

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

**November 19, 2015**

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

**708 Board Present:** Jack Vietti, Steve Tock, Laura Leslie, Ed Legner, Bob Walter and Vicki Day

**Livingston County Board Members:** Jack Vietti

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

**Guests:** Lori McCullom, ADV/SAS; and Karen Donovan, Futures Unlimited

President Bob McCarty called the 377 Board meeting to order.

It was moved by Mary Etta and seconded by Bob M. to approve the October 15th, 377 Board minutes. Motion carried.

It was moved by Vicki and seconded by Mary Etta to approve the 377 Board October financial statements. Motion carried.

**Executive Director Report:**

- Chris welcomed Lori McCullom of ADV/SAS, who was attending for Margee this month. Lori works at the shelter in Streator.
- The County Board approved the budget last week. The 708 Board budget was increased due to the EAV being increased. The 377 Board budget will stay the same.
- Chris attended the Dale Carnegie course offered to County Board members and department directors. She did learn a lot at this training.
- The death of Dawn Thorson, the nurse practitioner at Public Health, has hit many very hard.
- Chris thanked Janice for creating a NAMI brochure for their agency. Chris has sent it off for NAMI approval. The local group meets the first Thursday of each month in the library of the First United Methodist Church in Pontiac at 7:00 p.m. This is a support group for families of mentally ill relatives.
- Chris reported that IHR has billed June through September to the local funds initiative. However, December 2014 through May 2015 will not be billed due to Steven's illness. IHR won't meet the \$20,000 goal this year. Vicki asked if the billing is a hard process and Amy said it is not. Steven knew how to do it the easier way and Amy has offered to do it for them or show them the easier way instead of keying in every single entry. IHR receives 88% of the kickback and 4% is the Mental Health Board's for administrative fees and the other 8% goes to Proviso for the use of their software program.

**Old Business:**

- Chris reported that the dollar amount allotted in the FY15 budget for Service Development did not get spent down as in years past. Chris contacted the agency directors and suggested if they had any requests for needs for their agencies to send in a written request.

The 377 Board would review them with an opportunity to receive some of the unspent money for their requests. Chris then turned the table over to Karen Donovan, Futures Unlimited Director, to discuss their requests. Karen explained that they are in need of a heavy duty paper shredder that is used in the developmental training program. It provides work for several clients. The second request is for a washer and dryer that is not working and needs to be replaced in the developmental training program. It is beyond repair. It was moved by Vicki and seconded by Mary Etta to approve the full amount of Futures Unlimited request. Motion carried. Karen also reported that the TAG fund money that the 377 Board approved in November 2013 is being used as stated in the original request and if the 377 Board would be generous to replenish the TAG fund money it would be used for the same purposes. It was moved by Vicki and seconded by Mary Etta to approve \$5,000 to Futures Unlimited's TAG Funds. Motion carried.

- Mosaic was not in attendance so Chris explained their requests for 377 funding. It was moved by Bob M. and seconded by Mary Etta to approve a total of \$2,000. \$500 for games and art supplies with the remaining \$1,500 to be used for clothing protectors, soaker pads and new bedding. Motion carried.
- Chris presented the OSF Enrichment Program requests as well. There were several items on the request including a 4-day training, curriculum manual with CD and workbooks. A level one Theraplay & Marshak Intervention Training. After brief discussion it was moved by Vicki and seconded by Mary Etta to approve \$3,000 of the OSF request. Motion carried.

#### **New Business:**

- The FY16 Agency Purchase of Service (POS) Agreements and Appendices were presented to the board for their review and approval. It was moved by Mary Etta and seconded by Vicki to approve the Futures Unlimited FY16 POS Agreement and Appendices with the 377 Board. Motion carried.
- It was moved by Vicki and seconded by Mary Etta to approve the Mosaic FY16 POS Agreement and Appendices with the 377 Board. Motion carried.
- The OSF FY16 POS Agreement and Appendices were presented to the 377 Board for their approval. Chris pointed out the format of their appendices. It is much more concise and non-repetitive. This format will be implemented with the other agency appendices next year. It was moved by Mary Etta and seconded by Vicki to approve the OSF FY16 Agreement and Appendices with the 377 Board. Motion carried.

#### **Agency Comments:**

##### **Institute for Human Resources:**

- Chris conveyed to the boards that Joe is not in attendance due to CARF surveyors being present.

##### **Futures Unlimited:**

- Karen appreciated Chris and her reviewing the POS Agreements and Appendices. They changed some wording and cleared up the language.
- Futures had a survey from the Bureau of Accreditation and Licensure with five women out of Chicago who conducted the survey over the course of four days. Karen described this group as different from past surveyors and brutal. They surveyed the CILA program which received a 96% and the Developmental Training Program received an 85%.
- Karen met with Tom Bennett at the LCCN Summit. He will meet with staff and take a tour of Futures facility on December 11<sup>th</sup>.
- The annual Breakfast with Santa will be held Sunday, December 11<sup>th</sup> from 8-1.

**ADV/SAS:**

- Lori reported that they continue to provide services for LaSalle and Livingston counties. In October ADV/SAS served seven individuals from Livingston County.

**Mosaic**

- Not present.

It was moved by Vicki and seconded by Bob M. to go into executive session regarding a personnel topic. Motion carried.

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

No action was taken.

It was moved by Mary Etta and seconded by Bob M. to adjourn. Motion carried.

Respectfully submitted,

Mary Etta Mullen, Secretary