



Community Action Board Meeting

DATE/TIME: Wednesday, October 28, 2020 – 4:00 PM

LOCATION: Google Zoom/ Conference Call

CHAIR: Matthew Roeschley

VICE-CHAIR: Kathryn Woodcock

MEMBERS: Matthew Roeschley, Jim McGuire, Cindy Bell, Cathy Bedard, Carol Bradford, Karen Carlson, Donna Kaufman, Jewel Kelly, Dick Norton, Joel Sanders, Chris Stohr, Lindsey Trout, Jane Webber, Kathryn Woodcock, and Gloria Yen

Below, please find the Zoom conference information.

Topic: Community Action Board Meeting

Time: Oct 28, 2020 04:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://ccrpc.zoom.us/j/91472324011?pwd=bFVyVnFrM2NmMUJESFZkeiBiS0NBQT09>

Meeting ID: 914 7232 4011

Passcode: 2173283313

Dial by your location

+1 312 626 6799 US (Chicago)

Community Services

A division of the Champaign County Regional Planning Commission

1776 E. Washington St, Urbana, IL 61802

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Community Services

AGENDA

1. Call to Order, Roll Call
2. Approval of Agenda/Addenda
3. Audience Participation
4. Program Presentation
5. Approval of Minutes
 - A. Draft CAB Meeting Minutes – September 23, 2020 ¹⁾ (**enclosed**) *Page 3*
6. Action Items
 - A. 2021 CSBG Grant
7. Program Updates
8. Old Business
 - A. Operation Updates regarding the Covid-19 Pandemic
9. New Business
 - A. 2020 Community Action Board Self Survey review ²⁾ (**enclosed**) *Page 11*
 - B. 2021 Community Action Board Chair and Vice-Chair appointments
 - C. 2021 Community Action Board Subcommittee appointments
 - i. 2021 Membership Subcommittee
 - ii. 2021 Scholarship Subcommittee
10. Adjournment



Community Action Board Meeting

DATE/TIME: Wednesday, September 23, 2020 – 4:00 PM

LOCATION: Google Zoom/ Conference Call

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VICE-CHAIR: Kathryn Woodcock

MEMBERS: Matthew Roeschley, Jim McGuire, Cindy Bell, Cathy Bedard, Carol Bradford, Karen Carlson, Donna Kaufman, Jewel Kelly, Dick Norton, Joel Sanders, Chris Stohr, Lindsey Trout, Jane Webber, Kathryn Woodcock, and Gloria Yen

Below, please find the Zoom conference information.

Lisa Benson is inviting you to a scheduled Zoom meeting.

Topic: Community Action Board Meeting

Time: Sep 23, 2020 04:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://ccrpc.zoom.us/j/92861233921?pwd=WTMvbGtXWTV3VFZjYWVTSnM1MmJYUT09>

Meeting ID: 928 6123 3921

Passcode: 2173283313

Dial by your location

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Passcode: 2173283313

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AGENDA

1. Call to Order, Roll Call
 - A. Mr. Matthew Roeschley called the meeting to order at 4:00 PM. This meeting was conducted via ZOOM Conference call.
 - B. Ms. Tina Withers conducted roll call. A quorum was present.
 - i. Members present: Matthew Roeschley, Jane Webber, Carol Bradford, Karen Carlson, Donna Kaufman, Jim McGuire, Cathy Bedard, Dick Norton, Chris Stohr, Kathryn Woodcock, Joel Sanders, Lindsey Trout, and Gloria Yen.
 - ii. Members Absent: Cindy Bell and Jewel Kelly
 - iii. Staff Present: Lisa Benson, Brandi Granse, Maurey Williamson, and Tina Withers.
 - iv. Sr. Karen Carlson's Guest: Ashlee Beck
2. Approval of Agenda/Addenda
 - A. Mr. Roeschley asked for a motion to approve today's agenda. Motion to approve today's agenda was made by Ms. Cathy Bedard, seconded by Sr. Karen Carlson, and the motion carried.
3. Audience Participation
 - A. This meeting's Zoom conference information was posted on the RPC Website.
 - B. Mr. Roeschley noted there were no other guests.
4. Program Presentation – Lt. Joel Sanders, Urbana Police Department, “One Door” Initiative ¹⁾ **(enclosed)**
 - A. The One Door Initiative is a collaborative effort between Champaign County Law Enforcement, CU at Home, Rosecrance, and Carle.
 - B. The purpose of the initiative is to utilize the expertise of community agencies to assist individuals in crisis - at the time of crisis – rather than having those individuals handled exclusively by the police department and hospital emergency room.
 - C. Vulnerability occurs when there is an individual in crisis outside of standard business hours. This initiative is aimed at helping those individuals who are at the imminent and/or dire stage of vulnerability.



- i. Imminent: High potential of becoming homeless; moderate mental health issues going untreated; supported through SSI or SSDI checks; frequent interaction with law enforcement for petty crimes.
 - ii. Dire: Homeless individuals or couch surfing; only income is SSI/SSDI or panhandling; lack of trust, daily or weekly interactions with law enforcement for trespassing, aggressive panhandling, drug possession.
 - iii. These are the services that are not adequately met in Champaign County
- D. Lt. Sanders provided statistics on law enforcement and individuals in crisis.
 - i. “Contacts” – police completing a CIT Form - contact report used when officer identifies the individual’s behavior as that of someone with mental health issues – are most likely under reported. Under reporting can occur when the officer deals with the same individual several times in one day, the officer may only complete one CIT Form, rather than a form for each contact.
 - ii. “Petitions” and “Arrests” data is more accurate due to police reporting systems.
 - iii. Individuals in crisis may have been able to be treated on-site, rather than go to the emergency room.
- E. One Door’s Mission
 - i. An open, one door solution, allowing the individual in crisis to be treated with dignity, respect through the offering of the opportunity to be recognized and evaluated with mental health professionals.
 - ii. Services would be provided to the individual who is in an active crisis.
 - iii. Enhance the use of current resources and decrease the use of law enforcement contact.
 - iv. Strengthen the collaborative efforts of community stakeholders, service providers, and law enforcement agencies.
- F. One Door’s Goals
 - i. Diversion and options - offering alternatives to arrest or emergency room admission.
 - ii. Case Management - to provide proactive approach to support individuals in crisis.
 - iii. Education – promote interaction with social services, law enforcement, and other stakeholders.

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- iv. Advocacy – to facilitate civic engagement and collective action for those most vulnerable in our community.

G. Lt. Sanders explained how the initiative would work.

- i. The services would be run from 70 E. Washington, in Champaign. Both Men's and Women's shelter, CU at Home, Rosecrance, Carle, and police would work together to aid the individual in crisis. The Crisis Response Team would be deployed to assess the individual and triage treatment. One Door will be open 24 hours a day.
- ii. Cost for the program is estimated to be \$2.1 million in year one and increase to \$2.2 to \$2.4 million in years two and beyond. Capital funding is being requested and other funding avenues will be addressed.
- iii. Anticipated start date is early 2021. Anyone can use One Door as it is voluntary and does not require police drop-off.
- iv. Urbana Police Department will start a pilot program for 3 to 6 months before One Door is expanded to county-wide service.

H. Lt. Sanders concluded his presentation with a question and answer session.

- i. Ms. Benson asked if Medicaid billable services from the clinicians on the Crisis Team have been included in program costs. Lt. Sanders indicated billable services have been included as it is not anticipated that many of the services provided would be eligible for Medicaid reimbursement.
- ii. Ms. Kaufman inquired on how Carle was approached for this concept. Lt. Sanders explained that conversations with Carle came about because Carle was thinking of doing a project like this on their own – for both humanitarian and cost reduction reasons. The goal being better treatment for the individuals in need.
- iii. Ms. Webber asked if grant funding was an option for any aspect of this. Grants for start-up costs could be sought out if available. However, Lt. Sanders expressed his concern that there could be a loss of services if or when grant funding is cut by the funding institution.
- iv. Mr. Stohr asked for more information on the drop-in center. Lt. Sanders noted that CU at Home, Rosecrance, and Carle will run their own portions of this concept. The

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individual can go to 70 E. Washington, stay there, and get access to support services while they are there – example getting connected with Rosecrance.

- v. Ms. Benson asked about the role of peer support specialists. Lt. Sanders explained that the peer support specialists are one source of support. Dedicated support staff will be available to assist individuals with their needs.
- vi. Ms. Yen asked what types of accommodations will be made for the cultural diversity in our community? Lt. Sanders will take this question back to Rob Dalhaus, III at CU at Home. Right now, law enforcement uses Language Line and he recognizes that this question is very important in our community.
- vii. Ms. Bedard asked if our community was a Sanctuary City. Ms. Yen shared that Urbana is a designated Sanctuary City, but Champaign is not. Mr. Roeschley shared that the Champaign Police Department's practices are similar to what would be found in a Sanctuary City.

5. Approval of Minutes

A. Draft CAB Meeting Minutes – August 26, 2020 ²⁾ (**enclosed**)

- i. Mr. Roeschley asked for a motion to approve the meeting minutes from the August 26, 2020 meeting. Mr. Stohr thanked Ms. Withers for the preparation of the minutes. Motion was made by Sr. Karen Carlson, seconded by Mr. Chris Stohr, and the motion carried.

6. Action Items

A. 2021 Community Needs Assessment

B. 2021 Community Action Plan ³⁾ (**enclosed**)

- i. Ms. Benson reviewed the 2021 Community Needs Assessment and 2021 Community Action Plan.
 - 1. The client, community, and agency surveys of the Community Needs Assessment are conducted every three years. RPC is scheduled for the next full survey in 2022.

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2. The Community Action Plan is quite similar to last year's plan. Ms. Benson highlighted the summary which will feed into the 2021 CSBG Grant Application's Work Programs.
3. Programs included: Weatherization Internship Program, Scholarship Program, Financial Literacy Program, Homeless Prevention Programs, Emergency Shelter for Families, Home Repairs Program, Healthy Homes Initiatives, Development Disabilities, Supportive Case Management, Senior Services, Referral Services, Youth Assessment Center, Vehicle Repair Assistance, and Staff Training.
4. Programs excluded from 2020: Summer Youth Employment Program was removed due to program participation decline over the past few years.

- ii. Mr. Roeschley asked for a motion to approve and place on file the 2021 Community Needs Assessment and the 2021 Community Action Plan. Motion was made by Sr. Karen Carlson, seconded by Ms. Carol Bradford, and the motion carried.

7. Program Updates

A. Brandi Granse: Director, Early Childhood and Development / Head Start

- i. Families have been served with weekly meals and regular contacts since March. Educational materials, supplies, and connection with community resources have also been provided.
- ii. A Facebook page has been created help families, staff, and community partners stay connected.
- iii. A re-opening plan was created that included a family guide and videos of new processes.
- iv. Staff and children are temperature checked upon arrival and twice during the day. Visitors must have appointments and agree to a health check before entry to any of the facilities.

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- v. Personal protective equipment and sanitization equipment was purchased. Divider panels and desk guards are being utilized as well. Ionizers for the air conditioning units are also in place.
- vi. Ms. Granse reported that her team continues to examine and review processes to make conditions as safe as possible for children, families, and staff.
- vii. Twenty-three out of 40 classrooms were opened on September 8, 2020. Home-based programming also started up at this time. Many employees were unable to return to work due to Family Medical Leaves. Ms. Granse reported that classes will be at maximum capacity by mid-October as per the State of Illinois guidelines.
- viii. Virtual learning has been successful, and the children are not experiencing issues with wearing masks at school.
- ix. Mr. McGuire thanked Brandi for her report. Sr. Karen was also appreciative of the childcare information.

8. Old Business

A. Operation Updates regarding the Covid-19 Pandemic ⁴⁾ (**enclosed**)

- i. Ms. Benson referenced the Covid-19 Pandemic report in today's meeting packet. Of note, the community was able to start the year-round men's and women's shelter sooner than expected with the help of Covid-19 funds.
- ii. LIHEAP services for this season were being held in the Brookens Gym. Those services have now been moved to the RPC conference rooms. Great care has been taken to conform to social distancing guidelines for the health and safety of clients and staff. (The Brookens Gym is now being used for early voting.)
- iii. RPC will be implementing a new telephone system within the next few weeks. It is anticipated that this phone system will provide a better customer experience for callers trying to reach specific program contacts for services.

B. Update regarding YAC lower referrals from Champaign Police Department

- i. Ms. Benson informed the Board of what was learned from the follow-up with Champaign Police regarding referrals to YAC. Champaign Police reported that due to increased safety precautions related to Covid-19, the police department was

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minimizing transport of minors which includes transport of youth to YAC. However, the decline in referrals is due to the increased acuity of cases which require the youth to go directly to the juvenile detention center.

9. New Business – None

10. Adjournment

A. Mr. Roeschley called for a motion to adjourn the meeting. Motion was made by Mr. Dick Norton, seconded by Mr. Jim McGuire, and the motion carried. The meeting was adjourned at 5:15 PM.

Respectfully submitted by
Tina Withers
Recording Secretary

CAB - Board Self Evaluation

Our Board prepares to do its job by...

1. Conducting a thorough orientation for all board members within 6 months of joining the board.

Yes

No

2. Integrating new members into the team as quickly as possible

Yes

No

3. Providing opportunities for board development activities for all board members

Yes

No

4. Performing an annual self-evaluation of board operations

Yes

No

5. Providing all board members with copies of the mission statement, bylaws, constitution, long-range plan, and all other important documents of the organization

Yes

No

6. Providing opportunities for facility tours at least once a year

Yes

No

CAB - Board Self Evaluation

Our board ensures good meetings by...

7. Limiting most meetings to two hours or less

Yes

No

8. Providing a comfortable meeting room conducive to business

Yes

No

9. Convening and adjourning on time

Yes

No

10. Sticking to the prepared agenda

Yes

No

11. Working for consensus rather than fighting for a majority

Yes

No

12. Following a businesslike system of parliamentary rules

Yes

No

13. Including the executive as a resource for all deliberations

Yes

No

14. Confining all discussion to policy issues and avoiding management issues

Yes

No

15. Allowing / encouraging all board members to participate in discussion

Yes

No

CAB - Board Self Evaluation

Individual board members...

16. Attend at least 90% of all board and committee meetings assigned

Yes

No

17. Come to meetings prepared to discuss agenda issues

Yes

No

18. Come to meetings on time

Yes

No

19. See him / herself as a part of a team effort

Yes

No

20. Act as an advocate for the organization

Yes

No

21. Know his / her responsibility as a trustee of the organization

Yes

No

22. Attempt to exercise authority only during official meetings of the board

Yes

No

23. Represent the broad interest of the organization and all constituents, not special interests

- Yes
- No

24. Understand the most efficient way to govern is to delegate management to the executive

- Yes
- No

CAB - Board Self Evaluation

Our board plans for the future of the organization by...

25. Annual reviewing and approving the mission statement

- Yes
- No

26. Annually reviewing progress toward the long-range plan and modifying the long-range plan

- Yes
- No

27. Operating from opportunity to opportunity rather than crisis to crisis

- Yes
- No

CAB - Board Self Evaluation

Suggestions / Comments...

28. In which of the major categories noted does our board show real strength?

29. In which of the major categories noted does our board need improvement?

30. Additional Suggestions / Comments: