

Developmental Disabilities Resource Board of St. Charles County
Board Meeting Minutes
November 19, 2009

The Board meeting was held at Non-Profit Development Center, 425 Spencer Road, 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, Jim Bryner, Dan Dozier, Missy Fallert, Wendy Ortwerth, Jim Rhodes, and Heidi Weiss

Members Absent:

John Morse and Pam Beussink

Recognition:

Peg Capo presented a plaque to Cindy Mueller in recognition of her dedication, partnership, and compassionate leadership. The DDRB will miss her leadership and the partnership that has enhanced our success in case management.

Kathy Williams introduced and recognized the three programs receiving the MACDDS Cutting Edge Awards. The recipients were:

- Becky Greening, Employment Services Director of BCI
- Dr. Colin Peeler, President and Angie Peeler, Vice President of Behavior Solutions
- Sandra Price, Program Coordinator of St. Louis Crisis Nursery

Public Hearing:

Dan Dozier motioned to open the public hearing to discuss DDRB FY11 policies and priorities. Wendy Ortwerth seconded the motion. Motion passed unanimously. Roll call of the members present was taken: Joe Armour, yes; Jim Bryner, yes; Missy Fallert, yes; Dan Dozier, yes; Wendy Ortwerth, yes; Jim Rhodes, yes; and Heidi Weiss, yes.

Peg Capo reviewed comments and actions taken from the November 20, 2008 and April 16, 2009 public hearings.

John Thaelke summarized the FY11 preliminary budget. The FY11 Preliminary Budget's only increase in FY11 was for ARRA funding to be received and related budgeted expense. No Board discussion has taken place on whether money will be available for a COLA, so none was included in the preliminary budget.

Kathy Williams, DDRB Program Manager, discussed policy changes for FY11. All draft policies are posted on the DDRB website for comments and feedback by December 1, 2009. Each policy was reviewed and changes in language and punctuation were suggested. Final FY11 policies and priorities are scheduled for approval at the December Board Meeting.

There were no public comments.

Jim Bryner motioned to close the public hearing. Wendy Ortwerth seconded the motion. Motion passed unanimously.

Public Announcements: none

Public Comments: none

Minutes:

Wendy Ortwerth motioned to approve the meeting minutes from the October 22, 2009 Board Meeting. Jim Bryner seconded the motion. Motion passed unanimously.

Finance Report:

John Thaelke reviewed the October 2009 monthly Finance Reports.

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 of billing has not been received.
- In-Home Respite – Will need to reduce this amount when the new Memorandum of Agreement with the state is signed.

FY10 Expenditures

- DMH Trust Fund – The first quarter FY10 billing has been processed. The budget remaining appears high because \$552,000 is billed separately in the 3rd or 4th quarter billing.

Executive Director's Report:

Peg Capo reported on the following:

New Board Member:

Jim Rhodes was introduced as DDRB's newest Board Member. Jim was appointed by County Executive Ehlmann on October 26, 2009. Jim is an Assistant Branch Manager and the Information Resource Manager – Local History and Genealogy for the St. Charles City – County Library District and also serves on the Eastern Missouri Autism Project advisory council.

Missouri Budget Update:

It is expected that additional budget withholds will be announced by the end of December. The developmental disabilities community is advocating that there be no cuts to services to individuals with developmental disabilities or to provider rates supporting those services. Budget analysts are forecasting that this fiscal crisis will continue for at least the next two years as the economy recovers.

Quality Enhancement Specialist:

The first rounds of interviews has been completed. Two candidates will participate in second interviews the week of November 16.

Tri-County Regional Office Director Update:

Julia Hillyer has been hired as the Tri-County Regional Office Director, replacing Cindy Mueller. Julia is a former employee of the St. Louis Regional Office and for the past five years has been the director of First Steps SPOE (Single Point of Entry) in St. Louis County. Julia assumes her position December 1 and her office will be in the Wainwright Building.

DDRB Board Meeting Locations:

December's DDRB meeting will be held at United Services, 4140 Old Mill Parkway, St. Peters. Several agencies have agreed to host the meetings in 2010. A full schedule for the 2010 Board Meetings will be distributed and posted on the DDRB website by the end of December.

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.

Coalition Legislative Lunch at the Capitol:

The annual Coalition Lunch at the Capitol is scheduled for Tuesday, January 12, 2010. DDRB Board members and all Coalition members are welcome and encouraged to attend. It is a great opportunity to meet with legislators to discuss the priorities for the new legislative session.

Case Management Director's Report:

Robyn Peyton reported on the following:

- The case management program is currently serving 564 consumers. All individuals at the St. Charles Habilitation Center have confirmed their choice of case management. Out of the 69 individuals residing in the center, 55 chose the DDRB.
- Two additional case managers have been hired. Carol Baer started November 9 and Katie Taylor started November 12.
- Case Managers are in the process of meeting their consumers from the Habilitation Center and are becoming familiar with their support needs. Case Managers have been meeting with staff in order to explain the monitoring process and how it relates to the Medicaid Waiver program. Sonya and

Robyn will be meeting with supervisory staff again this week. The staff has repeatedly expressed their gratitude for assisting them through this transition.

- Robyn is scheduled to present at the Delta Center board meeting. Jim Ruedin, the Case Management Director for Lincoln County and Robyn have been asked to speak about their Case Management Program.
- Robyn presented a letter from a family commending the efforts of one of the DDRB case managers. The letter affirms that the level of service provided to our consumers is truly making a difference in their lives.

Coalition and Legislative Reports:

Denise Gould, Coalition Member reported on the following:

- The Collaboration Committee is progressing as expected, at the December meeting members will vote on office supplies.
- The Coalition is hosting its annual breakfast with St. Charles County legislators on Friday, December 11, 2009.
- The Legislative committee established legislative priorities for next year.
- The coalition's bi-laws were reviewed and voting on the changes will take place at the December meeting.

Finance Committee:

John Thaelke reviewed the minutes of the November 5, 2009 Finance Committee Meeting.

Program Committee:

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

Personnel Committee:

Peg Capo reviewed the minutes of the November 9, 2009 Personnel Committee Meeting.

Old Business:

1. ARRA Funding Requests:

A. Family Support Services:

Family Support Services is requesting up to \$10,000 emergency ARRA funding to repair a leak where the roof and brick wall meet and any other repairs needed due to water damage during the repair.

Heidi Weiss motioned to amend the FY10 budget and approve the Family Support Services request for up to \$10,000 of one-time emergency ARRA funding to repair the leaking roof and DDRB will allow billing for services provided after November 5, 2009. Missy Fallert seconded the motion. Motion passed unanimously.

B. Housing Development:

The DDRB owns six residential homes and a respite home. The Lakeside home is close to reaching the end of its useful life. Repairs and maintenance cost are increasing. The provider and the DDRB finance committee have begun plans to replace the home, potentially with two universally-designed homes on the property. DDRB is requesting up to \$20,000 one-time ARRA funding to move forward on the planning by completing an ALTA (American Land Title Association) survey of the land and begin design work on the homes. Actual expenditures will be approved by the Finance Committee.

Jim Bryner motioned to amend the FY10 budget and approve the DDRB's request for up to \$20,000 of one-time ARRA funding to move forward on the planning by completing an ALTA (American Land Title Association) survey of the land and begin design work on the homes. Heidi Weiss seconded the motion. Motion passed unanimously.

2. Life Skills: Emergency Request: FY09 Expenses

John Thaelke reviewed the original Life Skills request of the unreported billings that was tabled at the October 22, 2009 Board Meeting. John reported that the Finance Committee met November 5, 2009 to discuss the financial implication that this would have on Life Skills. The Finance Committee recommends authorizing up to 95% of the request to be paid to Life Skills.

Missy Fallert motioned to amend the FY10 budget and approve Life Skills request for up to \$37,423 of one-time funding. Jim Bryner seconded the motion. Motion passed unanimously.

New Business:

1. Audit Extension Request:

Association on Aging with Developmental Disabilities, Epilepsy Foundation, Options for Justice, and Recreation Council are requesting an audit extension of 30 days. John Thaelke recommends an extension until December 15, 2009.

Dan Dozier motioned to approve an audit extension for Association on Aging with Developmental Disabilities, Epilepsy Foundation, Options for Justice, and Recreation Council until December 15, 2009. Wendy Ortwerth seconded the motion. Motion passed unanimously.

Closed Session:

Dan Dozier motioned to go into closed session, announcing the intent of the closed session for the purpose of discussing Personnel under the provision of S.B.2, Section 610.021 (3) RSMo. Motion seconded by Wendy Ortwerth. Motion passed unanimously. Roll call of the members present was taken: Joe Armour, yes; Jim Bryner, yes; Missy Fallert, yes; Dan Dozier, yes; Wendy Ortwerth, yes; Jim Rhodes, yes; and Heidi Weiss, yes.

Open Session:

Dan Dozier motioned to end the closed session and return to open session. Seconded by Wendy Ortwerth. Motion passed unanimously.

Adjournment:

Heidi Weiss motioned to adjourn. Jim Bryner seconded the motion. Motion passed unanimously.

Respectfully Submitted: Keri Riley _____