

Developmental Disabilities Resource Board of St. Charles County
Board Meeting Minutes
January 21, 2010

The Board meeting was held at Community Living Inc., 1040 St. Peters-Howell Rd. St. Peters, MO 63376. Dan Dozier, DDRB Vice-President, called the meeting to order at 7:00 p.m. with a moment of silent reflection.

Members Present:

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

Members Absent:

Joe Armour and John Morse

Welcome to Community Living Inc.

Barb Griffith, Community Living Inc. President/CEO, discussed the different programs that are funded by the DDRB. Barb then introduced Mr. and Mrs. Espinosa, parents of Jose Espinosa a Community Living Inc. consumer who receives services funded by the DDRB. Jose Espinosa discussed his experience on gaining employment while participating in the Employment Services' Follow Along Program. The Espinosa's thanked the DDRB for funding for this program.

Public Announcements: None

Public Comments: None

Minutes:

Wendy Ortwerth motioned to approve the meeting minutes from the December 17, 2009 Board Meeting. Heidi Weiss seconded the motion. Motion passed unanimously.

Finance Report:

John Thoeke reviewed the December 2009 monthly Finance Report and the FY10 Second Quarter Report.

FY10 Revenue

- Taxes – Did not receive significant tax revenue in December. Per County Collector of Revenue, tax bills were issued 4 weeks later than prior years. That is why December collections were low. Collections as a percent from previous years are consistent through mid January. Typically a majority of tax revenue received is identified by the end of February.
- Case Management Billings / State GR – Variances are due to these amounts being presented on a cash basis and the current month of billing has not been received. The budget is based on 21 case managers with only 19 currently employed.
- In-Home Respite – Will need to reduce this amount when the new Memorandum of Agreement with the State is signed. John received notification that Family Support Services is to receive payment for July – December this week.

FY10 Expenditures

- DMH Trust Fund – Only one quarterly billing to date, which did not include Emmaus Homes billing of \$552,000.

2nd Quarter Reports

- Note that while the report is through December 31, no agency has billed for December at the time of this report, so if programs have about 60% budget remaining they are on track for spending the entire budget.
- Many One – Time budgets have no activity yet. This is very common since agencies generally will not replace items until they have to and many new projects being approved in the past few months.

Jim Bryner motioned to approve the December 2009 Finance Report and FY10 Second Quarter Report. Missy Fallert seconded the motion. Motion passed unanimously.

Executive Director's Report:

Peg Capo reported on the following:

Missouri Budget Update:

Governor Nixon delivered his State of the State address on January 20. His recommended FY2011 Budget includes significant caseload growth funds for the Division of Developmental Disabilities, increased support for the autism waiver and funding for the prevention waiver. The Governor also supports insurance coverage for autism services. Budget reductions for the Department of Mental Health would continue the FY2010 budget withholds. Overall, this is good news for the Division of DD.

DDRB FY2011 Funding Cycle Update:

Kick Off Meetings with agencies were held January 19 and 20. The Application Timetable was in the Board packet. Also enclosed in the Board packet were blank calendars for Board members to indicate their availability for agency hearings. A preplanning meeting may be held in late February/early March for budget planning, if necessary.

Quality Enhancement Specialist Follow-Up:

Hiring for the Quality Enhancement Specialist position continues to be on-hold. DDRB staff was scheduled to present and gather input from the Coalition at the January meeting. Unfortunately, the meeting was cancelled due to inclement weather. The meeting was rescheduled to February 4. Peg will report back at the February 8 Personnel Committee meeting and at the February 18 Board meeting.

DDRB Board Meeting Locations - REVISED:

A revised schedule of 2010 DDRB meeting locations was included in the board packet. The March meeting will be held on the fourth Thursday (March 25). The schedule will also be posted on the DDRB website. Thanks to our agency partners for agreeing to host meetings!

15 Passenger Vans:

The initial survey indicated that the following agencies utilize 15 passenger vans: OATS (4 in St. Charles Co.), Family Support Services (TBD), Emmaus (TBD), and Emmaus Homes (TBD). Peg is in the process of gathering information stating that the 15 passenger vans are safe and she will forward this information to the Board, when it becomes available.

Case Management Director's Report:

Robyn Peyton reported on the following:

- The case management program is now serving 577 consumers. The last two case managers hired are now at about 50% capacity on their caseloads.
- The third and final mentor position in this year's budget has been filled. There were several excellent candidates who interviewed but Laura Altman accepted the position. Laura started with the case management program on the very first day of operation. She is approaching her 4 year anniversary with the DDRB.
- The primary focus of the case management program continues to be educating the Habilitation Center staff in regards to the Medicaid Waiver program. Case Managers have been spending a lot of time on site, visiting customers and speaking to the staff in each home.
- As funds have become scarcer, requests for new services or increases to existing services have been much more closely scrutinized. This includes Medicaid waiver services as well. Case Managers are doing their best to investigate any community resources that could assist their consumers during this difficult funding period.
- Robyn has been asked to speak at the Francis Howell School District parent advisory meeting in February. The presentation will include a panel of speakers that provide a variety of services to individuals with developmental disabilities.

Coalition and Legislative Reports:

Sheri Wiltse, Coalition President reported on the following:

- The January Coalition meeting was cancelled due to inclement weather.
- Sheri reported that the annual Coalition Lunch at the Capitol on January 12 was well attended.

- The coalition is gathering items that agencies are donating for goodie bags. These goodie bags will be given to the legislative administrative staff at an upcoming lunch.

Finance Committee:

John Thaelke reviewed the minutes of the January 13, 2010 Finance Committee Meeting.

Program Committee:

Kathy Williams reviewed the minutes of the January 11, 2010 Program Committee Meeting.

Personnel Committee:

The Personnel Committee did not meet in January. The next Personnel Committee is scheduled for February 8, 2010.

DDRB Nominating Committee:

The committee referred to this item under the New Business agenda item Election of Officers.

Old Business:

1. Project Search Update:

Jane Skinner from Life Skills, Janis Miller from Vocational Rehabilitation, Kay Davis and Heidi Weiss from St. Charles School District, and Marianne Doll from Orchard Farm School District shared their personal experiences about their recent trip where they toured and learned more about Project Search. Everyone involved is ready to move forward.

2. ARRA Funding Requests: Adapt-Ability

Kathy Williams reported that Adapt-Ability is requesting up to \$35,000 of one time ARRA funding for adaptive equipment. Adapt-Ability has reviewed the DMH waiting list and their agency waiting list for updated needs assessment. They are not requesting any additional administrative funds to implement this request.

Wendy Ortwerth motioned to approve the Adapt-Ability request for up to \$35,000 of one-time ARRA funding to purchase adaptive equipment and amend the FY10 Budget. Heidi Weiss seconded the motion. Motion passed unanimously.

New Business:

1. Transportation Policy Exception Request

Kathy Williams reported that Mers/Goodwill is requesting approval for a vehicle purchased by one of their consumers prior to being approved for the program. The customer has enrolled in the program and has been approved. Mers/Goodwill is requesting a reimbursement up to \$1,500 in transportation funding for a vehicle purchase.

Jim Bryner motioned to approve the Mers/Goodwill reimbursement up to \$1,500 in transportation funding for a vehicle purchased by one of their customers. Wendy Ortwerth seconded the motion. Motion passed unanimously.

2. Election of Officers

Dan Dozier reported that the Nominating Committee has nominated the following people to serve on the Executive Board in 2010:

Dan Dozier, President; Wendy Ortwerth, Vice-President; Jim Bryner, Treasurer; and Pam Beussink, Secretary.

Missy Fallert motioned to approve the following nominations for the 2010 DDRB Executive Board. Dan Dozier, President; Wendy Ortwerth, Vice-President; Jim Bryner, Treasurer; and Pam Beussink, Secretary. Wendy Ortwerth seconded the motion. Motion passed unanimously.

3. Bank Signatures Resolution

John Thaelke read aloud Resolution Number FY10 01-01, which authorizes the executive committee members and Executive Director of the DDRB the authority to sign checks.

Wendy Ortwerth motioned to approve Bank Signatures by Officers Resolution Number FY10 01-01. Missy Fallert seconded the motion. Motion passed unanimously.

4. FY10 Yearend Reporting

In December the Board approved FY11 Funding Policy which had a change in yearend reporting from July 31 to August 15. To avoid confusion at the end of FY10 and in recognition of the need for additional time to prepare accurate yearend reports a change in the FY10 policy is requested.

Missy Fallert motioned to amend the FY10 Yearend Reporting requirements from July 31 to August 15. Jim Bryner seconded the motion. Motion passed unanimously.

Closed Session:

The Board did not enter into a closed session as indicated on the agenda.

Adjournment:

Jim Bryner motioned to adjourn. Heidi Weiss seconded the motion. Motion passed unanimously.

Respectfully Submitted: Keri Riley _____