



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

AGENDA

August 18, 2021  
11:00 a.m.  
Teams

1. Call to Order
2. Suspension of Bylaws to Conduct Care and Treatment Board Meeting Virtually (Action)
3. Approval of Minutes from June 16, 2021 (Action) **(Pages 2-3)**
4. Fiscal Reports and Summary (Action) **(Pages 4-6)**
5. FY2022 Budget Approval (Action) **(Pages 7-8)**
6. Conflict of Interest Form **(Page 9)**
7. Election of Officers (Action)
8. Agency Visit Reports (Discussion)
9. Public Comments
10. Adjourn



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

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

**Members Absent:** Andrew Rand, County Board Liaison

**Others Present:** Amy Roberts, Peoria City/County Health Department  
Brian Gulley, Peoria City/County Health Department  
Ryan LaCosse, Best Buddies  
Flynn Okner, Best Buddies (via Conference Phone)  
Amanda Atchley, Camp Big Sky  
Julie Schifeling, Easter Seals  
Steve Rollins, EPIC  
Patti Gratton, CWTC

## **Call to Order**

Meeting was called to order at 11:01 am by Mr. Baker

## **Approval of Minutes from May 19, 2021**

A motion was made by Mr. Chance to approve the minutes of the May 19, 2021 meeting. Motion was seconded by Ms. Herman. Motion carried (4,0).

## **2021-2022 Grant Awards**

Mr. Gulley clarified from the State's Attorney that the Board could go above what was budgeted, but would have to be paid out in 2022, subject to budget approval by the Peoria County Board. Ms. Harant suggested that since the budget was the same, to keep everything the same, except split the Easterseals amount for the project last year among the other agencies. Mr. Chance stated he was concerned about the amount of increase in EPIC's Job Placement request and he was not comfortable funding the Easter Seals Parent Training project as it was a start-up and is not the best use of public dollars. Mr. Chance did state he is seeing Best Buddies as a start-up and would like to see more investment on their part for this initiative verses public funding of 100%. He would like to give some funding to them to see if they are willing to proceed with a larger investment for that project. Mr. Chance made a motion for the Peoria County Care and Treatment of Persons with a Developmental Disability award grant funding for the 2021-2022 grant period in the following manner:

Camp Big Sky	\$35,000
Easter Seals, Parent Training	\$0
Easter Seals, Early Intervention	\$45,250
CWTC, Job Readiness	\$210,000
CWTC, Adult Day	\$50,000
EPIC, Life Skills	\$265,000
EPIC, Job Placement	\$321,750
Best Buddies, Work Readiness	\$25,000

This would total \$952,000, which is \$83,000 over budget, but can still be managed through the reserve fund and the previous discussion with Mr. Gulley. Motion was seconded by Ms. Herman. Mr. Gulley explained that at the end of this year, the reserve will be at \$576,779 and the way to spend it down is to run a deficit. Mr. Gulley posed the question to the Board of how much money do they want to keep in the reserve fund. Mr. Chance stated it should be money in and money out. Mr. Gulley stated that there needs to be a minimum of \$250,000 to help pay the last quarter, due to the grant year not matching up with the calendar year. Ms. Harant would like to make an amendment to the EPIC, Job Placement from \$321,750 to \$350,000. There was some discussion on why there was an increase and what it specifically would be used for. Mr. Chance made a motion to amend the EPIC, Job Placement from \$321,750 to \$350,000. Motion was seconded by Ms. Herman. Mr. Baker recapped the grant awards.

Camp Big Sky	\$35,000
Easter Seals, Parent Training	\$0
Easter Seals, Early Intervention	\$45,250
CWTC, Job Readiness	\$210,000
CWTC, Adult Day	\$50,000
EPIC, Life Skills	\$265,000
EPIC, Job Placement	\$350,000
Best Buddies, Work Readiness	\$25,000
Total:	\$980,250

This is \$111,250 over budget. Mr. Gulley stated that language will be added to the contract about the split payments. Mr. Chance suggested that the Chair speak with the County Administrator to let them know what changes have been made. Motion carried (4,0).

**Public Comments**

CWTC – Patti thanked the Board for all of their support and stated that last year was tough for everyone.

EPIC – Steve stated that Kim was at a different event today and was not able to make it. He stated they appreciate all of the support as well and thanked the Board.

Camp Big Sky – Amanda thanked the Board for their support and informed the Board that Mr. Guidi’s mother has recently passed away and all of her memorial came to the Camp and are appreciate of that. Amanda stated that they had volunteer training going on today as well as the Farmington Police with the K9 Unit. She invited the Board to come out to visit the Camp to see all that it offers.

Easter Seals – Julie thanked the Board for their continued support and are excited about upcoming projects.

Best Buddies – Ryan thanked the Board for their opportunity to showcase what they have to offer. He invited the Board to their Financial Friday lessons. In September they are working on a job fair with Morton Caterpillar and PNC. Also, Tuesday next week at Industry Brewing will be a circle of champions event with like-minded people.

**Adjournment**

Being no further business, Ms. Herman made a motion to adjourn the meeting. Motion was seconded by Ms. Harant. Motion carried (4,0). The meeting ended at 11:27 am.

DATE: 08/13/2021  
 TIME: 10:09:28

PEORIA COUNTY, IL  
 REVENUE STATUS REPORT

PAGE NUMBER: 1  
 REVSTAll

SELECTION CRITERIA: orgn.fund='031'  
 ACCOUNTING PERIOD: 7/21

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	677,895.00	55,111.68	.00	360,720.46	317,174.54	53.21
TOTAL PROPERTY TAXES		677,895.00	55,111.68	.00	360,720.46	317,174.54	53.21
1ST SUBTOTAL-33000 INTERGOVERNMENTAL REVENUE							
33520	PERSNL PROPERTY REPLC TA	187,170.00	60,559.39	.00	260,155.32	-72,985.32	138.99
TOTAL INTERGOVERNMENTAL REVEN		187,170.00	60,559.39	.00	260,155.32	-72,985.32	138.99
1ST SUBTOTAL-35900 INTEREST INCOME							
35960	INTEREST	2,250.00	.00	.00	543.23	1,706.77	24.14
TOTAL INTEREST INCOME		2,250.00	.00	.00	543.23	1,706.77	24.14
TOTAL CARE & TREATMENT-DEV DI		867,315.00	115,671.07	.00	621,419.01	245,895.99	71.65
TOTAL REPORT		867,315.00	115,671.07	.00	621,419.01	245,895.99	71.65

DATE: 08/13/2021  
 TIME: 10:07:49

PEORIA COUNTY, IL  
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
 EXPSTAll

SELECTION CRITERIA: orgn.fund='031'  
 ACCOUNTING PERIOD: 7/21

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	869,020.00	.00	.00	422,148.98	446,871.02	48.58
	TOTAL CONTRACTUAL EXPENSES	869,020.00	.00	.00	422,148.98	446,871.02	48.58
	TOTAL CARE & TREATMENT-DEV DI	869,020.00	.00	.00	422,148.98	446,871.02	48.58
TOTAL REPORT		869,020.00	.00	.00	422,148.98	446,871.02	48.58

## Care & Treatment Board

<b><u>2020:</u></b>	
Beginning Fund Balance (1/1/20)	293,397
<b><u>Revenues</u></b>	
Property Tax revenue	682,933
CPPRT revenue	221,983
Interest	3,651
	<u>908,566</u>
<b><u>Expenditures</u></b>	
Grants to Agencies	729,529
Rent	0
Utilities	0
Miscellaneous	0
	<u>729,529</u>
<b><u>Revenues - Expenditures</u></b>	<b>179,037</b>
<b><u>2020 Fund Balance</u></b>	<b><u>472,433</u></b>

<b><u>2021 BUDGET:</u></b>	
Beginning Fund Balance (1/1/21)	472,433
<b><u>Revenues</u></b>	
Property Tax revenue	677,895
CPPRT revenue	187,170
Interest	2,250
	<u>867,315</u>
<b><u>Expenditures</u></b>	
Grants to Agencies	869,020
Rent	0
Utilities	0
	<u>869,020</u>
<b><u>Revenues - Expenditures</u></b>	<b>-1,705</b>
<b><u>2021 Budgeted Fund Balance</u></b>	<b><u>470,728</u></b>

<b><u>2021 ACTUAL (to date - 7/31/21):</u></b>	
Beginning Fund Balance (1/1/21)	472,433
<b><u>Revenues</u></b>	
Property Tax revenue	360,720
CPPRT revenue	260,155
Interest	543
	<u>621,419</u>
<b><u>Expenditures</u></b>	
Grants to Agencies	422,149
Rent	0
Utilities	0
Miscellaneous	0
	<u>422,149</u>
<b><u>Revenues - Expenditures</u></b>	<b>199,270</b>
<b><u>2021 Current Fund Balance</u></b>	<b><u>671,702</u></b>

Care & Treatment Board

**FY2021 PROJECTED BUDGET**

**FY2022 PROPOSED BUDGET**

**FY21 REVENUES**

Acct Code	Account Title	2021 PROJECTED
31110	PROPERTY TAX	672,850
33520	PERSNL PROP REPLC TAX	289,120
35960	INTEREST	1,340
36300	MISCELLANEOUS	0
		<b>963,310</b>

**FY22 REVENUES**

Acct Code	Account Title	2022 BUDGETED
31110	PROPERTY TAX	677,895
33520	PERSNL PROP REPLC TAX	232,295
35960	INTEREST	1,340
		<b>911,530</b>

**FY21 EXPENSES**

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

**FY22 EXPENSES**

Acct Code	Account Title	2022 BUDGETED
53280	PROG DEVELOP/COORD	1,009,465
53600	UTILITIES GAS/ELECTRIC	0
54363	WATER	0
54390	BUILDINGS RENTAL	0
54407	MISCELLANEOUS	0
		<b>1,009,465</b>

94,290

-97,935

# Care & Treatment Board

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Projected</u>	<u>2022 Proposed</u>
Revenues	929,519	899,731	952,920	908,566	963,310	911,530
Expenditures	<u>693,499</u>	<u>840,935</u>	<u>918,195</u>	<u>729,529</u>	<u>869,020</u>	<u>1,009,465</u>
	236,020	58,796	34,726	179,037	94,290	(97,935)

## 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 ACTUAL

Beginning Balance	199,875	Beginning 2018 Balance
	<u>58,796</u>	This is the amount of <u>increase</u> to the reserve for 2018
	258,671	Ending 2018 Balance

## 2019 ACTUAL

Beginning Balance	258,671	Beginning 2019 Balance
	<u>34,726</u>	This is the amount of <u>increase</u> to the reserve for 2019
	293,397	Ending 2019 Balance

## 2020 ACTUAL

Beginning Balance	293,397	Beginning 2020 Balance
	<u>179,037</u>	This is the amount of <u>increase</u> to the reserve for 2020
	472,433	Ending 2020 Balance

## 2021 PROJECTED

Beginning Balance	472,433	Beginning 2021 Balance
	<u>94,290</u>	This is the <u>projected</u> amount of <u>increase</u> to the reserve for 2021
	566,723	Ending 2021 Balance

## 2022 PROPOSED

Beginning Balance	566,723	Beginning 2022 Balance
	<u>-97,935</u>	This is the <u>proposed</u> amount of <u>decrease</u> to the reserve for 2022
	468,788	Ending 2022 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.**

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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**