

**Developmental Disabilities Resource Board of St. Charles County**  
**Agency Hearings Meeting Minutes**  
**May 6, 2010**

The DDRB Agency Hearing Meeting was held at St. Charles Community College, 4601 Mid Rivers Mall Drive, Cottleville, MO 63376, Social Science Building Room 1102. Dan Dozier, DDRB President, called the meeting to order at 5:30 p.m.

**Members Present:**

Joe Armour, Pam Beussink, Jim Bryner, Dan Dozier, Missy Fallert, Wendy Ortwerth, Jim Rhodes and Heidi Weiss.

**Members Absent:** John Morse

John Thaelke, DDRB Finance Director, reviewed an updated 5-year agency history and FY11 budget projection. The only change to the 5-year agency history was that Show-Me Aquatics' Equity Request was taken out of the budget.

The following agencies were present and items of discussion were as follows:

**Willows Way:**

• **Project Heart**

Steve Brennell, Willows Way Executive Director, requested the Board consider an increase in the percent of funding for Project Heart Community Education Services. The total amount for the program was reduced by a few hundred dollars. In FY09 the Project was 100% funded up to \$90,153 but a gap developed between service delivery expense and reimbursement. When the initial request for DDRB funding for this program was submitted for FY10, Willows Way was confident that additional financial resources could be secured to close the gap in funding. The recent economic downturn has resulted in fewer than expected opportunities for additional grant revenue.

Toni Cole, Willows Way Project Heart Coordinator, provided an overview of the program and reviewed the outcomes. Toni advised the Board that Willows Way is withdrawing their Capital request for the Project Heart kitchen build out. Willows Way plans to do more research to make sure they are able to build a truly accessible kitchen.

**Adapt-Ability, Inc.**

Debbie Gillespie, Adapt-Ability, Inc. Executive Director, requested that the Board consider an 8.81% increase in operational funding, or \$28,182. This allows Adapt-Ability to continue to serve current customers in St. Charles County. Adapt-Ability will not be pursuing a grant from the Productive Living Board in FY11. Taking the PLB out of the current budget, Adapt-Ability is serving 64% St. Charles consumers and 36% St. Louis City consumers. FY11 revenue projections for St. Charles are 58.14% and 30% for St. Louis City. St. Louis City is giving Adapt-Ability a 40% increase in funding for the balance of this year and into next year.

In order to address these changes, Adapt-Ability is making serious budget cuts for FY11 including reductions in the number of staff, benefits, space/rent, training and other expenses. The cuts are anticipated to be short-term as Adapt-Ability is actively pursuing other opportunities to restore some of these reductions.

The Board requested clarification on the unduplicated number of individuals served.

**ILA**

The Wait List for ILA services continues to be maintained. As individuals come out of the program new individuals come off of the Wait List.

John Thaelke noted that the Willows Way FY10 rate negotiation will impact FY11 Budget request.

The Board requested to look at agencies' trends of utilization.

**Supported Employment Follow Along – SEFA**

Over the past few years there has been a lapse in money for the Support Employment Follow Along program. The dollars budgeted for FY10 are close to being fully expended.

## **Nurses for Newborns**

Ron Tompkin, Nurses for Newborns Chief Nursing Officer, requested that the Board consider keeping Nurses for Newborns' Parent Training as a funded program. Ron stated that they were not fully utilizing the program in the past, but that over the last few months they are starting to identify individuals who are eligible and plan on continuing to identify early on when someone is in need. It was concluded that a realistic number of eligible individuals served would be 5.

## **Therapeutic Horsemanship**

- **Purchase of Service**

Dennis Costello, Therapeutic Horsemanship's Executive Director, requested for FY11 to keep the not-to-exceed amount at \$140,000 for year-over-year allocations and increase the reimbursement rate to reach a 45/55 shared cost, so they can effectively expand to meet today's and tomorrow's service requests.

- **One-Time Equity Investment**

Currently there is an equity investment between Therapeutic Horsemanship and DDRB for \$150,000. Dennis is requesting a one-time equity investment of \$100,000 to pay down the current mortgage which will reduce their debt and lower their operating cost.

The Board requested that John Thielke and Dennis Costello come up with different equity pay down options. The Board also requested that John report on Therapeutic Horsemanship's current actuals.

- **Capital**

The agency's multiple capital requests were discussed.

## **TouchPoint Autism Services**

Lisa Goolsby, TouchPoint Autism Services' Adult Services Director, introduced herself to the Board and requested that TouchPoint be considered as a SEFA provider for St. Charles County.

## **Family Support Services**

Dr. Dick Goldbaum, Family Support Services Interim Executive Director, introduced Greg Haag who is currently serving as the Board Chair until the merger with Community Living, Inc. Greg thanked the Board for their support and partnership over the years. Dr. Goldbaum also thanked the Board for their support and help over the last couple of years because without it he feels the merger might have never happened. The merger is scheduled to take place July 1, 2010.

See attached sheet of Family Support Services' revised requests that were presented to the Board on May 6, 2010. (see comments on attached sheet)

- **Capital**

The agency's multiple capital requests were discussed.

## **Community Living, Inc. - CLI**

Barb Griffith, Community Living, Inc. Chief Executive Officer, stated that everyone is really excited about the merger and everything is on track for the July 1, 2010 merger with Family Support Services.

- **Capital**

Sheri Wiltse, Community Living, Inc. Program Administrator, updated the Board on the MODOT vehicles request stating that it is anticipated that they will not receive the three vehicles until 2011.

CLI is requesting residential grade appliances for the Lonning and Mahon Centers that are scheduled to open in late June. In addition to the appliances, CLI is requesting capital funding to purchase new sensory equipment for the Wilson and Clever Centers.

CLI would like the Board to consider assisting them in purchase a baseboard heater that will be installed and used by the house manager in a rented home. During conversation it was discovered that the landlord is unable to pay for this expense. CLI stated that they have experienced this before in another rental property

and the landlord was able purchase and install the heater at his expense. The Board agreed that this would potentially set a precedent if approved.

CLI will also be surveyed by CARF in the Fall of 2010. Family Support Services will not be included in this survey since the merger will have just happened.

## **DDR B Administration**

Peg Capo, DDR B Executive Director, reviewed the administrative budget request. There are no salary increases planned for FY11. Other cost reductions are being evaluated and implemented.

Currently the cost of healthcare benefits will remain the same until December 2010. The DDR B is continually trying to maintain parity with the County. John Thoeke, DDR B Finance Director, is looking at different options to help maintain cost in the future. In years past, the County has not been willing to include the DDR B's employees in their insurance group. The County is looking at exploring different options as well to help lower their premiums and there is a possibility that the DDR B would have the opportunity to join the County's insurance group.

- **Quality Enhancement Specialist Position**

There have been internal candidates that have expressed interest in this position and Peg would like to hold a Personnel Committee meeting to discuss all of the options.

- **DDR B Home Maintenance Changes**

Due to the merging of Community Living, Inc. and Family Support Services, Keith, who currently provides the maintenance for the DDR B homes, will no longer be available. The DDR B will contract for maintenance services within the existing budget.

It was suggested that the DDR B obtain bids on buildings that are available for purchase.

## **DDR B Case Management**

The Case Management Team is well staffed with two more positions currently in the budget. There has been discussion about lowering the age in which the DDR B would provide case management to individuals who are 16 years of age and older.

## **Programs Within Priorities**

Kathy Williams reviewed any changes or items of note regarding applications that were submitted within the Board established priorities and did not require a Board hearing. Those notations are as follows:

- **BCI** – The agency submitted a request which includes a reduction in funding for the Facility Based Employment.
- **Child Day Care Association (CDCA)** – The agency has transitioned from a full-time staff to a part-time staff due to a decrease in eligible customers.
- **Emmaus Homes** – The agency is eliminating their Senior Meals program. The DDR B will be looking at what positions are eligible under the Supplemental Wage Reimbursement.
- **Epilepsy Foundation** – Agency needs to work on creating milestones that are obtainable.
- **Family Advocacy Community Training (FACT)** – The agency will be reporting at the May Board Meeting on the Transitions to Success pilot project.
- **Life Skills** - The agency will be reporting at the May Board Meeting on the Corporate Job Marketer and Project Search pilot project.

- **St. Charles County Community College** – The College did not hold a Direct Support Professional Conference due to lack of interest from agencies. The College will form a work group with 3 agencies to develop a conference plan for FY11.

**Other Issues Raised**

- Staff were requested to look at individuals who receive funded support 24 hours a day and also receive other DDRB funded services.
- Staff were requested to add a place on the reporting forms where agencies could indicate their unduplicated number of individuals served verse duplicated number of individuals served.

**Meeting Adjournment:**

Meeting adjourned at 10:00 p.m.

Respectfully Submitted: Keri Riley \_\_\_\_\_