balance</u>	365,703

<u>2020 ACTUAL (to date - 4/30/20):</u>	
Beginning Fund Balance (1/1/20)	293,397
<u>Revenues</u>	
Property Tax revenue	0
CPPRT revenue	125,310
Interest	1,438
	126,748
<u>Expenditures</u>	
Grants to Agencies	233,071
Rent	0
Utilities	0
Miscellaneous	0
	233,071
<u>Revenues - Expenditures</u>	-106,322
<u>2020 Current Fund Balance</u>	187,074

Care & Treatment Board

FY2020 PROJECTED BUDGET

FY2021 PROPOSED BUDGET

FY20 REVENUES

FY21 REVENUES

Acct Code	Account Title	2020 PROJECTED
31110	PROPERTY TAX	653,576
33520	PERSNL PROP REPLC TAX	222,941
35960	INTEREST	2,250
36300	MISCELLANEOUS	0
		878,768

Acct Code	Account Title	2021 BUDGETED
31110	PROPERTY TAX	0
33520	PERSNL PROP REPLC TAX	0
35960	INTEREST	0
		0

FY20 EXPENSES

FY21 EXPENSES

Acct Code	Account Title	2020 PROJECTED
53280	PROG DEVELOP/COORD	757,174
53600	UTILITIES GAS/ELECTRIC	0
54363	WATER	0
54390	BUILDINGS RENTAL	0
54407	MISCELLANEOUS	0
		757,174

Acct Code	Account Title	2021 BUDGETED
53280	PROG DEVELOP/COORD	869,020
53600	UTILITIES GAS/ELECTRIC	0
54363	WATER	0
54390	BUILDINGS RENTAL	0
54407	MISCELLANEOUS	0
		869,020

121,593

-869,020

Care & Treatment Board

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2020 Projected</u>	<u>2021 Proposed</u>
Revenues	929,519	899,731	952,920	927,150	878,768	0
Expenditures	<u>693,499</u>	<u>840,935</u>	<u>918,195</u>	<u>854,844</u>	<u>757,174</u>	<u>869,020</u>
	236,020	58,796	34,726	72,306	121,593	(869,020)

2016 ACTUAL
 Beginning Balance 4,979 Beginning 2016 Balance
-41,124 This is the amount of **decrease** to the reserve for 2016
 -36,145 Ending 2016 Balance

2017 ACTUAL
 Beginning Balance -36,145 Beginning 2017 Balance
236,020 This is the amount of **increase** to the reserve for 2017
 199,875 Ending 2017 Balance

2018 ACTUAL
 Beginning Balance 199,875 Beginning 2018 Balance
58,796 This is the amount of **increase** to the reserve for 2018
 258,671 Ending 2018 Balance

2019 ACTUAL
 Beginning Balance 258,671 Beginning 2019 Balance
34,726 This is the amount of **increase** to the reserve for 2019
 293,397 Ending 2019 Balance

2020 BUDGET
 Beginning Balance 293,397 Beginning 2020 Balance
72,306 This is the **budgeted** amount of **decrease** to the reserve for 2020
 365,703 Ending 2020 Balance

2020 PROJECTED
 Beginning Balance 293,397 Beginning 2020 Balance
121,593 This is the **projected** amount of **increase** to the reserve for 2020
 414,990 Ending 2020 Balance

2021 PROPOSED
 Beginning Balance 414,990 Beginning 2020 Balance
0 This is the **projected** amount of **decrease** to the reserve for 2021
 414,990 Ending 2020 Balance

Peoria County Care and Treatment Board

Conflict of Interest Form

Pursuant to Section II.C of the Care and Treatment Board bylaws, Board Members shall abstain from acting on any matter that comes before the Care and Treatment Board that will directly or indirectly benefit any public or private entity or institution when the Board Member is an officer of or sits on the governing body of such entity or institution, or in which the Board Member or the Board Member's immediate family has a financial interest as defined in the Centralized Purchasing Ordinance of Peoria County. If a Board Member has any other conflict of interest or the appearance of a conflict of interest, the Board Member may be excused if, prior to discussion of the matter, the Board Member informs the Chairperson of his/her desire to be excused because of a potential conflict of interest or the appearance of a conflict of interest. Every member of the Care and Treatment Board present on the putting of a question shall vote thereon, unless excused prior to putting of the question. All members that are excused from voting will not be allowed to participate in the discussion of the matter, unless questions are directed to them by the Chairperson for informational purposes, but will be counted toward the presence of a quorum. The minutes shall record members excused from voting as being present but abstaining.

Board members shall complete a conflict of interest form annually.

Disclose any potential direct or indirect conflict of interests below:

<u>Agency Name</u>	<u>Reason for Conflict</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

I understand and agree to abide by the standards set forth section II. C. of the bylaws.

Print Name

Board Member Signature

Date