

Developmental Disabilities Resource Board of St. Charles County
Board Meeting Minutes
October 22, 2009

The Board meeting was held at United Services, 4140 Old Mill Parkway, 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, Jim Bryner, Missy Fallert, John Morse, Wendy Ortwerth, and Heidi Weiss

Members Absent:

Dan Dozier

DDRB FY2009 Audit:

Michelle Graham, partner of Botz, Deal & Co., gave an overview of the DDRB FY2009 audit report. Final copies were distributed to the Board members. This audit was discussed in detail at the October Finance Committee Meeting.

Wendy Ortwerth motioned to approve the DDRB FY2009 Audit Report. Missy Fallert seconded the motion. Motion passed unanimously.

Public Announcements: none

Public Comments: none

Minutes:

Jim Bryner motioned to approve the meeting minutes from the September 17, 2009 Board Meeting. Pam Beussink seconded the motion. Motion passed unanimously.

Finance Report:

John Thaelke reviewed the July, August, and September 2009 monthly Finance Reports and the 1st Quarter FY10 Report.

FY10 Revenue

- Taxes – Will not receive significant tax revenue until December/January monthly financials.
- Case Management Billings/State GR – Variances are due to these amounts being presented on a cash basis and the current month's billings have not been received.
- In-Home Respite – Will need to reduce this amount when the new Memorandum of Agreement with the State is signed.
- Interest – The DDRB received a major interest payment in August due to investments that came due in that month. It is too early in the year to determine if this will have any effect on the budget.

FY10 Expenditures

- DMH Trust Fund – The State generally bills this quarterly so there has been no activity in these accounts to date.

Executive Director's Report:

Peg Capo reported on the following:

Thanks, Amy:

Peg announced that Amy Vazquez has resigned her position as Quality Enhancement Specialist with the DDRB to take a new position as Program Director with Delta Center. Amy was instrumental in assisting us to prepare for CARF accreditation and has paved the way for agency program reviews. Interviews for Amy's replacement will begin the week of October 26, 2009.

Tri-County Regional Office Director Update:

Interviews will be held Thursday, October 22, 2009 for Cindy Mueller's replacement. In recognition of the importance of County Board partnerships, Jennifer Wooldridge (Jefferson County) and Peg have both been asked to serve on the interview committee, along with service providers and consumers from across the region. Peg reported that several good candidates have been interviewed to date.

DDRB Board Meeting Locations:

Since the Non-Profit Development Center is being torn down and replaced, DDRB meetings will be held in a variety of locations for the next 12-15 months. Several agencies have volunteered their facilities. Please watch Board packets and the DDRB website for more information as to where the meetings will be held.

DDRB Staff Community Involvement:

Peg provided the board with a summary of current DDRB leadership staff involvement in the community. As commitments grow the list will be updated. The DDRB welcomes input and suggestions on additional opportunities for the DDRB staff to engage in.

Coalition Legislative Breakfast:

The Coalition is hosting its annual breakfast with St. Charles County legislators on Friday, December 11, 2009 at the Winery of the Little Hills on Main Street in St. Charles.

Case Management Director's Report:

Robyn Peyton reported on the following:

- The primary focus of the case management team this past month has been planning to provide case management service to individuals from the Habilitation Center effective October 15, 2009. Case Managers will spend time informing families of their choice of provider options and the processes they can expect case managers to complete. Case Managers will also be educating staff on the Medicaid waiver program and documentation requirements.
- The case management program is currently serving 510 consumers. To date, 57 of 69 choice forms have been returned from customers residing at the St. Charles Habilitation Center. Of the 57 returned, 50 have chosen the DDRB for case management services.
- Robyn announced that they have hired two new case managers, and the names of the individuals will be announced at the next board meeting.
- Robyn presented information in regards to the case management program at the Transition Alliance meeting. The group consists of representatives from area school districts, employment agencies, state agencies and providers. An update was provided in regards to the change in our age criteria as of July 1, 2009.
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Coalition and Legislative Reports:

Becky Greening, Coalition Member reported on the following:

- The Collaboration Committee is progressing as expected.
- The Coalition is hosting its annual breakfast with St. Charles County legislators on Friday, December 11, 2009.

Finance Committee:

John Thielke reviewed the minutes of the October 1, 2009 Finance Committee Meeting.

Program Committee:

Kathy Williams reviewed the minutes of the September 21, 2009 Program Committee Meeting.

Personnel Committee:

Peg Capo reviewed the minutes of the September 16, 2009 Personnel Committee Meeting.

Old Business:

1. ARRA Funding Requests:

Kathy Williams reported on the following:

A. Adapt Ability:

Adapt Ability is requesting up to \$59,720 of one time ARRA funding to establish a Sensory Motor Equipment Loan Program. The project includes both equipment and operational funding.

Pam Beussink motioned to approve the Adapt Ability request for up to \$59,720 of one-time ARRA funding to establish a Sensory Motor Equipment Loan Program and to amend the FY10 budget. Jim Bryner seconded the motion. Motion passed unanimously.

B. BCI:

BCI is requesting up to \$14,000 of one-time ARRA funding to purchase equipment. The request is to purchase 10 adjustable chairs for production employees for a total cost of \$4,000 and two side entry handicapped accessible doors for a total cost of \$10,000.

Wendy Ortwerth motioned to approve the BCI request for up to \$14,000 of one-time ARRA funding for the equipment purchase and to amend the FY10 budget. Pam Beussink seconded the motion. Motion passed unanimously.

C. Children's Home Society

Children's Home Society is requesting up to \$28,580 of one-time ARRA funding to purchase 3 KayserBetten adjustable beds.

Jim Bryner motioned to approve the Children's Home Society request for up to \$28,580 of one-time ARRA funding for the purchase of 3 KayserBetten adjustable beds and to amend the FY10 budget. Pam Beussink seconded the motion. Motion passed unanimously.

D. Community Living, Inc.

Community Living, Inc. is requesting up to \$4,450 of one-time ARRA funding to excavate and install ramps for their Administrative parking lot.

Missy Fallert motioned to approve the Community Living, Inc. request for up to \$4,450 of one-time ARRA funding for the construction and modification of the ramps for their Administrative parking lot and to amend the FY10 budget. Jim Bryner seconded the motion. Motion passed unanimously.

E. Emmaus Homes

Emmaus Homes is requesting up to \$2,630 of ARRA funding for a one-time modification and an employee training request. The equipment request is for handrails to improve building access for a total cost of \$695. The Driver Training request is to become certified in a safe drivers program and provide training to other St. Charles County Agencies for a total cost of \$1,935.

Missy Fallert motioned to approve the Emmaus Homes request for up to \$2,630 of ARRA funding for a one-time modification and an employee training request and to amend the FY10 budget. Pam Beussink seconded the motion. Motion passed unanimously.

F. Unlimited Play

Unlimited Play is requesting up to \$550,000 one-time ARRA funding to build two inclusive playgrounds in St. Charles County with an administrative fee. The playgrounds would be the result of a partnership with the City of O'Fallon and the City of St. Charles. The playgrounds have an estimated contribution of up to \$250,000 each and 10% of administrative fee up to \$50,000.

Jim Bryner motioned to approve the Unlimited Play request for two accessible playgrounds with a dollar for dollar match partnership with the City of St. Charles and the City of O'Fallon for up to \$250,000 each with an additional 10% administrative fee of up to \$50,000.

2. Revised Personnel, General Operations and Case Management Policies Approval:

The Personnel, General Operations, and Case Management Policies were presented for approval. There was only one revision since the September 17, 2009 DDRB Board Meeting: FMLA and unpaid leave policy was clarified (Personnel Policy: Holidays, Vacation, and Leave).

Wendy Ortwerth motioned to approve the Personnel, General Operations, and Case Management Policies as amended. Heidi Weiss seconded the motion. Motion passed unanimously.

New Business:

1. OATS: Amendment to Contract

John Thaelke reported that OATS will be providing workforce transportation in St. Charles County and Federal and State grants have been obtained to cover a majority of the costs. Delta Center and DDRB staff is requesting that the \$25,000 budgeted in the DDRB FY10 Budget for this project be reallocated to OATS so that the DDRB can reimburse expenses that are not able to be reimbursed by the State and Federal Grants.

Jim Bryner motioned to reallocate up to \$25,000 from the DDRB FY10 budget to OATS and to amend the FY10 budget. Pam Beussink seconded the motion. Motion passed unanimously.

2. Show Me Aquatics and Fitness: Audit Extension Request

Show Me Aquatics is requesting an audit extension. John Thaelke recommends an extension until January 31, 2010.

Heidi Weiss motioned to approve an audit extension for Show Me Aquatics until January 31, 2010. Missy Fallert seconded the motion. Motion passed unanimously.

3. Family Support Services: In-Home Respite Agreement

John Thaelke announced that the DDRB has negotiated for Family Support Services to receive direct funding from the State for the In-Home-Respite Program to maximize DDRB revenue from ARRA. This is a temporary arrangement until ARRA funding is eliminated on December 31, 2010. The FY10 and FY11 In-Home Respite agreements will be the only ones affected.

Jim Bryner motioned to amend the FY10 In-Home Respite Memorandum of Agreement with the State to designate Family Support Services as the direct funding recipient thereby maximizing DDRB revenue from ARRA funds. Missy Fallert seconded the motion. Motion passed unanimously.

4. Willows Way: Leveraging Funding Request: Vehicle

John Thaelke reviewed the Willows Way request to purchase a used wheelchair accessible van using DDRB funds for 20% of the vehicle purchase price. John recommended authorizing Willows Way access to vehicle funding that provides a 20% DDRB match.

Jim Bryner motioned to approve the Willows Way vehicle match request of up to 20% of the total purchase price. Pam Beussink seconded the motion. Motion passed unanimously.

5. Life Skills: Emergency Request: FY09 Expenses

Wendy Sullivan, Executive Director of Life Skills Foundation, requested Emergency Funding for FY09 expenses that were not reported to the DDRB until after the July 31, 2009 deadline for FY09 billings.

Melissa Fallert motioned to table the Life Skills Emergency Funding request for FY09 Expenses until the November board meeting to allow the Finance Committee an opportunity to review the agency's audit confirming the emergency status of the request. Jim Bryner seconded the motion. Motion passed unanimously.

6. Therapeutic Horsemanship: Leveraging Funding Request: Mobile Home

John reviewed the Therapeutic Horsemanship request for up to \$35,000 for site preparation and moving expenses of a donated mobile home to provide for 24 hour on site security and facility oversight. The board expressed concern over the \$15,000 estimate range and requested a more detailed estimate be reviewed by the Finance Committee.

Jim Morse motioned to authorize the DDRB Finance Committee approve the Therapeutic Horsemanship request of up to \$35,000 for site preparation and moving expenses of a donated mobile home. Jim Bryner seconded the motion. Motion passed unanimously.

Adjournment:

Pam Beussink motioned to adjourn. Missy Fallert seconded the motion. Motion passed unanimously.

Respectfully Submitted: Keri Riley _____