

Developmental Disabilities Resource Board of St. Charles County
Board Meeting Minutes
August 16, 2007

The Board meeting was held at the DDRB Office, 156 St. Peters Centre Blvd., St. Peters, MO. Joann Leykam, President, convened a meeting of the DDRB Committee of the Whole, at 7:08 p.m. to discuss Board agenda items which did not require a Board vote.

Members Present:

Jim Bryner, Harry Corbett, Joann Leykam, Cindy Ostmann
Heidi Weiss (via speakerphone conference call at 7:28 p.m.)

Members Absent:

Joe Armour, Pam Beussink, Denita Malone and Dr. Brian Stufflebam

Finance Report:

DDRB Controller, John Thaelke, reviewed the July FY08 Financial report and the Fourth Quarter FY07 Report. Joann Leykam requested that DDRB staff look at combining expense line items into like categories, such as wages and benefits, rent and utilities, etc...for future budgets of both Administration and Case Management.

Heidi Weiss joined the DDRB Board members via speakerphone at 7:28 p.m.

All conversation among the public, Board and Heidi could be heard in the meeting room.

Joann Leykam called the meeting to order at 7:28 p.m., as a quorum of DDRB Board members was now present.

Public Hearing:

Harry Corbett motioned to open the public hearing for the 2007 DDRB tax rate. Cindy Ostmann seconded the motion. Motion passed unanimously.

There were no public comments.

Harry Corbett motioned to close the public hearing for the 2007 DDRB tax rate. Cindy Ostmann seconded the motion. Motion passed unanimously.

Jim Bryner motioned to take items of business out of order and address items 1, 5, 7 and 3 under New Business on the agenda. Harry Corbett seconded the motion. Motion passed unanimously.

New Business:

1. 2007 Tax Rate Resolution:

Karen Craven read Resolution FY08 08 01 regarding the 2007 tax rate. Joann Leykam suggested amending this resolution to read:

Exhibit A, an Affidavit of that advertisement is attached hereto, and

Exhibit B, the Meeting Agenda of the August 16, 2007 meeting is attached hereto.

Exhibit C, Minutes – a copy of the draft and, when available, the approved minutes of the meeting, shall be entered into the record of the DDRB and shall be forwarded to all parties as required by law.

Cindy Ostmann motioned to adopt these three amendments to the resolution. Harry Corbett seconded the motion. Motion passed unanimously.

Harry Corbett motioned to adopt the tax rate at \$0.1247 per \$100 assessed property valuation for 2007 as amended and to approve the resolution. Jim Bryner seconded the motion. Motion passed unanimously.

2. Emergency Funding Request: Family Support Services

John Thaelke explained that the FY07 Start-Up billing for the new DDRB Respite program administered by Family Support Services was not received by the July 31, 2007 billing deadline. This was due to the DDRB not sending documentation adding the Respite program to the FY07 contract and to a change in executive leadership at Family Support Services. DDRB staff recommended approving the emergency request by Family Support Services.

Harry Corbett motioned to approve funding the emergency request from Family Support Services in the amount of \$18,223.49. Jim Bryner seconded the motion. Motion passed unanimously.

3. Request for Proposals: St. Charles County Satisfaction Survey: Developmental Disabilities Services

Kathy Williams discussed the need to release a Satisfaction Survey RFP. All bids would need to be submitted to the DDRB office by October 3, 2007. A proposal would then be recommended at the October DDRB Board Meeting.

Harry Corbett motioned to approve the Request for Proposals for the St. Charles County Satisfaction Survey on Developmental Disabilities Services. Cindy Ostmann seconded the motion. Motion passed unanimously.

4. DMH Agreements Approval:

- a. FY08 Memorandum of Agreement
- b. FY08 Case Management Agreement
- c. FY08 In-Home Respite Agreement

Resolution FY08 08 02 was read by Karen Craven regarding three above named agreements with the DDRB, DMH and the St. Louis Regional Center.

Harry Corbett motioned to adopt the resolution approving all three agreements with the DMH and St. Louis Regional Center. Cindy Ostmann seconded the motion. Motion passed unanimously.

Minutes:

Jim Bryner motioned to approve the meeting minutes from the July 12, 2007 conference call and the July 19, 2007 Board Meeting. Harry Corbett seconded the motion. Motion passed unanimously.

Finance Reports:

Harry Corbett motioned to approve the July FY08 Financial Report. Jim Bryner seconded the motion. Motion passed unanimously.

Public Announcements: None

Public Comments: None

Executive Director's Report:

Peg Capo reported on the following:

- **2008 Legislative Priorities**
The MACDDS Legislative Committee met with Dr. Keith Schafer, Director of the Department of Mental Health, to discuss the legislative agenda for 2008. The Board has received a list of the 2008 legislative priorities.
- **Quality Assurance Specialist**
Johanna Brooks has accepted the position of DDRB Quality Assurance Specialist. Her first day will be Sept. 4, 2007.
- **CARF**
Mary Sullivan-Thomas, the Executive Director of Community Opportunities, met with DDRB staff to outline the CARF accreditation process and timeline. Key DDRB staff will be attending a CARF training in October and a business practices training this fall or early spring. Much time will be spent in the next 6+ months ensuring all appropriated practices and policies are in place.
- **Office Space**
Discussions continue to take place with our landlord with regard to expansion within our current building. Hopefully, a recommendation for the Board will be available at the next Board Meeting.

- **Strategic Planning**
Several workgroups are meeting to prepare recommendations, including 3-year implementation plans, for Board approval in December 2007.
- **Transportation Grant**
The Transportation Grant to Delta Center through the Missouri Planning Council was approved and plans will proceed.

Case Management Director's Report:

Robyn Peyton reported on the following:

- **July Case Management Report**
 - Lennore Zachary was hired as our ninth Case Manager and will begin employment on August 20, 2007. The DDRB is now serving 276 customers.
 - Informational meetings will be set up to inform customers and the public of DDRB Case Management services.
 - Expansion plans have been finalized through the Regional Center.
 - July's budget once again reflected a high number of direct hours provided by the Case Management staff.
- **FY07 End of the Year Report**
Robyn reviewed FY07 targets, milestones and results. The Case Management team has had an extremely successful year. Some of the highlights included:
 - 100% of individuals had a current person centered plan and they achieved 92% of the goals associated with case management services.
 - Of the 133 customer satisfaction surveys received, 100% of the customers rated satisfied or higher. On a 4.0 scale, the DDRB achieved a 3.89 customer satisfaction rating.
 - Of the 64 provider satisfaction surveys that were returned, 100% of the providers were satisfied or higher. The DDRB rated 3.87 on a 4.0 scale in provider satisfaction.
 - A tracking system was implemented to report lapsed dollars. \$82,000 in lapsed dollars was identified and used to serve 20 one-time services for individuals.
 - The Case Management team, on average, logged 112.76 hours per month.

The team was applauded for their outstanding performance.

Joann Leykam suggested that one of the targets for FY08 be further defined to state that Case Managers will fully account for their billable hours.

Coalition and Legislative Reports:

Tammy Leedy, St. Charles County Coalition President, reported on the following:

- A meeting was held in August and a Program Committee was formed to bring topics of interest to the Coalition at its meetings.
- A transportation vendor list was distributed to the Coalition members.

Committee Reports:

- Jim Bryner reported that the Personnel Committee met on August 14, 2007. He stated that the feedback from the Executive Director Surveys was outstanding and showed what a remarkable performance Peg has exhibited in her leadership of the DDRB this past year. Staff salary increases will be recommended after the AAIM's report is received in October.

Old Business: None

At the consensus of the Board, it was agreed to proceed with items #4 and #6 under New Business on the agenda. Heidi Weiss was able to stay on the conference call.

New Business:

5. Audit Extension Request: OATS

John Thaelke explained that OATS has requested an audit extension. They should have a report in the mail no later than November 30, 2007.

Cindy Ostmann motioned to approve the audit extension request from OATS. Harry Corbett seconded the motion. Motion passed unanimously.

6. Carry-Over Request – United Services

John Thaelke reviewed the Carry-Over request from United Services.

Cindy Ostmann motioned to approve the Carry-Over request of funds in the amount of \$21,167 from FY07 to FY08 from United Services and to amend the FY08 budget. Harry Corbett seconded the motion. Motion passed unanimously.

Adjournment:

Cindy Ostmann motioned to adjourn. Harry Corbett seconded the motion. Motion passed unanimously.

Heidi Weiss ended her conference call via speakerphone at 8:16 p.m.

The Committee of the Whole reconvened at 8:16 p.m.

7. Emmaus Homes: Direct Support Conference Update

A group from Emmaus Homes gave a presentation on the Direct Support Professional Conference that was held July 27 and July 28, 2007. The theme was "Putting the Pieces Together". A video from the Sprout Film Festival was also shown. The conference was a huge success and they have plans underway for the next conference.

The Committee of the Whole adjourned at 8:40 p.m.

Respectfully Submitted: Diane Diehl _____