

**Developmental Disabilities Resource Board of St. Charles County**  
**Board Meeting Minutes**  
**May 20, 2010**

The Board meeting was held at Community Living, Inc., 1056 Rondale Court, Dardenne Prairie, MO 63368. Wendy Ortwerth, DDRB Board Vice-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, Missy Fallert, John Morse, Wendy Ortwerth, Jim Rhodes and Heidi Weiss

**Members Absent:**

Dan Dozier

**Welcome to Family Support Services:**

Barb Griffith, Community Living Inc. President/CEO, welcomed the Board to the Wilson and Clever Centers and introduced Joann Sanford, Community Living Inc. Director of Adult Services. Joann talked about the four day program centers and thanked the Board for providing funding for the Sensory Room. Sue Roesch, whose son receives services through CLI, discussed how relieved she is to have a day program available for her son. Sue's son also has a Case Manager through the DDRB and has been very happy with the services provided.

**Public Announcements:** None

**Public Comments:** None

**Minutes of Board Meeting:**

**Jim Bryner motioned to approve the meeting minutes from the April 15, 2010 Board Meeting. Joe Armour seconded the motion. Motion passed unanimously.**

**Minutes of Agency Hearing:**

**Jim Bryner motioned to approve the meeting minutes from the May 6, 2010 Agency Hearing. Heidi Weiss seconded the motion. Motion passed unanimously.**

**Finance Report:**

John Thoelke reviewed the April 2010 Finance Report.

**FY10 Revenue**

- Taxes – Based on the current projection it appears that the taxes received will be \$200,000 below budget.
- Case Management Billings / State GR – Variances are due to these amounts being presented on a cash basis. The current month of billing has not been received.
- ARRA – The revenue received is on track to meet what was projected revenue.
- Interest – Due to reporting on the cash basis versus accrual based accounting. This was a result of a purchase of an investment requiring payment of interest (upon the purchase) which would be paid back at the maturity of the investment.

**FY10 Expenditures**

- DMH Trust Fund – 3<sup>rd</sup> Quarter billing has not been received by the DDRB.
- Case Management – The variance in the budget is due to the two additional case managers in the budget that have not been hired.

**Joe Armour motioned to approve April 2010 Finance Report. Missy Fallert seconded the motion. Motion passed unanimously.**

**Executive Director's Report:**

Peg Capo reported on the following:

**DDRB FY2011 Funding Cycle Update:**

The following dates have been set for upcoming regular and special Board meetings:

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 legislature finalized the state budget bill early this year. Caseload Growth funds were reduced by one third. The Division of DD expects there will be ample funds to support waiting list services with Utilization Review scores of 11 and 12. Emmaus Homes was successful in retaining funding for the rate increase received last year. Thanks to the St. Charles County legislators for an overall good year, given the budget constraints. The Governor must now sign the budget bills. There is a high probability that there will be some line item vetos as he continues to work to balance the budget, given the continued decline of revenues.

### **Autism Insurance Coverage:**

Through the strong advocacy efforts of the autism and disability communities, the legislature passed Autism Insurance Coverage legislation this year. Thanks to Senator Scott Rupp for taking the lead on this issue. The Governor now must sign the bill for it to become a law.

### **United Way Allocations Panel:**

Per the suggestion of Dan Dozier, Peg volunteered to serve on a United Way Allocations Panel this year. Peg is excited to learn more about this key funding source in the region. In order to avoid any appearance of conflict, Peg will serve on the Neighborhood Organizations Panel, which does not include any DDRB-funded agencies. Peg's commitment includes attending training, at least five site visits and allocations meetings.

### **Athena Award:**

Peg was honored to be nominated for this year's Athena Award. Congratulations to the winner, Denise Liebel from the Community Council, who has made a substantial impact through her collaborative community efforts in St. Charles County. Peg thanked the DDRB Board members, staff and agency partners who attended the lunch and offered their support and kind words.

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

Robyn Peyton reported on the following:

- The case management program is now serving 600 consumers.
- Robyn was unable to attend the first Regional Advisory Council meeting as planned. Minutes from the meeting reflect discussion regarding the development of a mission statement and goals. These will be finalized at the next meeting on May 24, 2010. The committee will meet monthly for the next few months in order to work on the framework and structuring of the group. At that point, a set meeting schedule will be established.
- Preparations for distribution of the customer surveys are being finalized this week. The goal is for the surveys to be mailed the week of May 29, 2010. Additional questions have been added in order to assess the value of the DDRB website in assisting individuals to find resources.
- The Case Management Program Quality Committee met on April 12 in order to review last quarter's data. No specific trends were identified. Since the DDRB is receiving regular reports from the quality department at the Regional Office, the group discussed a process to report resolved issues back to the quality assurance specialist assigned to each agency. In addition, the group was informed that monthly quality meetings have been established with the DDTC Group Homes (St. Charles Habilitation Center). The meetings include supervisory staff, quality assurance staff and administrative staff from both the Regional Office and the DDRB case management team. Two meetings have been held thus far and have proven to be very beneficial in order to improve communication.

### **Coalition and Legislative Reports:**

Sheri Wiltse, Coalition President reported on the following:

- At the May 6, 2010 Coalition meeting AAIM came to speak about the benefits of being a member. A representative of Staples was also in attendance and provided an update to the Coalition.
- The election of officers took place and Becky Greening is the new President.

- April 21, 2010 the Coalition took bags filled with promotional items down to Jefferson City for the Administrative Professionals Day.

### **Finance Committee:**

John Thoelke reviewed the minutes of the May 6, 2010 Finance Committee Meeting.

### **Old Business:**

#### **1. Unlimited Play St. Charles Agreement**

Discussion took place regarding the Unlimited Play, St. Charles City and DDRB agreement for an inclusive and fully accessible playground facility at Jaycee Park. Per a consultation with the DDRB attorney the following changes were suggested.

- DDRB repayment if park is not completed or put on hold for any reason (Section II)
- The City needs to agree to provide ongoing maintenance and upkeep (Section III)
- DDRB signage at the Park (Section VI)

**Joe Armour motioned to authorize, Dan Dozier, DDRB President, to sign City of St. Charles, Missouri, Unlimited Play, Incorporated and Development Disabilities Resource Board of St. Charles County, Missouri Accessible Playground Development Consulting Cooperative Agreement once the DDRB has gained approval from the lawyer and the above changes are made. Jim Bryner seconded the motion. Motion passed unanimously.**

#### **2. Willows Way: ILA Rate and Loan**

Willows Way is requesting two temporary cash loans up to \$100,000 each in mid June and July.

**Joe Armour motioned to approve Willows Way request for two temporary cash loans up to \$100,000 each in mid June and July with a 3% APR being assessed if the loans are not paid in full to the DDRB within 10 business days. Jim Rhodes seconded the motion. Motion passed unanimously.**

Willows Way is requesting to bill at 100% of projected actual cost (\$42.93) for FY10 ILA units. The Finance Committee will meet to discuss how this will affect the Willows Way Equity Agreement.

**Jim Bryner motioned to approve Willows Way request to increase their ILA unit rate up to \$42.93 effective July 1, 2009. Joe Armour seconded the motion. Motion passed unanimously.**

### **New Business:**

#### **1. Pilot Project Updates**

##### **a. FACT: Transitions to Success**

Denise Gould, Family Advocacy & Community Training (FACT) Executive Director, provided an update to the Board regarding the Transitions to Success pilot project. Denise thanked the Board for their patience during the initial phases of the Transitions To Success pilot program. Positive changes have been made to achieve program goals. Denise provided an update to the board regarding their Website Design that was funded with the ARRA funding.

##### **b. Life Skills: Corporate Job Marketer and Project Search**

Jane Skinner, Life Skills Corporate Job Marketer, provided an update to the Board regarding the Corporate Job Marketer Pilot Project. Jane reported that for the Corporate Job Marketer project they have met 5 of the 7 targets to date. With the poor state of the economy, the Job Security target has been difficult to obtain. Jane also reported that she will be exploring more networking opportunities in hopes of securing more job opportunities.

Jane also provided an update to the Board regarding the Project Search Pilot Project. Jane announced that they hired an instructor who just won teacher of the year. The current partners involved are Vocational Rehab, DDRB, Life Skills, Francis Howell School District, Orchard Farm School District, Wentzville School District, St. Charles School District and BJC Hospital. To date 8 individuals have been accepted into the program.

#### **2. Life Skills Foundation: Project Search Emergency Request**

Life Skills Foundation is requesting up to \$21,780 of additional funding for the FY11 Project Search Pilot Project. As candidates for the Project Search program began coming forward, it was realized that many of

these individuals were already receiving services from Vocational Rehabilitation as part of their vocational planning for transition out of the school system. Vocational Rehabilitation is unable to provide duplicate funding for services that have already been rendered.

**John Morse motioned to approve Life Skills Foundation's request to amend the FY11 Project Search pilot project budget request for Vocational Assessments \$21,780 of additional funding for vocational assessments up to \$21,780. Jim Rhodes seconded the motion. Motion passed unanimously.**

### **3. DDRB: Eligibility Policy Changes**

1. Kathy Williams reviewed the revised FY10 Funding Policies. The following was added to the FY10 funding policies under Eligible Service Recipients: Participants between age 3 and their 5<sup>th</sup> Birthday who were enrolled in MO First Steps (and submitted the MO First Steps Child detail form) are eligible service recipients.

**Jim Bryner motioned to approve the revised FY10 Funding Policies as presented. Jim Rhodes seconded the motion. Motion passed unanimously.**

### **4. DDRB: Needs Assessment RFP**

Peg Capo reviewed the Needs Assessment Request for Proposal.

**Missy Fallert motioned to approve the Needs Assessment: St. Charles County Citizens with Developmental Disabilities Request for Proposal as presented. Jim Morse seconded the motion. Motion passed unanimously.**

### **Adjournment:**

**Joe Armour motioned to adjourn. Missy Fallert seconded the motion. Motion passed unanimously.**

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