

Developmental Disabilities Resource Board of St. Charles County
Board Meeting Minutes
January 21, 2016

The Board meeting was held at the DDRB Office, 1025 Country Club Road, St. Charles, MO 63303. Neil Whipple, DDRB President, called the meeting to order at 7:00 p.m. with a moment of silent reflection.

Members Present:

Dan Dozier, Missy Fallert, Margaret Kelpo, Mike Mahoney, Jim Rhodes and Neil Whipple

Members Absent:

John Morse

Mission Moment:

Robyn shared a mission moment that involved two DDRB customers. The two young men lived in a foster home for several years. As they became adults, this environment did not allow them opportunities for growth and independence. Their ability to participate in their community with peers was very limited, almost nonexistent. The case manager was able to advocate for them to move to an environment that they could call "their home." They have blossomed in this new environment. One of the young men works at BCI and received employee of the year. The other young man now goes to an art based day program that he loves. They hosted their own super bowl party, including the menu planning and meal preparation. They now do their own grocery shopping, choose how to decorate their home and choose their activities. It is a true example of being fully included in society.

Public Comments and Announcements:

Jeff Campbell, Executive Director Show Me Aquatics and Fitness, invited everyone to their Trivia Night on Friday, February 26, 2016 at 6:00pm. The trivia night will be held at the Immanuel Lutheran Fellowship Hall.

Minutes of Board Meeting:

A correction to the minutes was made, Mike Mahoney was absent and the minutes will now reflect his absence.

Missy Fallert motioned to accept the December 17, 2015 Board meeting minutes with correction. Jim Rhodes seconded the motion. Motion passed unanimously.

Finance Director's Reports:

John Thielke's December 2015 and 2nd Quarter Finance Reports included the following:

FY16 Revenue

- **Taxes** – The majority of tax revenue should be received in January and February of 2016.
- **Case Management Billings** – The DDRB records billings on a cash basis throughout the year. Billings through November have been received and recorded.
- **Rent** – Revenue is consistent with the budget.

FY16 Operating Expenditures

- **Agency Operations** – Based on a preliminary projection it appears that agency billings will lapse at an 11-12% versus the 8% budgeted.
- **DDRB Operations** – DDRB Case Management operations is consistent with the number of Case Managers currently on staff. The budget is based on a team of 36 case managers and

the DDRB currently has 30. There will be a significant lapse in both the TCM Billings and Case Management line items.

- **Capital / One-Time** – Most of the expense in this area was for the Lift Station replacement.

Dan Dozier motioned to accept the December 2015 and 2nd Quarter Finance Reports as presented. Jim Rhodes seconded the motion. Motion passed unanimously.

Executive Director's Report

Peg Capo's Executive Director Report included the following:

Funding Cycle and Board Member Schedule

Annual agency trainings for the FY2017 Funding Cycle are taking place next week at the DDRB. Nikki mailed Board members calendars for scheduling agency hearing meetings. Please indicate which nights you are NOT available and return the calendars to Nikki ASAP. She will email you the dates of the hearing nights. This year will be more condensed in order to bring the final FY2017 budget for approval at the May 19 Board Meeting.

Legislative Update

The legislative session began Wednesday, January 6 at noon and will end May 13 at 6:00pm. The Governor's State of the State was Wednesday, January 20 at 7:00pm at the Capitol. He gave an overview of his budget plan for FY2017.

The Coalition Legislative Committee met with St. Charles County and other key legislators at the Capitol on January 13 to discuss legislative priorities, which were included in the Board packet. Bills have been filed to increase the asset limits to allow Medicaid recipients to save additional money for emergencies. Funds for a provider COLA and rate rebasing continue to be a priority.

Included in the Board packet is a list of bills being tracked by MACDDS. Weekly reports are given from Gamble & Schlemeier with updates

Senator Eric Schmitt (R-St. Louis County) has introduced a SB 869 which exempts County DD taxes from tax increment financing (TIF). Specifically, it adds the following section to the TIF statutes. "15. *Notwithstanding any other provision of the law to the contrary, the adoption of any tax increment financing authorized under sections 99.800 to 99.865 shall not supersede, alter or reduce in any way a property tax levied under section 205.971.*" (Section 99.845 (15), RSMo) Senator Schmitt has asked for the County Boards to support this Bill.

Dan Dozier motioned to endorse the language used in the bill with the addition of including chapters 100 and 353 and for the DDRB to draft a letter of support signed by the President and Executive Director. Jim Rhodes seconded the motion. Motion passed unanimously.

Vision St. Charles County Leadership Presentation

January 21, 2016 is the "Quality of Life Day" for the current Vision Leadership Class. The three focus areas are Health Care, Social Services and Volunteerism. Mary Hutchinson (Community Council), Bruce Sowatsky (Community and Children's Resource Board) and Peg formed a panel to discuss social service issues. Topics include how they work to create change both locally and regionally, what critical issues they face, how they measure results and how they identify and establish best practices/evidence based practices in St. Charles County.

Case Management Director Report

Robyn Peyton's Case Management Director Report included the following:

- The case management program is now serving 1,121 customers.
- Anna Freise will be joining the case management team on January 25. In addition, the DDRB is in the processes of interviewing candidates in order to add two case managers for growth. There are currently 20 new intakes waiting for case management assignment.
- Diane Diehl, Senior Administrative Assistant for the case management team, has announced her retirement. Diane has been with the team since the onset of the program almost 10 years ago. She will be missed, but we wish her the best in her new endeavors. Her last day will be May 6, 2016.
- In December, the case management program received a Targeted Case Management Program review from the Division of Developmental Disabilities. This is an annual review that looks at the program's compliance with state regulations and waiver assurances for service. It includes a review of staff qualifications and training as well as documentation. One customer file per case manager is reviewed. Preliminary results were very positive.
- Robyn has been given an opportunity to be a part of the newly formed Missouri Support Coordination Capacity and Innovation Project Advisory Committee. This is a group of key stakeholders throughout the state that is looking at innovative ideas in the delivery of case management services.
- Several of our customers participated in the Home and Community Based On-site Assessments regarding the new rule changes. Common remediation identified were as follows:
 - Assuring that the individual is educated on how to file an anonymous complaint and documenting it in their plan.
 - Assuring that the individual has input to where they live and documenting it in their plan.
 - Assuring that the individual has full access to the community and documenting it in their plan.The key issue appears to be assurance that all choices are documented. Case Managers will be working with providers in order to respond to remediations. Included in the Board packet was a summary of the HCBS new rule changes.

Coalition Report

Craig Strohbeck, President Elect of the Coalition, reported on the following:

Training Committee

- The renewal period has ended for the College of Direct Support. All 11 agencies have expressed their intention to rejoin. Several of the agencies currently using this resource have not fully implemented the system within their own agencies due to training obstacles. However, on January 29 there will be a "How to Get Started" training and Nikki Rogers from the DDRB will be leading that.
- A survey which included topics of Motivation, Coaching Employees, and Diversity has recently been sent out to determine what the focus of the AAIM spring 2016 training will be.

Legislative Committee Update

- Many members of the committee made visits to the capital building on January 13. The finalized priorities were presented to the St. Charles County delegation. It was a successful trip. Most legislators continue to support our efforts. Others continue to listen and are open to the education, for example, Bill Otto co-sponsored the asset limit bill on the spot while members of the committee were in his office. The Coalition was able to personally thank Sue Allen for her efforts on the Parent Partner Project with FACT. Sue expressed how meaningful that was to receive the recognition directly from our group.

Program Committee Update

- The guest speaker for the January meeting was Bill Gamble, legislative consultant. He provided a thorough update and shared that the current top focus is Ethics.
- The DSP Conference is scheduled for March 23 and 24 at the St. Charles Community College.
- The DSP Awards Committee is on a break right now but will regroup in March to begin plans for the next celebration which has been moved to November 2016.

Finance Committee

John Thaelke reviewed the January 5, 2016 Finance Committee minutes.

Human Resource Committee

Vicki Amsinger reviewed the January 14, 2016 Human Resource Committee minutes.

Nominating Committee

The December 17, 2015 Nominating Committee minutes were included in the packet and will be discussed under new business.

Program Committee

Margaret Kelpel reviewed the January 7, 2016 Program Committee minutes.

Old Business

1. By-Laws Follow-up

Special language for the By-Laws that was submitted by the attorney was discussed. The Board was supportive of adding the emergency language and definition to the By-Laws for electronic presence and voting. Peg will draft the By-Laws for review at the February 18, 2016 Board meeting.

No motion was needed.

2. Governance Policy: Reserves Approval

John Thaelke reviewed the Reserve Policy. There were no changes made to the draft presented at the December Board meeting.

Mike Mahoney motioned to approve the Governance Policy: Reserves as presented. Dan Dozier seconded the motion. Motion passed unanimously.

New Business

1. Election of Officers

Neil Whipple reported the Nominating Committee has nominated the following people to serve on the Executive Committee in 2016: Jim Rhodes, President; Margaret Kelpel, Vice-President; Mike Mahoney, Treasurer and John Morse, Secretary.

Missy Fallert motioned to approve the following members to serve as the 2016 Executive Committee: Jim Rhodes, President; Margaret Kelpel, Vice-President; Mike Mahoney, Treasurer; John Morse, Secretary. Dan Dozier seconded the motion. Motion passed unanimously.

2. Corporate Compliance Resolution

Peg Capo, reported there were no reports of suspected fraud, waste or abuse in 2015. John Thaelke, read aloud Resolution Number FY16 01-01, which will ensure compliance with all state, federal and local laws and to appoint a primary point of contact who will recommend, create, implement and oversee strategies for compliance.

Margaret Kelpel motioned to approve the Corporate Compliance Resolution Number FY16 01-01 as presented and appoint Peg Capo, DDRB Executive Director, as the Corporate Compliance Officer. Missy Fallert seconded the motion. Motion passed unanimously.

3. Sunshine Law Resolution

John Thaelke read aloud Resolution Number FY16 01-02, which states that a public governmental body shall provide access to and, on request, copies of public records. A custodian must be appointed to maintain those records. The board recommended the fees to be charged for access to or furnishing copies of records shall be reasonable and consistent with the Sunshine law.

Missy Fallert motioned to approve The Sunshine Law Resolution Number FY16 01-02 as presented. The DDRB Executive Director was appointed as custodian of the records for the DDRB. Dan Dozier seconded the motion. Motion passed unanimously.

4. Bank Signatures Resolution

John Thaelke read aloud Resolution Number FY16 01-03, which authorizes the DDRB Board Officers to sign checks.

Missy Fallert motioned to approve the Bank Signatures by Officers Resolution Number FY16 01-03 as read aloud. Neil Whipple seconded the motion. Motion passed unanimously.

5. St. Charles County Investment Inter-Governmental Agreement Resolution

John Thaelke read aloud Resolution Number FY16 01-04, which is an agreement regarding investment custodian procedures between St. Charles County and the Developmental Disabilities Resource Board of St. Charles County.

Dan Dozier motioned to approve the St. Charles County Investment Inter-Governmental Agreement Resolution Number FY16 01-04 as presented. Neil Whipple seconded the motion. Motion passed unanimously.

6. FY2017 Market Rate Adjustment

The DDRB Finance Committee is recommending a 2% market rate adjustment for all eligible programs in FY2017. The Board would prefer to see the market rate adjustment focused on direct support wage increases.

Margaret Kelpel motioned to approve a 2% market rate adjustment for FY2017 as presented. Missy Fallert seconded the motion. Motion passed unanimously.

7. Best Practices Conference Budget Request

The Board approved a Best Practices Conference Policy effective July 1, 2016 to fund a team of agency and DDRB staff to attend conferences to identify best practices in the service industry. Employment agencies selected to attend the National APSE Conference being held in Cincinnati, Ohio June 20 – 24, 2016. There is an estimated budget of \$10,000 for this conference. The DDRB Community Programs line item has funds to cover this.

Missy Fallert motioned to approve the Best Practices Conference Budget Request for up to \$10,000 as presented. Neil Whipple seconded the motion. Motion passed unanimously.

Missy Fallert motioned to move agenda item 13 Center for Specialized Services Audit Extension Request to item 8 under new business. Margaret Kelve seconded the motion. Motion passed unanimously.

8. Center for Specialized Services Audit Extension Request

The Center for Specialized Services is requesting an audit extension for their FY2015 Audit. This request would extend their deadline until February 29, 2016.

Neil Whipple motioned to approve the Center for Specialized Services' Audit Extension Request as presented. Dan Dozier seconded the motion. Motion passed unanimously.

9. Accessibility Plan

a. 2015 Yearend Report

Peg Capo presented the 2015 Accessibility Yearend Report.

Missy Fallert motioned to accept the 2015 Accessibility Yearend Report as presented. Margaret Kelve seconded the motion. Motion passed unanimously.

b. Draft 2016 Plan

Peg Capo presented the Draft 2016 Accessibility Plan. This plan will come before the Board for approval on February 18, 2016.

No motion needed.

10. Cultural Competency & Diversity Plan

a. 2015 Yearend Report

Vicki Amsinger presented the 2015 Cultural Competency & Diversity Yearend Report.

Missy Fallert motioned to accept the 2015 Cultural Competency & Diversity Yearend Report as presented. Margaret Kelve seconded the motion. Motion passed unanimously.

b. Draft 2016 Plan

Vicki Amsinger presented the Draft 2016 Cultural Competency & Diversity Plan. This plan will come before the Board for approval on February 18, 2016.

No motion needed.

11. Human Resource & Succession Plan

a. 2015 Yearend Report

Vicki Amsinger presented the 2015 Human Resource Yearend Report.

Neil Whipple motioned to accept the 2015 Human Resource Yearend Report as presented. Missy Fallert seconded the motion. Motion passed unanimously.

b. Draft 2016 Plan

Vicki Amsinger presented the Draft 2016 Human Resource & Succession Plan. These plans will come before the Board for approval on February 18, 2016.

No motion needed.

12. Risk Management Plan

a. 2015 Yearend Report

John Thaelke presented the 2015 Risk Management Yearend Report.

Missy Fallert motioned to accept the 2015 Risk Management Yearend Report as presented. Dan Dozier seconded the motion. Motion passed unanimously.

b. Draft 2016 Plan

John Thaelke presented the Draft 2016 Risk Management Plan. This plan will come before the Board for approval on February 18, 2016.

No motion needed.

13. Technology Plan

a. 2015 Yearend Report

John Thaelke and Michael Ruebel presented the 2015 Technology Yearend Report.

Missy Fallert motioned to accept the 2015 Technology Yearend Report as presented. Dan Dozier seconded the motion. Motion passed unanimously.

b. Draft 2016 Plan

John Thaelke and Michael Ruebel presented the Draft 2016 Technology Plan. This plan will come before the Board for approval on February 18, 2016.

No motion needed.

Adjournment

Missy Fallert motioned to adjourn. Neil Whipple seconded the motion. Motion passed unanimously.

Respectfully Submitted: Nikki Rogers _____