

Developmental Disabilities Resource Board of St. Charles County
Board Meeting Minutes
February 18, 2016

The Board meeting was held at the DDRB Office, 1025 Country Club Road, St. Charles, MO 63303. Jim Rhodes, 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 Kelpel, Mike Mahoney, John Morse, Jim Rhodes and Neil Whipple

Members Absent:

None

Mission Moment:

Johanna Wortmann, President of People First of St. Charles County, met with the Governor when he was at the DDRB office on January 21, 2016. Johanna said it was nice having the Governor come in and talk. Johanna brought up the issue of asset limits and informed the Governor about how important that is for people with developmental disabilities. The increased asset limit bill would allow people to save for transportation or emergencies. Johanna explained to the Governor her own situation and informed him how hard it was to make a living in the community without increased asset limits. The Governor noticed how well Johanna spoke and she explained how it is all because of her involvement in People First. People First has empowered Johanna to advocate for herself and others with developmental disabilities. The Governor told Johanna she was an inspiration for two reasons; one, she is an inspiration for others with disabilities and, two, she is an inspiration to him.

Johanna informed the Board that People First will be visiting the Capitol March 8, 9, and 10 to advocate to the legislators.

Public Comments and Announcements:

None

Minutes of Board Meeting:

Missy Fallert motioned to accept the January 21, 2016 Board meeting minutes with correction. Dan Dozier seconded the motion. Motion passed unanimously.

Finance Director's Reports:

John Thielke's January 2016 Finance Reports included the following:

FY16 Revenue

- **Taxes** – At this time it appears that the DDRB will meet FY16 budgeted tax revenue. Once March revenue is received I will be making a projection for FY16 tax revenue.
- **Case Management Billings** – The DDRB records billings on a cash basis throughout the year. Billings through December 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% level versus the 8% budgeted.

- **DMH Trust Fund** – Billings appear consistent with prior year actuals. This would result in a 16-17% lapse versus the 10% budgeted.
- **DDRB Operations** – DDRB case management operations are consistent with the budget for 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 TCM Billings and Case Management line items.

Dan Dozier motioned to accept the January 2016 Finance Report as presented. Margaret Kelpo seconded the motion. Motion passed unanimously.

Executive Director's Report

Peg Capo's Executive Director Report included the following:

Funding Cycle Update and Board Meeting Schedule

Agency applications are due March 14. Kathy and John will review applications and provide a summary, along with application materials, at the April 7 Board Kick-Off Meeting. Attached is a final Board meeting schedule for the FY17 Funding Cycle. It is expected that several new projects will be proposed through letters of intent. Per DDRB funding policy, new projects are reviewed if they meet a priority need and funds are available after existing operations and one-time requests are considered.

LifeCourse Framework Workshop Event

We are honored to be one of five sites in the state to host a LifeCourse Framework Workshop. A Save the Date flyer with more information was shared. Everyone is welcome to attend.

Legislative Update

Included in the board packet were the most recent legislative reports from MARF (John Bardgett & Associates) and MACDDS/St. Charles County Coalition (Gamble & Schlemeier), which we receive weekly during the legislative session. Also included were general comments on the session and tracking of priority issues.

Key issues being tracked by all three groups are the DMH/DD Funding Requests (Rate Rebasing, COLA, Service Funding) and the Asset Limit legislation. This week the House Appropriations Committee is working on the budget.

Some Board members were interested in receiving the weekly updates as well. Peg will forward those updates to all Board members.

Conflict Free Case Management

A primary focus of the January MACDDS meeting was a discussion on Conflict Free Case Management. The new Home and Community Based Services rules prohibit an agency from providing case management and Medicaid-funded services to the same individual. The DDRB provides Conflict Free Case Management and is not affected by this new rule. However, most County Boards in the state provide conflicting services and are planning to separate the services by the deadline, July 1, 2017. Many options are being considered. This is certain to increase the cost of providing case management and other services in the counties affected.

NASDDDS Newsletter

Attached to Peg's report were latest Community Services Reporter newsletters from the National Association of State Directors of Developmental Disabilities Services. Of particular interest in the December issue are articles on the increasing importance of technology and staff stability report, which

reports on direct support staff trends. January's issue includes an article on employment outcomes and another on State and Local Governments' Fiscal Outlook.

Case Management Director Report

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

- The case management program is now serving 1,163 customers.
- I am pleased to announce that Katie Taylor will be coming back to the case management program. After six years with the DDRB, Katie resigned in December to pursue an opportunity with a partner agency. After a few months, Katie submitted a resume for consideration after hearing of an opening. She will begin back with the program on March 21st.
- With the retirement of Diane quickly approaching, the leadership team has been reviewing job tasks to determine the needs of the program. Since Diane has been completing the billing review for almost ten years, her level of knowledge and experience will be difficult to replace at an administrative assistant level. Since the program continues to grow and Diane now spends about 85% of her time completing the billing review process, it has been determined that replacing the Case Management Support Specialist position that Joyce previous as well as the heighten scrutiny from the Mo. Medicaid Compliance Unit, this job remains essential to the program.
- As a follow up to last month's report regarding the Mo. Support Coordination Capacity and Innovation Project, a survey has been created to gain feedback from individuals/families and stakeholders. We have posted the survey on our Facebook page as well as sent it to our case management team for distribution. To date, great feedback has already been received!
- During the case management team's recent strategic planning session, a suggestion was made regarding a provider resource fair. Currently we have an average of two providers per month speak at our team meetings, often delaying requests due to the volume. The team thought a resource fair would provide a venue for case managers to talk to a variety of providers all at the same time. A committee has been created to coordinate the fair.

Coalition Report

Michelle Peters, President of the Coalition, reported on the following:

Training Committee Update

- There was a college of direct support "how to get started" training held on January 29, 2016 provided by Nikki Rogers from the DDRB. Many of the 11 who participated have been members for quite some time, but not everyone has implemented the system within their agencies.
- Coaching Employees was the topic chosen by Coalition Members for the spring AAIM training. May 20, 2016 is the tentative date.

Legislative Committee Update

- The legislative committee met on February 16, 2016. The group received an update from their legislative consultants. The delegation is faced with a large supplemental budget from the Governor. The committee is continuing efforts to meet with legislators one on one who aren't quite on board with their priorities and People First is also making a trip to Jeff City in early March to continue advocacy efforts.

Program Committee Update

- The guest speaker for our January meeting was Lieutenant Mark O'Neil from the CIT program.
- A nomination was completed for the St. Charles County Coalition to FOCUS for their quality leadership, community collaboration, equity for individuals with DD, and our legislative advocacy efforts. FOCUS is a premier leadership organization for the region that prepares diverse leaders

to work in partnership for a thriving community leadership training, civic issue education, and public engagement initiatives.

- The DSP conference is scheduled for March 23rd and 24th at the St. Charles Community College.

Finance Committee

Mike Mahoney reviewed the February 2, 2016 Finance Committee minutes.

Human Resource Committee

Peg Capo reviewed the February 17, 2016 Human Resource Committee minutes.

Program Committee

Kathy Williams reviewed the February 4, 2016 Program Committee minutes.

Old Business

1. By-Laws Draft

Peg Capo presented the Draft By-Laws. The By-Laws will be brought to the Board for approval on March 17, 2016.

No motion was needed.

2. 2016 Accessibility Plan Approval

Peg Capo reviewed the 2016 Accessibility Plan. No changes were made since the January meeting.

Neil Whipple motioned to approve the 2016 Accessibility Plan as presented. John Morse seconded the motion. Motion passed unanimously.

3. 2016 Cultural Competency & Diversity Plan Approval

Vicki Amsinger reviewed the 2016 Cultural Competency & Diversity Plan. No changes were made since the January meeting.

Missy Fallert motioned to approve the 2016 Cultural Competency & Diversity Plan as presented. Dan Dozier seconded the motion. Motion passed unanimously.

4. 2016 Human Resource & Succession Plans Approval

Vicki Amsinger reviewed the 2016 Human Resource & Succession Plans. No changes were made since the January meeting. Mike Mahoney had a change to page 4 to include sex and gender as a priority for hiring.

Mike Mahoney motioned to amend the 2016 Human Resource & Succession Plans as discussed. John Morse seconded the motion. Motion passed unanimously.

Margaret Kelpé motioned to approve the 2016 Human Resource & Succession Plans as amended. Missy Fallert seconded the motion. Motion passed unanimously.

5. 2016 Risk Management Plan Approval

John Thielke reviewed the 2016 Risk Management Plan. No changes were made since the January meeting.

Neil Whipple motioned to approve the 2016 Risk Management Plan as presented. Missy Fallert seconded the motion. Motion passed unanimously.

6. 2016 Technology Plan Approval

John Thaelke reviewed the 2016 Technology Plan. No changes were made since the January meeting.

Missy Fallert motioned to approve the 2016 Technology Plan as presented. Dan Dozier seconded the motion. Motion passed unanimously.

New Business

1. FY2015 Agency Audit Review

John Thaelke compared agency FY2015 audits to actual DDRB program payment and found some DDRB overpayments. The differences from the audits were shared with the Finance Committee in February. The Finance Committee recommends repayment from Community Living, Inc.'s, ILA program in the amount of \$1,044.73 and Easter Seals Midwest's, ILA program in the amount of \$1,392.02.

John Morse motioned to request repayment from Community Living, Inc. and Easter Seals Midwest for overpayment as presented. Neil Whipple seconded the motion. Motion passed unanimously.

2. ITN*StCharles* MEHTAP Grant

At the March 20, 2015 Board meeting, the Board agreed to match funds up to \$5,000 for the MEHTAP grant. This item was not identified in the FY2016 Community Program's budget. This has been identified to come out of FY2016 Community Program's budget.

No motion needed

3. The Center for Specialized Services FY2016 Adaptive Equipment Request

The Center for Specialized Services is requesting a one time funding for an additional one-time \$150,000 for Adaptive Equipment. The Center for Specialized Services has been working to eliminate the waitlist for the Adaptive Equipment program that was inherited to them. This will come out of reserve funds.

Dan Dozier motioned to approve The Center for Specialized Services FY2016 Adaptive Equipment One-Time Funding Request for up to \$150,000 and amend the FY2016 Budget as presented. Missy Fallert seconded the motion. Motion passed unanimously.

4. Community Living, Inc. – FY2016 SOAR Behavior Support Request

Community Living, Inc. is requesting funding to provide behavioral supports by a Board Certified Behavior Analysis (BCBA) to individuals who participate in SOAR. Several individuals served have significant behavioral challenges and some were suspended last year from summer camp. Estimates were obtained; additional behavioral supports will include a Functional Behavior Assessment, a Behavior Support Plan, staff training to include hands on demonstration of behavioral strategies and completing required documentation. The estimated project cost is \$15,000.

John Morse motioned to approve Community Living Inc.'s FY2016 SOAR Behavior Support Request for up to \$15,000 and to amend the FY2016 budget as presented. Missy Fallert seconded the motion. Motion passed unanimously.

5. Program Renewal Application Policy

Kathy Williams reviewed the revised Program Renewal Application for FY2017. There were significant changes to help expand information presented in the application.

Neil Whipple motioned to approve the FY2017 Program Renewal Application Policy as presented. Missy Fallert seconded the motion. Motion passed unanimously.

6. 457 and 401(a) Plan Amendment Resolutions

John Thaelke read aloud the 457 and 401(a) Plan Amendment Resolutions to keep the DDRB current with recently enacted federal law changes.

Missy Fallert motioned to approve the 457 Amendment Resolution as read aloud. Margaret Kelpo seconded the motion. Motion passed unanimously.

Missy Fallert motioned to approve the 401(a) Amendment Resolution as read aloud. John Morse seconded the motion. Motion passed unanimously.

7. Gym Floor Contract Approval

John Thaelke presented the bid submitted during the open bidding process. Only one bid was submitted, by Flooring Systems. The bid came in with multiple alternative options. The base bid was \$16,495, alternate one includes vinyl flooring for an additional \$14,062 which is being recommended. The cost of both which is recommended is \$30,557.

Margaret Kelpo motioned to approve the Gym Floor contract with Flooring Systems for up to \$30,557 as presented. Missy Fallert seconded the motion. Motion passed unanimously.

Adjournment

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

Respectfully Submitted: Nikki Rogers _____