

**Livingston County Board for the Care and Treatment
Of Persons with a Developmental Disability
377 Board Meeting Minutes
November 21, 2019**

377 Board Present: Bob McCarty, Vicki Day, and Mary Etta Mullen

377 Board Absent: None.

708 Board Present: Jack Vietti, Vicki Day, Debbie Studnicki, Ed Legner, Rose Smith, and Jane Anderson

708 Board Absent: Mark Donovan

Livingston County Board Members: Jack Vietti and Kathy Arbogast

Staff Present: Chris Myers, Janice Golliday, and Amy Zick

Guests: Joe Vaughan, IHR; Patty Haberkorn, Futures Unlimited; Susan Bursztnsky, Safe Journeys; and Megan DeMoss, OSF

The 377 Board meeting was called to order President Bob McCarty.

It was moved by Vicki Day and seconded by Bob McCarty to approve the 377 Board October minutes. Motion carried.

It was moved by Vicki Day and seconded by Bob McCarty to approve the 377 Board October financial statement. Motion carried.

Executive Director Report:

- Chris reported there was a graduate from the Drug Court this month and another participant due to graduate in December. Also, there will be a graduate of Veteran's Court in December. Chris informed the board she purchased gift cards as incentives. The \$200 will come out of the Service Development line item of the budget.
- The Paper in Dwight has been most cooperative by printing articles Chris provides to them and other newspapers in the county. The Star has been the only one to actually publish them. The most recent topic was on epilepsy for the month of November.
- The full Livingston County Board did approve the rental of 2 offices in the Mental Health Board hallway for \$200 per month to Project Oz who serves Livingston County, too. Also, the County Board approved our levy and 2020 budget.
- Futures Unlimited has requested funding to send 15 individuals to experience a Peoria Rivermen game held during the day. Cost will be approximately \$200. They also received the Mental Health Board's oldest three laptops as a donation. They were extremely old and not being used any longer. The hard drives on the laptops were all cleaned before donation. There will be a gift basket donated to Futures for the upcoming Breakfast with Santa in December.
- The County has a new credit card which all departments may use however the Mental Health Board has opted not to use it.

Old Business:

- None

New Business:

- Starting December 1st the Mental Health Board staff are going to work a 30 hour week instead of 37.5 hours. Chris requested the board to make a decision based on the reduced hours how many holidays would be paid. Vacation and sick time will also be reduced. It was moved by Vicki Day and seconded by Mary Etta Mullen to pay for 10 holidays instead of 12 due to the reduced hourly schedule. Motion carried.
- The AIR program requested an amendment to their FY19 budget due to overspending past the approved total. In addition, The AIR requested additional funding to purchase uniforms, transportation and more staff time for Special Olympics events. Vicki Day voiced her opinion that they should be accountable to the budget that was approved and not be overspending. Other funded agencies stay in their budget and if they go over do not expect to receive additional funding. The AIR Program has grown in enough participants for a third Special Olympics Team which they did not anticipate happening. This growth is the reason for the overage and additional funding. It was moved by Bob McCarty and seconded by Mary Etta Mullen to approve \$1,730.19 to the AIR Program which will be taken from the Service Development line item in the FY19 Budget. Motion carried.
- OSF provided a request to the 377 Board to purchase curriculum and some office needs with FY2019 Budget money that they did not bill out. It was moved by Vicki Day and seconded by Mary Etta Mullen to approve the OSF request for \$790.55. Motion carried.
- Mosaic provided a request as well to purchase CILA home needs with the FY2019 Budget money they did not spend. It was moved by Vicki Day and seconded by Mary Etta Mullen to approve the Mosaic request minus the Portable TENS item on the list for \$60. Motion carried.
- Futures Unlimited has a balance in the FY2019 Budget for PUNS. They will not be needing those funds for PUNS now so they would like to transfer the balance of \$3,940 to their TAG funds. It was moved by Vicki Day and seconded by Mary Etta Mullen to approve the transfer of \$3,940 to the TAG fund line item. Motion carried.
- **Agency Comments:**

Safe Journeys:

- Susan Bursztnsky reported the domestic violence hours are up about 50% from last year. Part of the reason is there are more staff and able to work with clients on a one to one basis. Sexual assault hours are steady from last year. They recently hired a third prevention educator who goes to high schools and junior high schools in the county.

Institute for Human Resources:

- Joe Vaughan distributed IHR's new brochure which includes a release of information tear off at the end. This will be handy for law enforcement to have individuals agree to release their information so IHR can reach out to assist them. In many incidences the individual will say they will contact someone for help but do not follow through for numerous reasons.
- Recently IHR provided a Narcan Training but very few attended.

Futures Unlimited:

- Patty Haberkorn reported they are still waiting patiently to receive the rate increase from the state.
- Patty reported they are still waiting for the 3.5% increase that is retroactive to July 1st.
- They are not working for Exact Packaging at this time. However, they are keeping busy with a new product called Modern Sprout which is a seed pod. They are making 1,000 per day and need 20,000 by the end of the month.

- The Holiday Mailer is going out for a match up to \$15,000. This year the mailer is in honor of Judy Green who was employed at Futures Unlimited. Her family has donated a significant dollar amount for the mailer.
- They continue to run short staffed as they need 3 more staff in the CILA homes.

OSF:

- No report.

Strategic Planning:

Chris Myers reviewed with both boards the results from the OSF survey conducted recently. The most concerning issues are regarding mental health, unhealthy lifestyles, and substance use abuse. The board will look at the goals for the strategic plan and how the Boards can meet the needs of our county residents. One suggestion is to for IHR to acquire certification needed in Chatsworth and Dwight so services may be offered in those communities. At this time IHR does provide services in Fairbury, Flanagan, Cullom, and at OSF in Pontiac.

It was moved by Mary Etta Mullen and seconded by Vicki Day to go into executive session to review and approve the executive minutes dated from November 2018 to present. Motion carried.

It was moved by Mary Etta Mullen and seconded by Bob McCarty to come out of executive session. Motion carried.

Action Resulting from Executive Session: It was moved by Mary Etta Mullen to approve the November 2018 Closed Executive minutes. The motion was seconded by Bob McCarty. Motion carried. It was moved by Mary Etta Mullen to open the November 2018 Closed Executive minutes. The motion was seconded by Bob McCarty. Motion carried. It was moved by Vicki Day to approve the July 2019 Closed Executive minutes. The motion was seconded by Mary Etta Mullen. Motion carried. It was moved by Mary Etta Mullen to approve the August 2019 Closed Executive minutes. The motion was seconded by Bob McCarty. Motion carried. It was moved by Bob McCarty to open the August 2019 Closed Executive minutes. The motion was carried by Mary Etta Mullen. Motion carried.

It was moved by Mary Etta Mullen and seconded by Vicki Day to adjourn. Motion carried.

Respectfully submitted,

Mary Etta Mullen, Secretary