

Developmental Disabilities Resource Board of St. Charles County  
Board Meeting Minutes  
March 17, 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:**

Barb Griffith, President/CEO of Community Living, Inc., thanked the Board for having Community Living present for the mission moment. Barb introduced Kristen Paez, Director of the Respite Center. Kristen said when she was first asked if she had a mission moment, the Loraine family was the first to come to mind. She was so happy that they accepted the invitation to tell their story. Kristen Paez introduced Erin Loraine, the mother of two children receiving respite services through Community Living.

Erin Loraine shared her family's history with the Board. The Loraines have four children, two of which have developmental disabilities. One of her children has very high needs. The Loraines first used In-Home Respite. This was bittersweet for Erin, but it changed the way their family did things and the things they were able to do with their two sons. The family was on the waitlist for Center Based Respite at Community Living. After the first visit to the center, not only did the parents begin to feel comfortable leaving their child, but their child absolutely loved it. She always asks when she can go back to the center. Erin explained the impact these respite services have had on their family. The respite care allowed their family the needed breaks in order to maintain quality of care and living for all family members. Erin thanked the Board for their funding of these services, because they have transformed the way their family operates in the most positive way possible.

**DD Awareness Presentation:**

Johanna Wortmann, President of People First of St. Charles County, presented the People First DD Awareness campaign poster and bookmarks to the Board. At the March People First meeting, the members discussed what the campaign's message, "Don't Dis my Ability" meant to them. Johanna shared the member's thoughts with the Board. People First members believed it had strong messages of both advocacy and equality. A true way to do this is to look at the strengths and abilities of everyone around us. Jim Rhodes asked People First for additional bookmarks to place at county libraries.

People First will be holding a pilot group – PEER Mentor on March 30. They have invited individuals from local high schools to join them to discuss joining People First and to show them the power of advocacy. If this pilot group is successful, People First plans to hold additional PEER Mentor groups.

**Public Comments and Announcements:**

None

**Minutes of Board Meeting:**

**John Morse motioned to accept the February 18, 2016 Board meeting minutes as presented. Missy Fallert seconded the motion. Motion passed unanimously.**

### **Finance Director's Reports:**

John Thielke's February 2016 Finance Report included the following:

#### **FY16 Revenue**

- **Taxes** – At this time, it appears that the DDRB will meet FY16 budgeted tax revenue. Once the March revenue is received John 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. This level of staffing will result in a significant lapse in both the TCM Billings and Case Management line items.

**Neil Whipple motioned to accept the February 2016 Finance Report as presented. Missy Fallert 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 were 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. Included in the board packet, was 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.

#### **Annual Board Assessment Survey**

On March 8, Nikki Rogers emailed Board Members a link to the annual Board Assessment Survey (through Survey Monkey). Please complete the survey by Wednesday, March 23. Peg will prepare a summary for review at the Board Kick-Off Meeting on April 7.

#### **Home Ownership Update**

As part of the inquiry into the new Home and Community Based Services rule, there is some discussion about potential conflict of interest caused by the same entity providing case management services and owning homes that are rented by the individuals served through case management. The issue has been raised with the Missouri Division of DD and they have asked CMS for clarification. In the meantime, John and Peg will be discussing options for compliance and will be sharing information with the Finance Committee. Should it be necessary to separate home ownership with provision of case management, the DDRB must have a plan in place by July 1, 2017.

### **Val Huhn Update**

Included in the board packet, was a copy of Director Val Huhn's Update presented at February's MACDDS meeting. Her reports include state revenue projections and legislative progress on the budget. There is also some information this month about the HCBS ruling's impact on housing discussed above.

### **NASDDDS Newsletter**

Included in the board packet for the board's review, was the February newsletters from NASDDDS.

### **Board Member Update**

Peg announced at the meeting, both John Morse and Margaret Kelpé have been reappointed for additional three year terms.

Bart Haberstroh was appointed to the Board. He will take the seat of Carissa Rupp. Peg will be setting up an orientation meeting within the next week or so. Bart is starting the Board at a very busy time of year.

### **Case Management Director Report**

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

- The case management program is now serving 1,163 customers.
- Robyn announced 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 about an opening. She will begin back with the program on March 21.
- 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 completed 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 held and due to the heightened scrutiny from the MO Medicaid Compliance Unit, this position 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 and 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. 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**

- The AAIM training, Coaching and Managing Performance, will be held on May 20, 2016.

### **Legislative Committee Update**

- The legislative committee has not met since February 16, 2016. The next meeting is scheduled for Monday, March 21, 2016. People First Representatives did make their trip to Jefferson City in early March to continue advocacy efforts.

### **Program Committee Update**

- The DSP conference is scheduled for March 23<sup>rd</sup> and 24<sup>th</sup> at the St. Charles Community College.
- The DSP awards committee met on March 10 to begin preparations for the next celebration which will be held in November this year and to also put together a presentation for the DSP conference where the award winners will be honored.

### **Finance Committee**

Mike Mahoney reviewed the March 1, 2016 Finance Committee minutes.

### **Human Resource Committee**

Peg Capo reviewed the March 14, 2016 Human Resource Committee minutes.

### **Old Business**

#### **1. By-Laws Draft**

Peg Capo presented the DDRB By-Laws for approval.

**Missy Fallert motioned to approve the DDRB By-Laws as presented. Dan Dozier seconded the motion. Motion passed unanimously.**

### **New Business**

#### **1. MoRides Update**

MoRides gave an update to the Board on two federal grants in which the Board gave letters of financial support for future matching funds. MoRides also provided information on a new grant which they will be applying for in the near future.

**No motion was needed.**

#### **2. United Services for Children Emergency Request**

United Services for Children has seen a growing need of more intensive one on one support. United Services has been serving these individuals at their level of need, but reached the maximum of 1,248 units for the three individuals identified. The request is to allow United Service to continue to bill at 24 units per week for the identified individuals who reached their limit. This will not increase the overall units needed, only the amount that can be billed for these individuals.

**Missy Fallert motioned to approve United Services for Children's Request to bill 24 units per week for the three identified individuals as presented. Mike Mahoney seconded the motion. Motion passed unanimously.**

### **3. Vehicle Match Request**

Community Living, Inc. and ITN*StCharles* have both received MoDOT funded vehicles. These vehicles require a 20% local match. Community Living, Inc. needs a local match of \$32,223.20. ITN*StCharles* needs a local match of \$8,602.00. The total MoDOT vehicle match request is for 40,825.20. To fund the vehicles money would need to be transferred from the Community Programs line item budget to the Vehicles line item budget.

**Dan Dozier motioned to approve Vehicle Match Request for \$40,825.20 as presented. Missy Fallert seconded the motion. Motion passed unanimously.**

### **4. Adaptive Equipment Transfer Request**

An individual who is currently using a track lift purchased by DDRB through the Adapt Ability - Adaptive Equipment Grant in 2008 is moving to Warren County. The family has requested to be allowed to take the lift to their new home. The Warren County DD Board has agreed to cover the cost of the move and installation. Dan Dozier requested a release from liability be signed.

**John Morse motioned to approve the Adaptive Equipment Transfer Request as discussed. Neil Whipple seconded the motion. Motion passed unanimously.**

### **5. Best Practices Conference Budget Request**

The Board approved a Best Practices Conference Program effective July 1, 2016. The National Association of State Directors of Developmental Disabilities Services (NASDDDS) is holding a Conference in Kansas City, June 8 – 10, 2016. A team will be put together and they are requesting to send up to five individuals to the conference, with a maximum budget of \$5,000. These funds are available in the Community Programs budget.

**Neil Whipple motioned to approve the Best Practices Conference Budget Request as presented. Missy Fallert seconded the motion. Motion passed unanimously.**

### **6. Preliminary 2016 Tax Rate**

John Thielke presented the 2016 Preliminary Tax Rate recommended by the Finance Committee of .1455 per \$100 assessed. The tax rate will be set in September 2016.

**Missy Fallert motioned to approve the Preliminary 2016 Tax Rate as presented. Dan Dozier seconded the motion. Motion passed unanimously.**

### **Adjournment**

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

Respectfully Submitted: Nikki Rogers \_\_\_\_\_