

Developmental Disabilities Resource Board of St. Charles County
Board Meeting Minutes
May 19, 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, Bart Haberstroh, Mike Mahoney, John Morse, Jim Rhodes and Neil Whipple

Members Absent:

Missy Fallert and Margaret Kelpo

Mission Moment:

Sheri Wiltse, Chief Operating Officer for Community Living, Inc., introduced Thor Welker, Manager of Employment Services for Community Living, Inc. Thor shared a story about a client from Community Living's Supported Employment Follow Along program. This client had held this particular job, for quite some time. When it came time to review the client's case with the client and the client's supervisor, Community Living became aware of ongoing issues the supervisor was having with the client making both parties unsuccessful in the workplace. The supervisor explained that the employee was not following directions and in turn was making significant mistakes. After a series of meetings, Community Living was able to conclude that the client was making the mistakes because other employees were pulling him/her away from the task to complete other tasks. The employee, being a people pleaser, believed this was the correct thing to do. Community Living worked with the employee and the supervisor to increase communication and strategies on how to overcome barriers. Both the employee and supervisor have used these strategies. The supervisor has seen an increase in employee performance and quality of work. This is an excellent example of how Support Employment Follow Along allows individuals with developmental disabilities to acquire and maintain gainful employment. This story also expresses the importance of follow-up with both the employee and the supervisor on an annual basis to ensure no new barriers or difficulties have become an issue.

Public Comments and Announcements:

None

Minutes of Board Meeting:

Dan Dozier motioned to accept the April 21, 2016 Board meeting minutes as presented. John Morse seconded the motion. Motion passed unanimously.

Minutes of Agency Hearings:

Mike Mahoney motioned to accept the April 18, 2016 Agency Hearing meeting minutes as presented. Dan Dozier seconded the motion. Motion passed unanimously.

Mike Mahoney motioned to accept the April 25, 2016 Agency Hearing meeting minutes as presented. John Morse seconded the motion. Motion passed unanimously.

Minutes of Board Working Session:

Mike Mahoney motioned to accept the May 2, 2016 Board meeting minutes as presented. Dan Dozier seconded the motion. Motion passed unanimously.

Finance Director's Reports:

John Thaelke's April 2016 Finance Report included the following:

FY16 Revenue

- **Taxes** – The projection that FY16 tax revenue will be \$11,000,000 has not changed.
- **Case Management Billings** –The DDRB records revenue on a cash basis throughout the year. Revenue through March has been received and recorded.
- **Rent** – Revenue is consistent with the budget.

FY16 Operating Expenditures

- **Agency Operations** – Based on a March 31 projection it appears that agency billings will lapse at a 9.56% level versus the 8% budgeted. This will result in less than planned reserve usage in FY16.
- **DMH Trust Fund** – Billings are similar to FY15. Based on the March 31 projection it appears that DMH Billings will have a 15.7% 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 currently the DDRB has 32. There will be a significant lapse in both the TCM Billings and Case Management line items.
- **Capital / One-Time** – Projected lapse of 12.36% is up slightly from the budgeted 7.75%. Due to the small budget, the additional lapsed dollars is not significant. Timing of Phase II project to be authorized at the May Board meeting may alter the lapse projection.

Neil Whipple motioned to accept the April 2016 Finance Report as presented. Mike Mahoney seconded the motion. Motion passed unanimously.

Executive Director's Report

Peg Capo's Executive Director Report included the following:

Legislative Update

HB 1565, which raises the MO HealthNet asset limit for individuals with disabilities, was passed by the Senate and will be forwarded to the Governor for his signature. An email was sent to the Governor requesting his support and inviting him to St. Charles County, for the signing event, since the Coalition of Service Providers and People First of St. Charles County have been strong advocates on the legislation.

The Governor visited Jefferson County and Jackson County to sign the Department of Mental Health Budget. The FY2017 Budget is very favorable for developmental disabilities services. There is a COLA, Rate Rebasing and Service Expansion.

Non-Medicaid Case Management Reimbursement Update

A preliminary estimate indicates that there may be nearly \$450,000 of funding available in the TCM Match budget to help offset the cost to provide Non-Medicaid Case Management. St. Charles County serves approximately 8.4% of individuals in Missouri who are receiving Case Management but are not eligible for Medicaid. This means that the DDRB could recoup approximately \$42,000 for services that are not currently compensated.

Val Huhn Update

Included in the Board packet, was a copy of Director Val Huhn's Update presented at April's MACDDS meeting. Slide 2 gives the state revenue update. Slide 3 shows the DMH Budget items that have since been signed by the Governor. Slide 4 shows the timelines for Regional Office Intakes. These timelines are not always met in St. Charles County, but times and dates are now being kept on all applications to identify the issues.

LifeCourse Framework Workshop

The DDRB hosted a LifeCourse Framework Workshop this week. Dr. Sheli Reynolds led the workshop on planning to support families and individuals for their lifetime. Several Case Manager attended with over 100 individuals from around the Region. It was rated highly by the participants.

Case Management Director Report

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

- The case management program is now serving 1,180 customers.
- Diane Diehl's last day with the DDRB was May 6. We celebrated her contributions for the past 10 years with a luncheon in her honor. Tiffany Daniels officially began her new duties on May 9.
- In discussions regarding enhancements to team meetings as well as addressing the large number of requests we get from groups wanting to present, the Case Management team suggested a resource fair. This would allow a large number of providers to be available for staff to gather information and ask questions. The response has been tremendous. A "save the date" for June 9 has been shared. The committee will announce details as they become available.
- Robyn announced that the Neighbor Helping Neighbor Service Coalition has been selected as a 2016 Community Builder Award honoree as recognized by the Community Council. The Neighbor Helping Neighbor Service Coalition is a wrap around service delivery model that assist individuals in crisis. Members include a variety of community partners including St. Charles School District, Saints Joachim and Ann, Crider Center, Children's Division, Fire District and the Juvenile Court System to name a few. Robyn serves on the steering committee of the group.
- The Missouri Support Coordination Innovation and Capacity Project Committee continues to meet monthly. The group is currently reviewing the feedback gained from the statewide survey in order evaluate both what individuals value in case management service as well as what characteristics they feel make a good Case Manager. This information will help develop a comprehensive survey tool that assesses the service delivery system. In addition, this information can be used in the hiring process in order to assess applicants for key characteristics.

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 tomorrow on May 20, 2016.

Legislative Committee Update

- The Legislative Committee met Monday, May 16, 2016. HB1565 (which raises asset limits) passed the Senate last week and is sitting on the Governor's desk. The rebasing and COLA are in place and has already signed by the governor. The committee continued discussions on hosting other events to engage the legislation. The committee decided to invite various legislators to the monthly legislative meetings would be a good idea as well as continuing to have legislative representation at the December Coalition meeting. Other ideas are being considered as "Coffee and Client" get together, and also conducting orientations for new members to the legislation.

Program Committee Update

- The guest speakers for our May meeting were Duane Shumate from DMH and Yvonne Wright of Vocational Rehabilitation. They shared information regarding WIOA (The Workforce Innovation and Opportunities Act)
- The survey results from the DSP conference held March 23 and 24 at the St. Charles Community College were reviewed. The overall results were very positive, especially regarding the keynote speaker. Attendance was down from last year, so the committee will be brainstorming ideas for improvements.
- The DSP committee met on May 12, 2016 and are continuing to work on preparations and new ideas for the celebration which will be held in November 2016.

Finance Committee

Mike Mahoney reviewed the April 26, 2016 Finance Committee meeting minutes.

Program Committee

Neil Whipple reviewed the May 5, 2016 Program Committee meeting minutes.

Old Business

None

New Business

1. Show Me Aquatics & Fitness Emergency Request

Show Me Aquatics and Fitness is requesting emergency one-time funding to replace a broken chair lift at the O'Fallon YMCA facility. The request is for the DDRB portion of the lift for \$3,874. This request originally came in as a FY2017 one-time funding request, but the lift has since broken. The one-time funds for FY2017 would no longer be needed. The lift is the key equipment for individuals to be successful in the Aqua Ability program.

Mike Mahoney motioned to approve Show Me Aquatics and Fitness's Emergency Request for up to \$3,874 and to amend the FY2016 Budget as presented. Dan Dozier seconded the motion. Motion passed unanimously.

2. Phase II Bid – Contract Approval

Bids were received for the Phase II New Entry and other site work. All the bids were reviewed by the architect and the Finance Committee. The architect recommended the low bidder, Layneco Construction Services. The Finance Committee also recommended Layneco Construction Services as well as the alternate bid to install a lift for the stairs from Building A to Building B. The total bid with the lift alternative is \$211,556.

Neil Whipple motioned to approve Layneco Construction Services' bid for \$211,556 and authorize the President to sign the contract as presented. Bart Haberstroh seconded the motion. Motion passed unanimously.

3. Equity Policy Exception

The FY2017 Willow's Way request for funding includes \$268,000 in one-time requests. The Board requested during the agency's hearing that the funding be considered equity funding. To make this an equity request the Board would need to make an exception to the DDRB Equity Investment Policy.

Dan Dozier motioned to approve the exception to the Equity Investment Policy as presented. Bart Haberstroh seconded the motion. Motion passed unanimously.

4. FY2017 DDRB Combined Budget Approval

The Board reviewed the DDRB Administrative and Case Management Combined Budget Request for FY2017 for a total of \$4,687,679.

John Morse motioned to approve the DDRB Combined FY2017 Budget as presented. Neil Whipple seconded the motion. Motion passed unanimously.

5. FY2017 Budget Approval & Contract Additional Conditions of Funding

John Thaelke reviewed the FY2017 Budget created at the May 2, 2016 Board Working Session. Deleting the Show Me Aquatics and Fitness's one-time request brings the FY2017 Budget to \$17,250,897.38. Included in the Board packet was a list of contract additional conditions of funding for each agency.

Mike Mahoney motioned to approve the FY2017 Budget and Contract Additional Conditions of Funding as presented. Neil Whipple seconded the motion. Motion passed unanimously.

6. Authorization for the President to Sign the Contract

Dan Dozier motioned to authorize the President to sign the FY2017 contracts. Bart Haberstroh seconded the motion. Motion passed unanimously.

Closed Session

Dan Dozier motioned to go into a closed session with the intent to discuss Personnel (S.B. 2, Section 610.021 3 RSMo). John Morse seconded the motion. Motion passed unanimously. A roll call of members present was taken: Dan Dozier, yes; Bart Haberstroh, yes; Mike Mahoney, yes; John Morse, yes; Jim Rhodes, yes; Neil Whipple, yes.

Open Session

Mike Mahoney motioned to end the closed session and return to open session. Bart Haberstroh seconded the motion. Motion passed unanimously. A roll call of members present was taken: Dan Dozier, yes; Bart Haberstroh, yes; Mike Mahoney, yes; John Morse, yes; Jim Rhodes, yes; Neil Whipple, yes.

Adjournment

Neil Whipple motioned to adjourn. John Morse seconded the motion. Motion passed unanimously.

Respectfully Submitted: Nikki Rogers _____