

**Livingston County Board for the Care and Treatment
Of Persons with a Developmental Disability
377 Board Meeting Minutes
October 24, 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, Mark Donovan, Rose Smith, and Jane Anderson

708 Board Absent: Ed Legner

Livingston County Board Members: Jack Vietti

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

Guests: Joe Vaughan, IHR; Patty Haberkorn, Futures Unlimited; and Megan DeMoss, OSF

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

It was moved by Mary Etta Mullen and seconded by Vicki Day to approve the 377 Board June minutes. Motion carried.

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

It was moved by Mary Etta Mullen and seconded by Bob McCarty to approve the 377 Board September minutes. Motion carried.

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

It was moved by Mary Etta Mullen and seconded by Bob McCarty to approve the 377 Board September financial statement. Motion carried.

Executive Director Report:

- Chris Myers updated both boards that she has not been contacted since a month ago regarding the new building vs. an existing building such as the old LCSSU offices on Custer Avenue. Joe Vaughan has not been approached about the building either.
- Chris is heading up a planning committee to meet on November 5th to plan a Cannabis Forum.

Old Business:

- None

New Business:

- Chris Myers wanted to inform the 377 Board, the AIR program has gone over their FY19 Budget by \$146. She is asking the Board if we should allow them to continue to bill for the remaining two months of FY19 and use Service Development funds. It was moved by Vicki Day and seconded by Mary Etta Mullen to contact AIR and make them aware of the overage of \$146.67 and approve

this amount to be taken from service development and tell AIR they will need to request additional funding for the remaining two months with an amendment to their agreement. Motion carried.

- Project Oz is interested in renting two offices from the Mental Health Board. Tom Blakeman created an agreement between the Mental Health Board and Project Oz. Randy Yedinak has given his approval of the agreement. Chris provided copies of the agreement for the 708 Board to review and approve. It was moved by Mark Donovan and seconded by Jane Anderson to approve the rental agreement for two offices in the Mental Health Board section of the building at the rate of \$200 per month and the cost to have the locks rekeyed for these two offices. The expense of the locksmith services would be the responsibility of Project Oz to pay as well.
- An updated Executive Director job description was reviewed by the 708/377 Boards. It was moved by Debbie Studnicki and seconded by Mark Donovan to approve the Executive Director job description as presented. Motion carried.
- Chris discussed the Budget Narrative with the boards. This document was provided by the Livingston County Board and they requested each department fill one out for the FY20 Budget so the County Board could better understand the services this money is providing to these funded agencies. The narrative was mimicked after the McHenry County budget narrative. The 708/377 Boards would like 708 and 377 Board expenses separated out instead of lumped together so that the County Board may better understand what each board funds. Also, next year bring the Budget Narrative to the 708/377 Boards for approval before submitting to the full County Board.
- Discussion was held regarding FY19 Agency budget balances. Both boards would like agencies to spend down their FY19 funds as long as it is a reasonable request. The boards would like to see their requests at the November meeting to approve of them.

Agency Comments:

Safe Journeys:

- Not present.

Institute for Human Resources:

- Joe Vaughan reported Snowflurry was held last weekend and they shortened the time frame to 9-12.
- Joe prepared presentations for Advanced Medical Transport in Streator. He did not use his Power Point presentations as this group just wanted to talk and get some answers. They have no services in the Streator area and many did not know that IHR exists. Joe would like to offer these presentations to Duffy's and SELCAS as well. SASS has over 30 children on their caseload right now. Joe wants to find out why the numbers are so high. He intends to "drill down" to find out the reason.
- IHR is involved with the Drug Take Back Day which will be held this Saturday at Walmart.

Futures Unlimited:

- Patty Haberkorn reported they are still waiting patiently to receive the rate increase from the state.
- Patty continues to wait for the approval of the CANTS Background check for 7 potential hires wishing to work for Futures Unlimited. The state is over 10 weeks behind on these background checks. Several have found other job opportunities in the meantime.
- Futures Unlimited recently had a new 2018 van delivered to them. They had applied for the grant in 2015 and finally received it!
- SeedBalz production has picked up.
- It may seem early but Patty announced the Annual Breakfast with Santa is scheduled for December 8th.

OSF:

- No report.

Strategic Planning:

Chris Myers reviewed with both boards the purpose, mission statement, and service principles of the 708/377 Boards that are in the most recent Strategic Plan. OSF conducted a survey and the results showed the most concerning issues are for mental health, unhealthy lifestyles, and substance use abuse. Next month the board will look at the goals for the strategic plan and how the Boards can meet the needs of our county residents.

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

Respectfully submitted,

Mary Etta Mullen, Secretary