

Developmental Disabilities Resource Board of St. Charles County
Board Meeting Minutes
September 20, 2007

The Board meeting was held at the St. Charles County Ambulance District Headquarters, 4169 Old Mill Parkway, St. Peters, MO. Joann Leykam, DDRB 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, Harry Corbett, Joann Leykam, Denita Malone, Cindy Ostmann, Dr. Brian Stufflebam and Heidi Weiss

Members Absent: None

Public Announcements: None

Public Comments:

Denise Gould, FACT Executive Director, gave thanks to Joann Leykam for sharing information on housing assistance. One of their customers was able to obtain a down payment for a home because of this information. Denise also announced that FACT is to become a mentor to another organization involved with the St. Louis City/County System of Care. FACT's 5K or 1 Mile Fun Run is scheduled for October 13, 2007.

Minutes:

Denita Malone motioned to approve the meeting minutes from the August 16, 2007 Board Meeting. Joe Armour seconded the motion. Motion passed unanimously.

Finance Report:

DDRB Controller John Thoeke reviewed the August 2007 Finance Report. He noted that the case management billings reflect two months of revenue. Included in the Finance Report is now a line for state general revenue. Our website is being updated to accommodate this change.

Harry Corbett motioned to approve the August 2007 Finance Report. Jim Bryner seconded the motion. Motion passed unanimously.

Executive Director's Report:

Peg Capo reported on the following:

- **FY2009 DMH Budget Request**
Board members were given a draft of the FY2009 DMH Budget. Issues moved up on the budget prioritization were items involving service expansion and accessibility.
- **CARF**
Preparation for accreditation is underway. Several staff members are enrolled in CARF seminars. Fall 2008 would be the earliest date that we could be surveyed.
- **Office Space**
It has been determined that the case management team will stay in our current office space so as to minimize disruption to the team. Administrative space is being explored.
- **DMH Systems Transformation Grant**
Robin Rust, Project Director for the Department of Mental Health, met with Peg to discuss a 1-year pilot project for St. Charles County which would enable providers to train their staff to address challenging behaviors in residential settings. The goal for this program is to reduce behavioral incidents and hospitalizations.

Case Management Director's Report:

Robyn Peyton reported on the following:

- **Accomplishments**
The DDRB is currently providing case management services to 285 individuals. Nine of the customers the DDRB supports were approved for caseload growth money through the Department of Mental Health this fiscal year. Of those nine, six were individuals residing in their own homes and all have started receiving services. Three individuals were approved for residential services and one person is being assisted to find an appropriate provider.

- **Quality**
Preparation for CARF has begun and policies and procedures are being reviewed. Alecia Nissen, Executive Director of the Jasper County Board, came to our office to assist in creating systems within the case management database to create year-end reports.
- **Staffing**
The ninth case manager, Lennore Zachary, started employment on August 20, 2007. Several interviews are scheduled to prepare for expansion following the informational meeting in September.
- **Expansion**
Approximately 650 letters were mailed to individuals 18 years of age and older who are currently receiving case management services through the St. Louis Regional Center. This letter informed them of an informational meeting on DDRB case management services scheduled for September 26, 2007. We have already received many Choice Forms in response to this letter.

Special Presentation:

Nance Murphy, Executive Director of Delta Center for Independent Living, gave an update on the Community Transportation Solutions grant. The outcomes for this grant are more individuals with developmental disabilities having access to transportation using currently available funds, an increase in job placements for individuals with developmental disabilities and educating citizens on the impact of a sales tax to support a public transportation trunk line east and west along Interstate Highway 70 in St. Charles County. Nance encouraged everyone to become involved with the Work Force Transportation project by contacting his/her County Council representative and attending the County Council meeting in November. This group will be presenting to the St. Charles County Council at that time. The first step in a public transit system for St. Charles County is approval by the County Council to place the initiative on the April 2008 ballot.

Coalition and Legislative Reports:

Peg Capo reviewed the minutes from the September 2007 Coalition meeting in Tammy Leedy's absence. The main discussion involved the Work Force Transportation tax. In addition, Andy Conover presented information about St. Louis Life. The Coalition has requested to be informed about the progress of individuals targeted for caseload growth money. Finally, meetings have been held to aid case managers find roommate matches for their customers. A request was made that providers also be allowed to attend these meetings. Senator Chuck Gross, St. Charles County Director of Administration, will attend the October Coalition meeting to speak about upcoming plans for St. Charles County.

Committee Reports:

- **Finance**
John Thaelke reviewed the minutes from the September 6th Finance Committee Meeting. He stated that a draft audit would most likely be ready to be presented to the Finance Committee at the October meeting. A public overview of the audit will be presented at the October Board Meeting. He reviewed the FY07 Lapse report and announced that the agencies will receive a report card when applying for FY09 funds. FY09 fiscal policy revisions will be discussed at the October Finance Meeting, which will be held on Oct. 4th, 1:30 p.m., at the DDRB office.
- **Personnel**
Peg stated that the entire Board would receive a copy of the AAIM salary review report. The Personnel Committee will meet in October to review the results.
- **Committee Appointments**
The Board was given a list of the current committee appointments and encouraged to notify Peg if they would be interested in participating in a committee that they are not currently a member.

Old Business:

1. FY08 AAIM Salary Review Budget Approval

Denita Malone motioned to amend the FY08 budget to include \$4,500 for the AAIM Salary Review. Cindy Ostmann seconded the motion. Motion passed unanimously.

New Business: None

Closed Session:

Harry Corbett motioned to go into closed session, announcing the intent of the closed session for the purpose of discussing property under the provision of S.B. 2, Section 610.021 (2) RSMo. Motion seconded by Denita Malone. Motion passed unanimously. Roll call of the members present was taken: Joe Armour, yes; Pam Beussink, yes; Jim Bryner, yes; Harry Corbett, yes; Joann Leykam, yes; Denita Malone, yes; Cindy Ostmann yes; Dr. Brian Stufflebam, yes and Heidi Weiss, yes.

Open Session:

Harry Corbett motioned to end the closed session and return to open session. Seconded by Joe Armour. Motion passed unanimously.

Adjournment:

There being no further information to be discussed, Jim Bryner motioned to adjourn. Harry Corbett seconded the motion. Motion passed unanimously.

Respectfully Submitted: Diane Diehl _____