

**Developmental Disabilities Resource Board of St. Charles County**  
**Board Meeting Minutes**  
**December 17, 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, Dan Dozier, Missy Fallert, John Morse, Wendy Ortwerth, Jim Rhodes, and Heidi Weiss

**Members Absent:**

None

**Public Announcements:** none

**Public Comments:**

Melisa Bartlett, United Services Chief Financial Officer, reported that of the 1,200 children they serve in a year 400 of them are funded by the DDRB which equals approximately 87,000 hours of service per year. Melisa then introduced Angie and David, parents of a United Services consumer, who receive services funded by the DDRB. Angie and David spoke to the board regarding the benefits and talked about the progress their son has made since receiving the services. Angie and David thanked the DDRB for making this possible.

Peg Capo introduced Juli Hillyer the Tri-County Regional Office Director to the Board.

**Minutes:**

**Wendy Ortwerth motioned to approve the meeting minutes from the November 19, 2009 Board Meeting. Heidi Weiss seconded the motion. Motion passed unanimously.**

**Finance Report:**

John Thaelke reviewed the November 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.
- ARRA – FY10 Budget was discussed at the December Finance Committee. See Agenda Old Business item FY10 ARRA Revenue Budget for additional information.
- Interest – The DDRB received a major interest payment in August due to investments that came due 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 and only one quarter has been billed to date.
- Case Management – Variance to budget is due to additional case managers in the budget not yet hired.

**Executive Director's Report:**

Peg Capo reported on the following:

**Missouri Budget Update:**

The Senate held Appropriations hearings at the Capitol where Peg presented on behalf of MACDDS. The Committee indicated that we all should expect cuts. The funds are simply not there to maintain the current level of spending. Ideas are welcomed on ways to help balance the state budget. An idea given was to further enhance DMH agreements with County Boards. Collectively the County Boards have funds that are not fully

leveraged and the Family Support Services In home Respite program was given as an example of fully utilizing the state and local funds. Funds that are not utilized are available in future years. State funds that are not used are often lost in subsequent years. The second idea is to maximize use of the proposed Prevention Waiver. Senators Mayer (Chair) and Rupp expressed interest in hearing more about the Prevention Waiver.

**Quality Enhancement Specialist:**

The Personnel Committee and the Board will review the cost/benefit of the position. Additionally, key revenue information (state budget, St. Charles County tax collections) will be considered. The candidates who were interviewed were informed that the Quality Enhancement Specialist position is on hold.

**Fort Zumwalt School District Transition Team Report:**

Karen Craven was fortunate to serve on the Fort Zumwalt Transition Team, which was awarded a DESE grant to "improve secondary outcomes for individuals with disabilities age 16 through 21". Karen reviewed a report that summarized the team's work and the results of the in-service trainings conducted.

**Board Appointments:**

A packet was distributed prior to the meeting that showed a historical review of all DDRB Board members since our inception in 1977. A large number of past and present community leaders have served on the Board!

**DDRB Board Meeting Locations:**

A schedule for 2010 DDRB meeting locations has been confirmed. The list will be posted on the DDRB website. Thanks to our agency partners for agreeing to host meetings!

**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. This 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 now serving 569 consumers. Since July, 10 seventeen-year-olds have chosen the DDRB for case management services. This number is lower than anticipated; however, information is still being provided to schools and other transition groups.
- Since the case management team has grown to 19 case managers, interviews will begin to fill the third mentor position. This position will be the final mentor position in this fiscal year's budget. A qualifying candidate must have two years experience as a case manager with the DDRB and achieved two successful performance reviews. Robyn reported that the interviews for the mentor position have been completed.
- The transition of the Habilitation Center to the Medicaid Waiver program continues to go well. Sonya and Robyn will meet with habilitation staff and therapists later this week to complete further training on writing quality outcomes in the person centered plan. The staff continue to express appreciation for the assistance provided.
- Robyn continues to participate in the Division of Developmental Disabilities statewide Consumer Relations Committee. This group consists of Assistant Center Directors from regional Offices and SB40 representatives including both Case Management Directors and Executive Directors. The committee is charged with several tasks in order to define restructure plan. Tasks of the committee include the creation of a training assistance program for SB40 boards that are starting up case management and discussion regarding best practices in order for consistent procedure to occur across the state.

**Coalition and Legislative Reports:**

Sheri Wiltse, Coalition President reported on the following:

- The coalition's is in the process of updating their by-laws.
- On December 3, 2009 Senator Dempsey attended the annual coalition breakfast hosted by Emmaus.

- On December 11, 2009 Senator Rupp along with many other state representatives attended the Legislative breakfast. Senator Rupp discussed an economic impact statement and the Legislative Priorities for 2010.
- The annual Coalition Lunch at the Capitol is scheduled for Tuesday, January 12, 2010.

**Finance Committee:**

John Thaelke discussed the December 9, 2009 Finance Committee Meeting.

**Program Committee:**

Peg Capo reviewed the minutes of the December 7, 2009 Program Committee Meeting.

**Personnel Committee:**

Peg Capo discussed the December 14, 2009 Personnel Committee Meeting.

**DDRB Nominating Committee:**

Joe Armour, Jim Bryner and Heidi Weiss were appointed to the nominating committee to nominate DDRB Board officers for 2010.

**Old Business:**

**1. DDRB FY11 Funding Policies and Priorities Approval:**

Peg Capo reviewed the revised FY11 Funding Priorities and Policies. An initial review was made at the November Board Meeting. Recommended changes were made and presented to the Program and Finance Committee Meetings in December. A recommendation was made to add "up to" in front of all amounts on the Start-Up Policy and Contract.

**Dan Dozier motioned to approve the FY11 Funding Priorities and Policies as presented and add "up to" in front of all amounts on the Start-Up Policy/Contract. Wendy Ortwerth seconded the motion. Motion passed unanimously.**

**2. ARRA Revenue Budget:**

John Thaelke requested to amend the FY10 Budget to include \$740,000 in revenue to be received from ARRA funds.

**Jim Bryner motioned to include \$740,000 for ARRA revenue in the FY10 budget. Missy Fallert seconded the motion. Motion passed unanimously.**

**3. ARRA Funding Request:**

**A. FACT:**

Peg Capo reported that FACT is requesting up to \$5,000 of one time ARRA funding to redesign the agency website to be more useful for their families.

**Missy Fallert motioned to approve the FACT request for up to \$5,000 of one-time ARRA funding to redesign the agency website and amend the FY10 Budget. Jim Bryner seconded the motion. Motion passed unanimously.**

**B. Community Living Inc.:**

Peg Capo reported that Community Living Inc. is requesting up to \$6,000 of one time ARRA funding for sensory room program items that will be used in a shared multi-sensory room in the Mahon and Lonning Centers.

**Missy Fallert motioned to approve the Community Living Inc. request for up to \$6,000 of one-time ARRA funding for sensory room program items in the Mahon and Lonning Centers and amend the FY10 Budget. Pam Beussink seconded the motion. Motion passed unanimously.**

**C. BCI**

John Thaelke reported that BCI is requesting up to \$30,221 of one time ARRA funding for a one time equipment purchase. The request is to purchase a new phone system that will allow staff in multiple locations to communicate in a more efficient manner.

**Dan Dozier motioned to approve the BCI request for up to \$30,221 of one time ARRA funding to purchase a new phone system and amend FY10 Budget. Jim Rhodes seconded the motion. Motion passed unanimously.**

**New Business:**

**1. Family Support Services: Equity Investment Letter of Credit Request:**

John Thaelke reported that Family Support Services is requesting a release from the final year of purchasing a Letter of Credit for \$250,000. This request will result in a \$5,000 savings for Family Support Services.

**Dan Dozier motioned to relieve Family Support Services of the obligation for the Letter of Credit in the amount of \$250,000. Jim Bryner seconded the motion. Motion passed unanimously.**

**2. DDRB: Cafeteria Plan Amendment Resolution**

John Thaelke requested that the DDRB Cafeteria Plan be amended to raise the amount employees are able to defer from earnings for Health Care Reimbursement from \$1,500 to \$3,600 per year.

**Jim Bryner motioned to amend the DDRB Cafeteria Plan's flexible spending account to allow the Health Care Reimbursement deferral to be increased up to \$3,600 per year, effective January 1, 2010. Wendy Ortwerth seconded the motion. Motion passed unanimously.**

**3. Community Living Inc.: Vehicle Purchase Request**

John Thaelke reviewed the Community Living Inc. request to purchase a wheelchair accessible van to replace a vehicle involved in a crash. Community Living Inc. has requested to use proceeds from the insurance company and not reimburse the DDRB. In addition, John recommended authorizing Community Living Inc. access to vehicle funding that provides a 20% DDRB match.

**Jim Bryner motioned to approve the CLI request that DDRB reimburse Community Living Inc. the difference between the 20% payment to MODOT and the amount received from the insurance company up to \$3,700. Dan Dozier seconded the motion. Motion passed unanimously.**

**4. DDRB: Quality Enhancement Specialist Position**

Jim Bryner stated that the Quality Enhancement Specialist Position may prove to be more important during tight economic times. The state and agencies may be taxed to do even more with less which may affect quality in a negative way. Agencies in attendance were in favor of keeping the position. Board members clarified that the position would not be eliminated, but perhaps postponed. The Board requested additional information from Peg and asked to place this item on the January agenda.

**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 Missy Fallert. Motion passed unanimously. Roll call of the members present was taken: Joe Armour, yes; Pam Beussink, yes; Jim Bryner, yes; Dan Dozier, yes; Missy Fallert, yes; John Morse, 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 Missy Fallert. Motion passed unanimously.**

**Adjournment:**

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

Respectfully Submitted: Keri Riley \_\_\_\_\_