

# IMPORTANT DATES

## 2023-24 Meeting Schedule with Subjects, Agency and Staff Deadlines, and PY25 Allocation Timeline

The schedule offers dates and subject matter of meetings of the Champaign County Mental Health Board. Subjects are not exclusive to any given meeting, as other matters requiring Board review or action may also be addressed. Study sessions may be scheduled on topics raised at meetings, brought by staff, or in conjunction with the CCDDDB. Included are tentative dates for steps in the funding allocation process for PY25 and deadlines related to PY23 and PY24 agency contracts. **Meetings and study sessions are scheduled to begin at 5:45PM and may be confirmed by Board staff.**

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| 12/22/23 | <i>Online system opens for applications for PY25 funding.</i>  |
| 12/31/23 | <i>Agency Independent Audits, Reviews, Compilations due</i>  |
| 1/17/24  | <b>Regular Board Meeting</b><br>Mid-Year Program Presentations   |
| 1/24/24  | <b>Study Session:</b> Mid-Year Program Presentations   |
| 1/26/24  | <i>Agency PY24 2<sup>nd</sup> Quarter and CLC progress reports due</i>   |
| 2/12/24  | <i>Deadline for submission of applications for PY25 funding<br/>(Online system will not accept any forms after 4:30PM)</i> |
| 2/21/24  | <b>Regular Board Meeting</b><br>Discuss list of PY25 Applications and Review Process                                       |
| 2/28/24  | <b>Study Session:</b> Initial Review of Applications   |
| 3/20/24  | <b>Regular Board Meeting:</b> 2023 Annual Report<br>Discussion of PY25 Funding Requests                                    |
| 3/27/24  | <b>Joint Study Session OR Joint Meeting with CCDDDB</b>  |
| 4/10/24  | <i>Program summaries released to Board, posted<br/>online with CCMHB April 17 meeting agenda and packet</i>                |

- 4/17/24                    **Regular Board Meeting**  
Board Review, Staff Summaries of Funding Requests
- 4/24/24                    **Study Session**  
Board Review, Staff Summaries of Funding Requests
- 4/26/24                    *Agency PY2024 3<sup>rd</sup> Quarter Reports due*
- 5/8/24                     *Allocation recommendations released to Board, posted  
online with CCMHB May 15 study session agenda packet*
- 5/15/24                    **Study Session:** Allocation Recommendations
- 5/22/24                    **Regular Board Meeting**  
Allocation Decisions; Authorize Contracts for PY2025
- 6/1/24                     *For contracts with a PY24-PY25 term, all updated PY25  
forms should be completed and submitted by this date.*
- 6/12/24                    **Regular Board Meeting – off cycle**  
Draft FY2025 Budget, Election of Officers
- 6/18/24                    *Deadline for agency application/contract revisions  
Deadline for agency letters of engagement w/ CPA firms.*
- 6/21/24                    *PY2025 agency contracts completed.*
- 6/30/24                    *Agency Independent Audits, Reviews, or Compilations due  
(only applies to those with calendar FY, check contract)*
- 7/17/24                    **Regular Board Meeting**  
Approve Draft FY2025 Budgets
- 8/21/24                    **Regular Board Meeting - tentative**
- 8/30/24                    *Agency PY2024 4<sup>th</sup> Quarter reports, CLC progress  
reports, and Annual Performance Measure Reports due*
- 9/18/24                    **Regular Board Meeting**  
Community Needs Assessment Report  
DRAFT Program Year 2026 Allocation Criteria

9/25/24	<b>Joint Study Session with CCDDDB</b>
10/16/24	<b>Joint Meeting with CCDDDB</b> I/DD Special Initiatives
10/23/24	<b>Regular Board Meeting</b> Draft Three Year Plan 2025-2027 with 2025 Objectives
10/23/24	<i>Agency PY2025 First Quarter Reports due</i>
11/20/24	<b>Regular Board Meeting</b> Approve Three Year Plan with One Year Objectives Approve PY26 Allocation Criteria
11/29/24	<i>Public Notice of Funding Availability to be published by date, giving at least 21-day notice of application period.</i>
12/18/24	<b>Regular Board Meeting</b> – tentative
12/20/24	<i>Online system opens for applications for PY26 funding.</i>
12/30/24	<i>Agency Independent Audits, Reviews, Compilations due.</i>