

**Developmental Disabilities Resource Board of St. Charles County**  
**Board Meeting Minutes**  
**June 17, 2010**

The Board meeting was held at St. Louis Life, 929 Rolling Thunder Drive, O'Fallon, 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, Missy Fallert, John Morse, Wendy Ortwerth, Jim Rhodes and Heidi Weiss

**Members Absent:**

Dan Dozier and Jim Bryner

**Welcome to St. Louis Life:**

Andy Conover, St. Louis Life's Executive Director, welcomed the Board and introduced Megan, a St. Louis Life resident who receives Case Management services from the DDRB. Megan provided a tour for the Board and guests and discussed how positive her experience has been when working with her Case Manager, Karen Murray. Megan thanked the DDRB for providing the Case Management services she receives.

**Public Announcements:**

Steve Brennell, Willows Way Executive Director, announced that on July 17, 2010 Willows Way will be celebrating their 20 Years of Service and 20 years since the American with Disabilities Act was enacted.

**Public Comments:** None

**Minutes of Board Meeting:**

**Jim Rhodes motioned to approve the meeting minutes from the May 20, 2010 Board Meeting. John Morse seconded the motion. Motion passed unanimously.**

**Minutes of Board Working Session:**

**Heidi Weiss motioned to approve the meeting minutes from the June 1, 2010 Board Working Session. Jim Rhodes seconded the motion. Motion passed unanimously.**

**Finance Report:**

John Thoelke reviewed the May 2010 Finance Report.

**FY10 Revenue**

- Taxes – Based on the current projection it appears that the taxes received will be \$150,000 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 – Based on current projections it appears that interest received will be about \$70,000 below budget.

**FY10 Expenditures**

- DMH Trust Fund – 3<sup>rd</sup> Quarter billing has not been received. A potential lapse of nearly \$275,000 is expected at current billing usage.
- Administration – Variance to budget is due to not filling the vacant QES position and savings due to changes made in medical benefits payment.
- Case Management – The variance in the budget is due to the two additional case managers in the budget that have not been hired.
- Capital / One-time – Significant unspent dollars in ARRA funding (\$560,000) and one Equity request (\$250,000) make up 70% of the current variance. A majority of the ARRA funds will be used or carried over while the Equity request is on hold. The remainder is difficult to project. Due to partial funding, agencies generally wait until the fiscal yearend to determine if the matching funds are available to make these large one-time purchases.

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

**Executive Director's Report:**

Peg Capo reported on the following:

**Welcome New Board Member:**

Margaret Kelpé was introduced as DDRB's newest Board Member once the County Council has confirmed the appointment. Margaret is a teacher for the St. Charles City School District who teaches students with "severe multiple disabilities." Dan Dozier and John Morse are also being re-appointed with terms expiring January 31, 2013.

**Quality Enhancement Specialist:**

Kathy Williams and Peg Capo held internal interviews for the Quality Enhancement Specialist position. Kathy and Peg reviewed the options with the Personnel Committee on Monday, June 14, 2010 to be able to continue program evaluation work while keeping the position on hold. A final recommendation will be shared with the Board at the July Board meeting.

**Autism Insurance Bill:**

The Governor's office has announced six special events across the state to celebrate the Governor's signing of the Autism Insurance Bill.

**ADA 20<sup>th</sup> Anniversary:**

This year marks the 20<sup>th</sup> Anniversary of the ADA (Americans with Disabilities Act) which has transformed the lives of individuals with disabilities. The Missouri History Museum is working with the Starkloff Disability Institute to create a special exhibit commemorating the 20<sup>th</sup> Anniversary. The exhibit opens June 27, 2010 with a special event.

**Minnesota's Apology:**

Included in the Board packet was a copy of a resolution passed by the Minnesota House of Representatives that apologized "on behalf of citizens of the state to all persons with mental illness and developmental and other disabilities who have been wrongfully committed to state institutions." This resolution is a powerful reminder that creating community based services prevents the need for further institutionalization of human beings who just happen to have mental, developmental and other disabilities.

**United Services Open House:**

Peg announced United Services' 35<sup>th</sup> Anniversary Open House is on July 17, 2010.

**Case Management Director's Report:**

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

- The case management program is now serving 607 customers. The last two case management positions hired are now at approximately 72% capacity. As a result, the DDRB will soon start the process of reviewing resumes and scheduling interviews.
- Robyn attended the Regional Advisory Council meeting on May 24, 2010. Several sub committees were formed in order to address specific areas. The sub committees include:
  - Mission statement/goals (finalizing input given by the group)
  - Membership outreach to include representation from all four counties
  - By-Laws (Robyn will serve on this committee)
  - Health and Safety
  - LegislativeThe group is very energetic and ready to focus on issues they feel are most important.
- The St. Charles DDTC waiver group homes (previously the Habilitation Center) recently had their first DMH certification survey. The final report should be forthcoming in the next month. Results identified positive practices as well as areas that needed improvement.
- To date, the DDRB has already had a 27% return rate on the customers surveys mailed out the week of May 24, 2010. Provider surveys should be mailed by June 11, 2010.

**Coalition and Legislative Reports:**

Becky Greening, Coalition President reported on the following:

- At the June 10, 2010 Coalition meeting Dick Goldbaum, presented “I Have a Dream” and discussed how easily individuals and businesses can get caught up in doing, rather than striving toward their vision.
- The Coalition is planning a workshop that would discuss how legislation is passed, both the official process and the various paths a bill can take before becoming law, and a discussion on lobbying vs. advocacy.
- The Coalition is considering shortening their name. Currently, the Coalition is “Coalition of Service Providers of St. Charles County” and the proposed change is to “St. Charles County Coalition” with the mission statement being “Uniting to inspire positive outcomes for people with disabilities.”

**Finance Committee:**

John Thaelke reviewed the minutes of the May 24, 2010 Finance Committee Meeting.

**Personnel Committee:**

Peg Capo discussed the June 14, 2010 Personnel Committee Meeting.

**Old Business:** None

**New Business:**

**1. Willows Way: Equity Agreement Amendment**

Willows Way experienced significant cash flow issues in March 2010 and in response the Board has authorized a change in the FY10 ILA Unit rate paid by the DDRB. The ILA rate is subject to the current Equity Agreement with Willows Way so an addendum is needed. Willows Way is requesting addendum changes for the time frame of the Equity Agreement by extending it through June 30, 2013.

**Pam Beussink motioned to authorize, Dan Dozier, DDRB President, to sign an Amended Equity Funding Contract once the changes are made. John Morse seconded the motion. Motion passed unanimously.**

**2. Emmaus Homes: Emergency Request Van Replacement**

Emmaus Homes is requesting to use insurance proceeds from a minivan which was partially funded by the DDRB that was involved in an accident. Emmaus Homes is also requesting up to an additional \$4,000 of Vehicle funding to replace the vehicle.

**Jim Rhodes motioned to approve Emmaus Homes’ request to use insurance proceeds from a minivan which was partially funded by the DDRB that was involved in an accident and Emmaus Homes’ request for up to an additional \$4,000 of Vehicle funding to replace the vehicle. Joe Armour seconded the motion. Motion passed unanimously.**

**3. RFP: DDRB Database Design-Discussion**

Peg Capo reviewed the RFP: Draft Database Design. This was an item for discussion and official Board action will take place at the July Board meeting.

**4. FY11 Accreditation Waivers Approval**

Kathy Williams reviewed the purpose for the accreditation waiver requests.

**Heidi Weiss motioned to approve the Accreditation Waivers as presented. Pam Beussink seconded the motion. Motion passed unanimously.**

**5. FY11 DDRB Budget Approval**

John Thaelke discussed the changes that were suggested at the June 1, 2010 Board Working Session.

**Joe Armour motioned to approve the DDRB FY11 Budget of \$11,422,352. Missy Fallert seconded the motion. Motion passed unanimously.**

**6. FY11 Case Management Budget Approval**

Note: The Board was in consensus to include this agenda item with agenda item 7, FY10 DDRB Combined Administration and Case Management Budget Approval.

**7. FY10 DDRB Combined Administration and Case Management Budget Approval**

**Joe Armour motioned to approve the FY11 DDRB combined Administration and Case Management Operating Budget of \$2,699,856. Missy Fallert seconded the motion. Motion passed unanimously.**

The board is committed to having another Working Session in January 2011 to look at the budget.

**8. Authorization for President to Sign Contracts**

**Joe Armour motioned to authorize the DDRB President to sign contracts. Missy Fallert seconded the motion. Motion passed unanimously.**

**9. United Services: Childcare Rate Adjustment**

United Services is requesting a change in the FY10 Child Care unit rate from \$1.39 to \$2.06. This increased unit rate allocates DDRB funding across DDRB-eligible children. This rate is consistent with the FY11 United Services request and would be retro-active to July 1, 2009.

**Heidi Weiss motioned to approve United Services' request to change the FY10 Child Care unit rate from \$1.39 to \$2.06 that will retro-actively be paid back to July 1, 2009. Pam Beussink seconded the motion. Motion passed unanimously.**

**10. Adapt-Ability: Transfer of Funds and Carryover Request**

Adapt-Ability is requesting a one-time transfer up to \$19,858 of funding approved for Van Modifications/lifts to fund two bathroom home modification projects.

**Jim Rhodes motioned to approve Adapt-Ability's one-time request to transfer up to \$19,858 of funding approved for Van Modifications/lifts to fund two bathroom home modification projects. Pam Beussink seconded the motion. Motion passed unanimously.**

Adapt-Ability is also requesting to carryover any remaining funds from the FY10 Home Modification grant since any project started in June will not be completed by the end of FY10. This was an item for discussion and official Board action will take place at the July Board meeting.

**Adjournment:**

**Jim Rhodes motioned to adjourn. Pam Beussink seconded the motion. Motion passed unanimously.**

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