

**Developmental Disabilities Resource Board of St. Charles County**  
**Board Meeting Minutes**  
**March 25, 2010**

The Board meeting was held at Willows Way, 800 Friedens Road, Suite 100, 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 and Heidi Weiss

**Members Absent:**

Wendy Ortwerth, John Morse, Missy Fallert and Jim Rhodes

**Welcome to Willows Way:**

Steve Brennell, Willows Way Executive Director, introduced Susan, a Willows Way consumer who receives services funded by the DDRB. Susan discussed how instrumental Willows Way has been in coordinating services for her. Susan thanked the DDRB for providing the funding for the services she receives.

**People First Presentation:**

Susan Parker, President of People First St. Charles, and Susan Newton, People First St. Charles Coordinator, presented a summary to the board regarding their involvement in the March Disability Awareness Campaign that was sponsored by the DDRB. Ms. Parker reported that their outreach efforts included presentations at several municipal council meetings where those cities provided People First with proclamations. Ms. Parker thanked the board for their support with this year's campaign and presented the board with a framed "Clean Up Your Language" poster.

**Public Announcements:** None

**Public Comments:** None

**Minutes:**

**Joe Armour motioned to approve the meeting minutes from the February 18, 2010 Board Meeting. Pam Beussink seconded the motion. Motion passed unanimously.**

**Finance Report:**

John Thaelke reviewed the February 2010 monthly Finance Report.

**FY10 Revenue**

- Taxes – The DDRB has received a little over 90% of budget year to date. Based on the current projection it appears that taxes actually received will be just below budget.
- 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.
- ARRA – Received a check in February. Next payment will include 2<sup>nd</sup> quarter DMH Trust Fund payment of \$735,827 which should generate about \$150,000 in ARRA funds.
- Interest – It appears that the yearly revenue goal will be met.

**FY10 Expenditures**

- DMH Trust Fund – The February payment included 2<sup>nd</sup> quarter expense for FY10 and complete funding for the Emmaus Homes waiver budget line item in the DDRB budget (\$552,022).
- Case Management – Variance to budget is due to additional case managers in the budget not yet hired.

**Jim Bryner motioned to approve the February 2010 Finance Report. Heidi Weiss seconded the motion. Motion passed unanimously.**

**Executive Director's Report:**

Peg Capo reported on the following:

**DDRB FY2011 Funding Cycle Update:**

All applications were submitted on-time (March 18, 4:00PM). John and Kathy are preparing the summaries for the Board Kick-Off Meeting. The following dates have been set:

Regular Board Meeting	Thursday, April 15, 7:00 PM Family Support Services
Board Kick-Off Meeting	Thursday, April 29, 5:30 PM Grappa Grill
Agency Hearing	Thursday, May 6, 5:30 PM St. Charles Community College
Regular Board Meeting	Thursday, May 20, 7:00 PM Community Living (Dardenne Prairie)
Board Working Session	Tuesday, June 1, 5:30 PM St. Charles Community College
Regular Board Meeting	Thursday, June 17, 7:00 PM St. Louis Life

### **Missouri Budget Update:**

The House of Representatives gave initial approval to the FY2011 budget yesterday. The House cut more than \$224 million in state general revenue from the Governor's original budget recommendation. Reductions included a spending freeze on the school foundation formula (\$105.7 million), reduction in House operations and expenses (\$900 Thousand) and reduced salaries to state department directors and top assistants of statewide elected officials (\$1.1 Million). DMH cuts were minimal, considering the magnitude of the state budget shortfall (\$430,000 community support staff, \$1.2 Million Habilitation Centers, \$1.1 Million community programs). The Senate is expected to reduce the budget more significantly and will begin final budget work the week of April 5.

### **Senate Workgroups – Rebooting Government:**

Senator Charlie Shields challenged Missourians to identify ideas on how to “Reboot Missouri State Government” – trim the state budget, restructure and streamline state government. Through the Senate website, hundreds of ideas were submitted. This week, eight Senate workgroups reviewed and prioritized ideas. Senator Scott Rupp is chairing the Social Service group. He met with the Coalition Legislative Committee this week and requested ideas. He indicated that the workgroups will continue to meet to consider ideas after the legislative session ends.

### **ShowMe Aquatics & Fitness Community Freedom Center Update:**

ShowME Aquatics & Fitness and the City of St. Charles “jointly announced that the Community Freedom Center project has been put on hold, due to the current economic climate.” Updates will be given as more information becomes available.

### **Annual Personal Financial Disclosure Statements:**

Board members should have received a Personal Financial Disclosure Statement in the mail from the Missouri Ethics Commission. You must fill this out annually and return by 5:00 PM on May 3. (Postmarked no later than May 2) There is a \$10/day late filing fee for each day the statement is late! After 30 days, the fee increases to \$100/day, up to a total of \$6,000!

### **Case Management Director's Report:**

Robyn Peyton reported on the following:

- The case management program is now serving 586 consumers.
- Once again, one of DDRB's case managers has been recognized for her work. Judy Naeger recently received a “Certificate of Achievement” award for her outstanding professional achievement in providing support to individuals with developmental disabilities. This award was presented to her from the St. Louis Chapter of the American Network of Community Options and Resources (SLANCOR).
- The transition of the St. Charles Habilitation Center to the Medicaid waiver program continues to move forward. A representative from the Quality Department of the Regional Office has now been assigned to this site.
- Robyn was able to confirm a process to receive information from the Quality Department of the Regional Office on a more consistent basis. A liaison has been assigned specifically to work with our case management program. The liaison will be responsible for assuring that we receive quarterly reports on data collected from event reporting and quality issues. This information will allow the DDRB Quality Committee to analyze the data and determine evidence of trends.

**Coalition and Legislative Reports:**

Barb Griffith, Coalition member reported on the following:

- Barb reported that the coalition continues to grow and now has 24 provider agencies as members.
- The nominating committee is forming to elect their FY11 Officers.
- The coalition has ordered environmental friendly bags that will hold goodies donated from agencies which will be handed out to the legislative administrative staff at the April 21 lunch.

**Finance Committee:**

John Thielke reviewed the minutes of the March 4, 2010 Finance Committee Meeting.

**Program Committee:**

Kathy Williams reviewed the minutes of the March 1, 2010 Program Committee Meeting.

**Technology Work Group Committee:**

Peg Capo discussed the March 10, 2010 Technology Work Group Committee Meeting.

**Old Business:**

**1. FY10 DDRB Strategic Plan: Employment Training**

Kathy Williams reported that the Employment Task Force has identified Staff Training for Employment Staff as a key area of enhancement and the DDRB is requesting up to \$4,500 of one-time funding for Staff Training. The funds are already included in the DDRB one-time budget.

**Joe Armour motioned to approve DDRB's request for up to \$4,500 of one-time funding for the Staff Training for Employment Staff. Heidi Weiss seconded the motion. Motion passed unanimously.**

**2. ARRA Funding Requests:**

The Board recommended removing the Unlimited Play St. Charles playground funding (\$250,000) from the ARRA budget. The DDRB is committed to providing the funds, but it may not be taken out of ARRA funding.

**Jim Bryner motioned to remove \$250,000 for the Unlimited Play St. Charles playground from ARRA funding. Joe Armour seconded the motion. Motion passed unanimously.**

**a. BCI: Accessible Computers**

Peg Capo reported that BCI is requesting up to \$39,700 of one-time ARRA funding to purchase accessible computers for their clients to use at the new Career Planning Center.

**Joe Armour motioned to approve the BCI request for up to \$39,700 of one-time ARRA funding to purchase accessible computers for their clients to use at the new Career Planning Center and to amend the FY10 budget. Jim Bryner seconded the motion. Motion passed unanimously.**

**b. Community Living Inc.: Server Connection**

Peg Capo reported that Community Living Inc. is requesting up to \$11,000 of one-time ARRA funding to purchase a new server that will connect all of their facilities to the computer server.

**Joe Armour motioned to approve Community Living Inc. request for up to \$11,000 of one-time ARRA funding to purchase a new server connection and to amend the FY10 budget. Pam Beussink seconded the motion. Motion passed unanimously.**

**c. Family Support Services: In-Home Respite Database**

Peg Capo reported that Family Support Services is requesting up to \$10,882 of one-time ARRA funding to create an online database for use by families enrolled in the In-Home Respite Program.

**Jim Bryner motioned to approve Family Support Services request for up to \$10,882 of one-time ARRA funding to create an online database for use by families who are enrolled in the In-Home Respite Program and to amend the FY10 budget. Heidi Weiss seconded the motion. Motion passed unanimously.**

**d. Transitions in Leadership: Succession Planning and Leadership Development**

Peg Capo reported that Transitions In Leadership is requesting up to \$51,060 to support four agencies (Community Living Inc., DDRB, Family Advocacy & Community Training and United Services) for a succession planning pilot project. The project is consistent with DDRB's strategic plan and CARF accreditation guidelines.

**Jim Bryner motioned to approve the Transitions in Leadership request for up to \$51,060 of one-time ARRA funding to support four agencies (Community Living Inc., DDRB, Family Advocacy & Community**

**Training and United Services) for a succession planning pilot project and to amend the FY10 budget. Heidi Weiss seconded the motion. Motion passed unanimously.**

**e. United Services: Classroom Computers**

Peg Capo reported that United Services is requesting up to \$89,260 of one-time ARRA funding to purchase computers for each classroom for a total of 45 computers to increase staff productivity and improve communication with families.

**Heidi Weiss motioned to approve the United Services request for up to \$89,260 of one-time ARRA funding to purchase computers for each classroom for a total of 45 computers and to amend the FY10 budget. Jim Bryner seconded the motion. Motion passed unanimously.**

**f. Willows Way: Accounting Software Upgrade**

Peg Capo reported that Willows Way is requesting up to \$26,957 of one-time ARRA funding to upgrade outdated accounting software.

**Jim Bryner motioned to approve Willows Way request for up to \$26,957 of one-time ARRA funding to upgrade outdated accounting software and to amend the FY10 budget. Pam Beussink seconded the motion. Motion passed unanimously.**

**g. TouchPoint Autism: Parent Training**

Kathy Williams reported that TouchPoint Autism is requesting up to \$40,798 of one-time ARRA funding to provide Parent Training for 12 individuals/families that are currently on the DMH Waiting List for the 3 Week Parent Training and/or the In-Home Parent Training. These funds would be paid to DMH for the identified individuals on the Waiting List.

**Pam Beussink motioned to approve the TouchPoint Autism request for up to \$40,798 of one-time ARRA funding to provide Parent Training for individuals/families that are on the DMH Waiting List and to amend the FY10 budget. Heidi Weiss seconded the motion. Motion passed unanimously.**

**New Business:**

**1. Family Support Services Budget Transfer**

John Thaelke reported that Family Support Services is requesting a transfer of funds up to \$20,000 from Summer Camp to the after school Teen Club to mitigate losses in the Teen Club Program.

**Joe Armour motioned to approve the Family Support Services request to transfer up to \$20,000 from Summer Camp to the after school Teen Club to mitigate losses in the Teen Club Program and amend the FY10 budget. Jim Bryner seconded the motion. Motion passed unanimously.**

**2. Projected 2010 Tax Rate**

John Thaelke reviewed the preliminary 2010 tax rate. Due to this being a non-reassessment year the Assessed Valuation for the County has changed very little and the projected tax rate for 2010 will remain the same at .1323.

**Joe Armour motioned to approve projected 2010 tax rate of .1323 as presented. Jim Bryner seconded the motion. Motion passed unanimously.**

**3. DDRB Annual Accessibility Plan**

Kathy Williams reviewed the 2010 Accessibility Plan.

**Heidi Weiss motioned to approve the DDRB 2010 Accessibility Plan as presented. Pam Beussink seconded the motion. Motion passed unanimously.**

**Adjournment:**

**Joe Armour motioned to adjourn. Jim Bryner seconded the motion. Motion passed unanimously.**

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