

Developmental Disabilities Resource Board of St. Charles County
Board Meeting Minutes
February 18, 2010

The Board meeting was held at Family Advocacy & Community Training (FACT) 800 Friedens Road, Suite 200, St. Charles, MO 63303. Dan Dozier, DDRB Board President, called the meeting to order at 7:00 p.m. with a moment of silent reflection.

Members Present:

Joe Armour, Pam Beussink, Jim Bryner, Dan Dozier, Missy Fallert, John Morse, Wendy Ortwerth, and Jim Rhodes

Members Absent:

Heidi Weiss

Welcome to Family Advocacy & Community Training (FACT):

Denise Gould, Family Advocacy & Community Training (FACT) Executive Director, discussed the different programs that are funded by the DDRB. Denise then introduced Max and Michelle, parents of Joseph a FACT consumer who receives services funded by the DDRB. Max and Michelle discussed how instrumental FACT was in getting services in place for their son. Max and Michelle thanked the DDRB for funding this program.

Public Announcements: None

Public Comments: None

Minutes:

Jim Rhodes motioned to approve the meeting minutes from the January 21, 2010 Board Meeting. Jim Bryner seconded the motion. Motion passed unanimously.

Finance Report:

John Thaelke reviewed the January 2010 monthly Finance Report.

FY10 Revenue

- Taxes – The DDRB received about 85% of budget revenue in January. Based on the current projection it appears that taxes will come in 1 - 2% below budget (about \$150,000).
- Case Management Billings/State GR – Variances are due to these amounts being presented on a cash basis and because the current month of billing has not been received.
- In-Home Respite – There is an agenda item this month to reduce the budget to zero as the State has started making payments directly to Family Support Services for In-Home Respite.
- ARRA – An attachment to Old Business agenda items details revenues and expenses by agency program.
- Interest – It appears that the yearly revenue goal will be met. John Thaelke is working with the County Finance Department to obtain a quarterly report that will detail expected revenues as well as current investment performance.

FY10 Expenditures

- DMH Trust Fund – The State generally bills this quarterly and only one quarter has been billed and paid to date.

Jim Bryner motioned to approve the January 2010 Finance Report. Wendy Ortwerth seconded the motion. Motion passed unanimously.

Executive Director's Report:

Peg Capo reported on the following:

Missouri Budget Update:

The state budget director announced that net state revenue in the month of January decreased over 22% compared to January 2009 with fiscal year-to-date at -12.5% vs. last year. As a result additional expenditure restrictions have been made. A list was included in the board packet that includes a reduction to the Parents as Teachers Program.

Legislative Update:

There is concern regarding House Bill 1918 which would impose a cap on personal care assistance services. Advocates are testifying against the caps utilizing the information provided in the report that was included in the board packet.

Division of Developmental Disabilities “Road Map”:

A copy of “Missouri’s Road Map to Supports and Services for Persons with Developmental Disabilities”, a paper created by Division of DD staff in April, 2009 was included in the board packet.

DDRB FY2011 Funding Cycle Update:

Kathy and John have begun to meet with agencies and will continue to do so until the applications are due – March 18. Calendars were distributed to board members who have not yet turned theirs in. Once all the calendars are turned in, Keri will schedule agency hearings.

15 Passenger Vans:

OATS has indicated that they provide additional training to drivers for their 15 passenger vans, due to the unique safety issues. They have provided a DVD of their training and a copy of a safety booklet. They require this special training with all drivers annually. Peg will inquire about the availability of this training to agencies that utilize 15 passenger vans.

Case Management Director’s Report:

In Robyn Peyton’s absence Peg Capo reported on the following:

- The case management program is now serving 581 consumers. To date, the DDRB is providing case management to 10 seventeen year olds out of the 55 that were being served by the Regional Office as of July.
- Robyn recently received another written acknowledgement of the excellent service provided by one of the DDRB case managers. The note was written by a coordinator with a partner agency. To quote an excerpt from the note, “I know I can always count on Gina for helping to maintain communication between our agency and his residential provider, when things get frustrating and more importantly advocating for what’s best for this young man. Gina is always very prompt in responding to my e-mails and phone calls. She comes to visit this individual even when she is not scheduled to monitor. She models a team approach and is an overall pleasure to work with.” In addition, the coordinator wrote “all of the DDRB case managers I have had the pleasure of knowing and working with have been wonderful. In my opinion, their level of work, follow through with responsibilities and dedication to advocating for their clients is an exemplary demonstration of case management”.
- The case management team continues to spend a lot of time working with the planning teams of the consumers residing in the habilitation center. The conversion to the Medicaid Waiver program and choice of provider in regards to services is slowly being introduced. The case managers are currently in the process of helping transition a few individuals into community based living arrangements. They have also been assisting with the transition to other services such as day habilitation and physical therapy through Aqua Ability. Case managers are very pleased when a successful transition occurs and the customer/family is satisfied with the service.
- Following Robyn’s presentation for the Francis Howell School District, a reporter from the Suburban Journals asked to interview a student that had successfully transitioned out of high school. After speaking to the case management team, three individuals were suggested and are in the process of being connected with the reporter.

Coalition and Legislative Reports:

Sheri Wiltse, Coalition President reported on the following:

- Sheri reported that the coalition meets the first Thursday of every month and they currently have 23 provider agencies as members.
- 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.
- Sheri announced that April is Autism Awareness month.
- Peg and Kathy asked for input on the Quality Enhancement Specialist. More discussion is expected to take place at next month’s meeting.

Finance Committee:

John Thaelke reviewed the minutes of the February 4, 2010 Finance Committee Meeting.

Personnel Committee:

Peg Capo reviewed the minutes of the February 8, 2010 Personnel Committee Meeting.

Technology Work Group Committee:

Peg Capo reviewed the minutes of the February 10, 2010 Technology Work Group Committee Meeting.

Old Business:

1. ARRA Funding Requests:

a. Community Living Inc. and Family Support Services Merger Consultation

John Thaelke reported that Community Living Inc. and Family Support Services is requesting up to \$60,000 of one-time ARRA funding for one-time costs associated with the merging of the two entities.

Joe Armour motioned to approve the Community Living Inc. and Family Support Services request for up to \$60,000 of one-time ARRA funding for the one-time costs associated with the merging of the two entities and to amend the FY10 budget. Jim Bryner seconded the motion. Motion passed unanimously.

b. Unlimited Play

John Thaelke reported that Unlimited Play is requesting up to \$50,000 for administrative fees which would cover up to 50% of the administrative costs. In October the Board approved the concept and reserved funding for two playgrounds with an estimated DDRB contribution of up to \$250,000 each and \$50,000 for administrative fees. A provision of the contract would be that Unlimited Play would need to provide the DDRB with a signed contract with the City of St. Charles prior to being able to access the \$25,000 for administrative fees. Unlimited Play does not foresee needing the \$500,000 for playground equipment in FY10, so that part of the reservation of funds will be included in the FY11 Budget.

Wendy Ortwerth motioned to approve Unlimited Play's request for up to \$50,000 for Administrative Fees which would cover up to 50% of the administrative costs and to amend the FY10 budget. Unlimited Play would need to provide the DDRB with an acceptable signed contract with the City of St. Charles prior to being able to access the \$25,000 for administrative fees. Joe Armour seconded the motion. Motion passed unanimously.

c. Schaeffer Foundation Generator Project

John Thaelke reported that the Schaeffer Foundation is requesting up to \$7,500 of one-time ARRA funding to match Schaeffer Foundation restricted gift of \$2,500 made to three DDRB funded agencies for the installation of a back-up generator.

Joe Armour motioned to approve the Schaeffer Foundation request for up to \$7,500 of one-time ARRA funding to match the Schaeffer Foundation restricted gift of \$2,500 made to three DDRB funded agencies for the installation of a back-up generator and to amend the FY10 budget. Jim Rhodes seconded the motion. Motion passed unanimously.

New Business:

1. DDRB Annual Management Plans

a. Human Resources

Peg Capo reviewed the 2010 Human Resources Plan.

Jim Rhodes motioned to approve the DDRB Human Resources Plan as presented. Pam Beussink seconded the motion. Motion passed unanimously.

b. DDRB Risk Assessment Plan

John Thaelke reviewed the 2010 Risk Assessment & Management Plan.

Jim Bryner motioned to approve the DDRB Risk Assessment & Management Plan as presented. John Morse seconded the motion. Motion passed unanimously.

2. St. Charles County Investment Inter-Governmental Agreement Resolution

Keri Riley read aloud Resolution Number FY10 02-01, which is an agreement regarding investment custodian procedures between St. Charles County and the Developmental Disabilities Resource Board of St. Charles County.

Joe Armour motioned to approve the St. Charles County Investment Inter-Governmental Agreement Resolution Number FY10 02-01. Wendy Ortwerth seconded the motion. Motion passed unanimously.

3. Corporate Compliance Resolution

Keri Riley read aloud Resolution Number FY10 02-02, which will ensure compliance with all state, federal and local laws and to appoint a primary point of contact who will recommend, create, implement and oversee strategies for compliance.

Jim Bryner motioned to approve the Corporate Compliance Resolution Number FY10 02-02 and to appoint Peg Capo as the Corporate Compliance Officer. Missy Fallert seconded the motion. Motion passed unanimously.

4. Sunshine Law Resolution

Keri Riley read aloud Resolution Number FY10 02-03, which states that a public governmental body shall provide access to and, on request, copies of public records. A custodian must be appointed to maintain those records.

John Morse motioned to approve the Sunshine Law Resolution Number FY10 02-03 and to appoint the DDRB Executive Director as custodian of the records for the DDRB. Jim Rhodes seconded the motion. Motion passed unanimously.

5. FY10 Budget

a. Community Resource Assistance

John Thaelke reported that the DDRB Community Resource Specialist has received \$750 to provide prescription assistance to individuals. The DDRB is required to have budgetary authority for all expenditures so a budget addition will be needed. DDRB staff anticipates that other funds will be secured for similar purposes and is requesting a budget adjustment for Community Resource Assistance of \$5,000 for both revenue and expense. The DDRB will only expend money for this line item once a revenue source has been identified.

Jim Bryner motioned to approve the budgetary authority to expend up to \$5,000 for the Community Resource Assistance for both revenue and expense once a revenue source has been identified and to amend the FY10 budget. Wendy Ortwerth seconded the motion. Motion passed unanimously.

b. DMH In-Home Respite Revenue and Expense

John Thaelke reported that DMH has agreed to a revised FY10 agreement with the DDRB to pay Family Support Services directly instead of having the money pass through the DDRB. The DDRB requests to reduce the FY10 revenue budget and Family Support Services In-Home Respite by \$431,356.

Jim Rhodes motioned to approve the request to reduce the FY10 revenue budget and Family Support Services In-Home Respite by \$431,356 since DMH has agreed to pay Family Support Services directly for the In-Home Respite instead of having the money pass through the DDRB and to amend the FY10 budget. Pam Beussink seconded the motion. Motion passed unanimously.

Closed Session:

Joe Armour motioned to go into closed session, announcing the intent of the closed session for the purpose of discussing Personnel under the provision of S.B.2, Section 610.021 (3) RSMo. Motion seconded by Jim Rhodes. Motion passed unanimously. Roll call of the members present was taken: Joe Armour, yes; Pam Beussink, yes; Jim Bryner, yes; Dan Dozier, yes; Missy Fallert, yes; John Morse, yes; Wendy Ortwerth, yes; and Jim Rhodes, yes.

Open Session:

Jim Bryner motioned to end the closed session and return to open session. Seconded by Jim Rhodes. Motion passed unanimously.

Adjournment:

Jim Bryner motioned to adjourn. Missy Fallert seconded the motion. Motion passed unanimously.

Respectfully Submitted: Keri Riley _____