

Developmental Disabilities Resource Board of St. Charles County  
Board Meeting Minutes  
September 15, 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, Bryon Hale, Michael Mahoney, John Morse, Jim Rhodes and Neil Whipple

**Members Absent:**

Bart Haberstroh and Margaret Kelpé

**Dan Dozier motioned to open the hearing for public comment on the 2016 proposed property tax rate as proposed by the Developmental Disabilities Resource Board of St. Charles County. Neil Whipple seconded the motion. Motion passed unanimously. Roll call of the members present was taken: Dan Dozier, yes; Missy Fallert, yes; Bryon Hale, yes; Michael Mahoney, yes; John Morse, yes; Jim Rhodes, yes; Neil Whipple, yes.**

**Public Hearing- 2015 Tax Rate:**

John Thielke reviewed the proposed tax rate calculations. There were no public comments.

**Dan Dozier motioned to close the hearing for public comment on the 2016 proposed property tax rate as proposed by the Developmental Disabilities Resource Board of St. Charles County. Missy Fallert seconded the motion. Motion passed unanimously. Roll call of the members present was taken: Dan Dozier, yes; Missy Fallert, yes; Bryon Hale, yes; Michael Mahoney, yes; John Morse, yes; Jim Rhodes, yes; Neil Whipple, yes**

**Mission Moment:**

Cherrice Hudson, Parent Partner for Family Advocacy and Community Training, shared a story about Margaret Kelpé, DDRB Vice-President. She shared how meaningful it is for families in crisis to have a family support partner. The family support partner is there to help families on an emotional level. They are there to talk to the caregivers and give them the additional support they need in order to make it through the system. It is difficult to do this alone, and caregivers need support as well.

**Public Comments and Announcements:**

None

**Minutes of Board Meeting:**

**Neil Whipple motioned to accept the August 18, 2016 Board meeting minutes as presented. Michael Mahoney seconded the motion. Motion passed unanimously.**

**Finance Director's Report:**

John Thielke's August 2016 Finance Report, included the following:

**FY17 Revenue**

- **Taxes** – The majority of revenue will be received December through January.
- **Case Management** – Billings are always made one month in arrears. Note the budget is based on a full team of 36 Case Managers. The year began with 30 Case Managers and currently there are 33 Case Managers. It takes three to six months for a Case

Manager to have a full caseload and for the revenue from billings to be reflected in the financials.

- **Rent** – Revenue is consistent with the budget.

#### **FY16 Operating Expenditures**

- **Agency Operations** – Agencies have started to bill on FY2017 programs.
- **DMH Trust Fund** – DMH billings are billed one to two months in arrears.

**Missy Fallert motioned to accept the August 2016 Finance Report as presented. Dan Dozier seconded the motion. Motion passed unanimously.**

#### **Executive Director Report**

Peg Capo's Executive Director Report included the following:

#### **Welcome New Board Member Bryon Hale**

Bryon Hale was appointed by County Executive Steve Ehlmann to serve on the DDRB. Included in the Board packet was his appointment notice.

#### **Legislative Update**

The St. Charles County Coalition is holding an Open House for St. Charles County candidates for the Missouri Senate and House. It will be held in the DDRB Community Room on Monday, September 19 from 7:30 – 9:30am, with brief comments at 8:30. All are welcome to attend – individuals with developmental disabilities, families, agency staff and Board members. Included in the Board Packet is the RSVP information.

#### **Val Huhn Update**

Included in the Board packet was a copy of DD Director Val Huhn's Update presented at the August MACDDS meeting. Notice on page 5 that ABA services will now be available through Medicaid for children under 21. This will be helpful, although the Medicaid eligibility rate in St. Charles County is around 20% for children under 21.

#### **DDRB Policy Review Update**

DDRB staff have reviewed all DDRB policies – Funding, Human Resource, Operations, Case Management and Governance. Drafts will be shared with Board committees in early October. Draft policies will be reviewed at the October DDRB meeting and finalized at the November DDRB meeting. Funding policies will also be released to the agencies and public in October for feedback. This earlier timeline will allow for agency trainings to begin in December for the FY2018 Funding Cycle.

#### **All the HR advice you will ever need**

Vicki Amsinger periodically writes articles on HR issues for the St. Louis Post Dispatch. It runs on the first page on the Jobs Section of the Sunday newspaper. Peg included in the Board packet her latest article.

#### **Case Management Director Report**

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

- The Case Management Program is currently serving 1,199 customers.
- Robyn announced that Lynessa Oglesby started with the Case Management program on August 29.

- The Co-Occurring Developmental Disability/Behavioral Health Committee in which Robyn participates in will be hosting a provider recruitment fair this month. As reported previously, this is a committee created as a result of the Behavioral Health Network strategic plan target around building capacity and resources for individuals with co-occurring diagnosis. The Division of Developmental Disabilities, in an effort to recruit providers with expertise from the Behavioral Health Division, is hosting this fair.
- DDRB will be hosting the Missouri AAIDD fall conference this year. The topic is "Mental Health and People with Intellectual Disabilities" which as reported, is an increasing issue with our customers. This will be a great conference for several of our staff to attend. The flyer was included in the Board packet.
- The family of one of our customers will be speaking at the Coalition Legislative Open House in September. This family will speak about the impact receiving services has had on both their son as well as their family.

### **Coalition Report**

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

#### **Executive Committee Update:**

- Craig Strohbeck met last Friday with Peg Capo and Kathy Williams to discuss top trends in the DD industry and how the Coalition could work more closely with each other and support the DDRB in moving forward on two or three of the trends in St. Charles County. The Coalition will likely use meetings as focus groups on select topics during this fiscal year to generate action steps toward those identified topics.

#### **Training Committee Update:**

- The training committee has 7 members and has their first meeting planned for later this month.

#### **Legislative Committee Update:**

- The Coalition will host a Legislative Coffee event on Monday, September 19 from 7:30-9:30 a.m. at the DDRB. The purpose is to strengthen knowledge and awareness of each other. Anyone is invited and encouraged to attend. To date, there are 5 legislators confirmed. This is an open house type format with a short presentation at approximately 8:30 a.m.

#### **Program Committee Update:**

- The September speaker was Kelly Behlmann from D.A.S.A. She gave a very dynamic review of their programming. Mike Boone from Heffernan Insurance group also gave a presentation about an optional business insurance opportunity he is coordinating between Heffernan Insurance Brokers and Hanover Insurance Cos. It looks promising that this could reduce premiums for some participating agencies and create a 1% premium rebate to the Coalition. This is being explored further.
- The Direct Support Professional Awards program is scheduled for November 17 from 5:30-7 p.m., at DDRB. All Board members are invited to attend. Each agency selects their own winner while the committee reviews applications to ensure eligibility.
- The October speaker will be Kyle Gaines, St. Charles County Ambulance District speaking about File of L.I.F.E and the Rapid Response programs

### **Finance Committee**

Mike Mahoney reviewed the September 6, 2016 Finance Committee meetings minutes.

### **Program Committee**

Neil Whipple reviewed the September 1, 2016 Program Committee meeting minutes.

### **Old Business**

#### **1. FY2017 Strategic Plan Approval**

Peg Capo presented the FY2017 Strategic Plan.

Jim Rhodes noted a correction needed for the dates on two of the goals.

**Neil Whipple motioned to approve FY2017 Strategic Plan as corrected. Missy Fallert seconded the motion. Motion passed unanimously.**

### **New Business**

#### **1. Tax Rate Resolution**

John read aloud resolution number FY17 09 01 pertaining the 2016 tax rate.

**Dan Dozier motioned to adopt the tax rate at \$0.1410 per \$100 assessed property valuation for 2016 and to adopt resolution FY17 09 01 as read aloud. John Morse seconded the motion. Motion passed unanimously.**

#### **2. St. Louis Life Vehicle Request**

St. Louis Life is requesting the 20% matching funds for \$5,496.60 for a vehicle purchase through MODOT.

**John Morse motioned to approve St. Louis Life's Vehicle Request for up to \$5,946.60 and amend the FY2017 budget as presented. Neil Whipple seconded the motion. Motion passed unanimously.**

#### **3. Intensive Early Intervention Pilot Request**

The Program Committee is recommending to fund a Pilot Project which would allow the three proposed Intensive Early Intervention programs from separate agencies to access funds per child regardless of the differences in each program. Each child would be able to access up to \$12,000 per fiscal year. The Intensive Early Intervention Program Pilot Project Request is for up to \$120,000 for FY2016.

**Missy Fallert motioned to accept the Intensive Early Intervention Pilot Project Request for up to \$120,000 and to amend the FY2017 budget as presented. John Morse seconded the motion. Motion passed unanimously.**

#### **4. Conference Stipend Exception Request**

The DDRB has received a request to waive the standard \$25.00 co-pay due by families. The policy requires the Board to approve the exception. The DDRB has not received a waiver request since the policy has been established 20 years ago.

**Dan Dozier motioned to approve the Conference Stipend Exception Request as presented. Neil Whipple seconded the motion. Motion passed unanimously.**

**5. FY2016 Budget Adjustment**

At the August Board meeting a budget adjustment was made to transfer \$16,414 from the Community Programs to Vehicles, and to increase the Vehicles budget by \$67,783, for a total Vehicles budget increase of \$84,197. The original vehicles budget increase needed was not calculated with the budget transfer of \$16,414 from Community Programs, therefore an additional increase of \$16,414 to the FY2016 Vehicles budget is needed in order to cover all vehicle funding that was approved in FY2017.

**Michael Mahoney motioned to approve the increase the FY2016 Vehicles budget by \$16,414 and to amend the FY2016 Budget. Neil Whipple seconded the motion. Motion passed unanimously.**

**6. Social Security Resolution**

John Thaelke read aloud Resolution number FY17 09 02 in regards to opting into Social Security coverage for all staff by signing a 218 Agreement. The staff must first have a referendum to elect whether or not to be included in Social Security coverage.

**Missy Fallert motioned to adopt Resolution number FY17 09 02 as presented. Bryon Hale seconded the motion. Motion passed unanimously.**

**Adjournment**

**Missy Fallert motioned to adjourn. Dan Dozier seconded the motion. Motion passed unanimously.**

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