

Developmental Disabilities Resource Board of St. Charles County
Board Meeting Minutes
September 17, 2009

The Board meeting was held at St. Charles Community College, Student Center Rooms 205 and 206, 4601 Mid Rivers Mall Drive, St. Peters, MO 63376. Joe Armour, DDRB President, called the meeting to order at 7:00 p.m. with a moment of silent reflection.

Members Present:

Joe Armour, Pam Beussink, Dan Dozier, Missy Fallert, Wendy Ortwerth, and Heidi Weiss

Members Absent:

Jim Bryner and John Morse

Public Announcements: Cindy Mueller announced that she has accepted a position as Director of Youth and Children's Service for the Division of Developmental Disabilities. This new statewide position will, in part, provide coordination for eligibility determination.

Public Comments: none

Minutes:

Wendy Ortwerth motioned to approve the meeting minutes from the August 20, 2009 Board Meeting. Pam Beussink seconded the motion. Motion passed unanimously.

Finance Report:

John Thielke reviewed the July and August 2009 monthly Finance Reports.

FY10 Revenue

- Taxes – Will not receive significant tax revenue until December/January monthly financials.
- Case Management Billings – Only July billings recorded in August.
- State GR Case Management – July Revenue not recorded yet. This was a clerical error caught after the August postings for revenue had already been made.
- DMH In-Home Respite – Due to the way ARRA funding is being paid to the DDRB, no revenue will be recorded by the DDRB this fiscal year. This funding will be paid directly to Family Support Services (FSS), the In-Home Respite agency coordinator. Once the final arrangements between DMH and FSS have been determined a reduction in the FY10 budget will be made.
- Interest – Since this is reported on a cash basis and this amount was received in July 2009, the auditors may accrue some of the interest to FY09.

FY10 Expenditures

- Agency Operations – Agencies generally do not bill during July, so the very low amount billed is normal.
- DMH Trust Fund – This program is billed quarterly, so the first billing should occur in October.
- DDRB Operations – July expenses appear high due to the 3 pay periods occurring during the month and a new case manager who was added at the beginning of the month.

Executive Director's Report:

Peg Capo reported on the following:

Regional Office Change:

Peg reported that Cindy Mueller has accepted a position as Director of Youth and Children's Service for the Division of Developmental Disabilities. The DDRB will miss her leadership and the partnership that has enhanced our success in case management.

October Board Meeting Date Change:

The October Board meeting will be held the fourth Thursday, October 22, 2009, to allow key DDRB staff to present at the Annual MACDDS Conference at the Lodge of the Four Seasons.

ARRA Follow-Up:

Each DDRB Committee has met to consider ARRA funds requests. Committees have identified issues requiring follow up and have requested information from those agencies. The Program Committee is scheduled to meet Monday, September 21, 2009 to discuss those issues further and may provide some recommendations at the October 22, 2009 Board Meeting.

DMH FY2011 Funding Request:

Peg attended the Mental Health Commission Meeting where the DMH funding request was discussed.

Provider Rate Equalization Follow-Up:

Peg reported that they still continue to meet with state legislators to discuss the issue of underfunded provider rates. Senators Scott Rupp and Tom Dempsey are very sympathetic and have requested more information. The Missouri Coalition for Developmental Disabilities is providing leadership in creating a plan to address the disparity.

Case Management Director's Report:

Robyn Peyton reported on the following:

- A copy of a letter received by one of DDRB's case managers was read aloud. The case management team truly appreciates when they receive feedback such as this letter. It validates that all their hard work really does make a difference in people's lives.
- The case management program as of this date is serving 505 consumers. Referral of seventeen year olds has been low, but the number is expected to grow since school has started. Robyn will distribute information to local school districts and transition groups in the next few months in order to get the word out.
- As of this date, 36 of the 69 individuals who reside at the St. Charles Habilitation Center have returned their case management choice forms. Of those 36, 30 have chosen the DDRB for their services. Due to the percentage of individuals choosing the DDRB, a revision to the case management budget is included to provide additional case management positions.
- The Quality Review Committee met on September 8, 2009 to review second quarter data. The committee was established to review consumer's specific data reported by case management staff or provider agencies in regards to quality issues. Discussion took place regarding the internal process for following up when issues continue to go unresolved. No specific patterns were noted.
- In August Robyn participated in a presentation along with Vocational Rehabilitation and BCI for the Fort Zumwalt School District staff on transitional services and preparing for life after graduation.

Coalition and Legislative Reports:

Sheri Wiltse, Coalition President reported on the following:

- Members of DDRB Staff provided an organizational overview of the DDRB to identify the specific roles for Case Management and Administrative personnel.
- The Collaboration Committee is reviewing results of completed surveys to determine specific areas for collaborative purchasing.
- Coalition members reported that agencies involved in the transition of individuals in placement, affected by the closure of multiple Emmaus residential homes, has been a collaborative effort to ensure minimal disruption to the individuals' life.

Finance Committee:

John Thoenke reviewed the minutes of the September 3, 2009 Finance Committee Meeting.

Program Committee:

Kathy Williams reviewed the minutes of the August 26, 2009 Program Committee Meeting.

Technology Work Group Committee:

Peg Capo reviewed the minutes of the August 26, 2009 Technology Work Group Committee Meeting.

Personnel Committee:

Peg Capo reported on the following:

- The Personnel Committee members discussed the results of the Executive Director Performance Survey.
- The DDRB benefits package was discussed.
- The Tuition Reimbursement Policy is currently being reviewed and proposed changes are to come.
- The committee discussed the need for a possible Shared Leadership and Governance proposal by Transitions In Leadership, LLC through ARRA funding.

Old Business:

1. ARRA Funding Guidelines

The finance committee discussed the ARRA funding guidelines and suggested that funding be allowed up to 100% of the cost for program and administrative purchases with no minimum cost per item. The percents used for St. Charles County residents and bidding requirements will follow current DDRB funding guidelines.

Dan Dozier motioned to approve the FY10 ARRA Funding Requirement as presented. Wendy Ortwerth seconded the motion. Motion passed unanimously.

2. Rainbow Village: FY10 Funding Request

Rainbow Village requested DDRB equity funding on the purchase of an additional home in St. Charles County and has agreed to sign an Equity Deed of Trust. John Thaelke noted that current needs can be met with existing housing stock. Rainbow Village could come back later in the year and request funds if the need arises.

No motion was made.

New Business:

1. Project Search: Leveraging Funding Request

Kathy Williams reported that Life Skills Foundation is requesting up to \$40,860 of ARRA funding for one time start up and operating expenses for the Project Search pilot. An additional request of up to \$42,918 of FY11 Funding was also made to ensure ongoing operations. Project Search is an internship training program for students in their last year of school where they have the opportunity to work in three different job areas to learn and practice skills necessary for paid employment.

Pam Beussink motioned to approve up to \$40,860 for the one-time start up ARRA funding for Life Skills Foundation and to amend the FY10 budget. Missy Fallert seconded the motion. Motion passed unanimously.

It was noted that funding for future years must be addressed through the regular DDRB funding process. Therefore, the additional funding was not considered by the board.

2. Garden Pilot Project: Funding Request

Peg Capo reported that the DDRB Garden Pilot Project is requesting up to \$10,000 of ARRA funding to start a community garden utilized by individuals with developmental disabilities.

Pam Beussink motioned to approve up to \$10,000 for the one-time start up ARRA funding for DDRB Community Garden Project and to amend the FY10 budget. Wendy Ortwerth seconded the motion. Motion passed unanimously.

3. DDRB Case Management: FY10 Budget Revision

John Thaelke requested to revise FY10 Case Management budget due to an increase in consumers from the St. Charles Habilitation Center who are seeking DDRB Case Management services. This request allows for up to 3 additional case managers.

Dan Dozier motioned to amend the FY10 Case Management budget up to \$165,930 and approve up to 3 additional case managers and to amend the FY10 budget. Pam Beussink seconded the motion. Motion passed unanimously.

4. DDRB Draft Policy Revisions

Peg Capo reviewed the DDRB draft policy revisions for personnel, operations and case management. Final approval is scheduled for the December Board Meeting.

5. Family Support Services: ARRA Funding Emergency Request

Dick Goldbaum, Interim Executive Director, requested up to \$7,968 of ARRA funding to replace a server that is close to failure.

Heidi Weiss motioned to approve the Family Support Services request for up to \$7968 of ARRA funding to replace a failing computer server and to amend the FY10 budget. Missy Fallert seconded the motion. Motion passed unanimously.

Adjournment:

Pam Beussink motioned to adjourn. Wendy Ortwerth seconded the motion. Motion passed unanimously.

Respectfully Submitted: Keri Riley