

Developmental Disabilities Resource Board of St. Charles County  
Board Meeting Minutes  
October 20, 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, Margaret Kelpel, Michael Mahoney, John Morse, Jim Rhodes and Neil Whipple

**Members Absent:**

None

**Michael Mahoney motioned to open the hearing for public comment on the FY2018 Funding Policies and Priorities. Neil Whipple seconded the motion. Motion passed unanimously. Roll call of the members present was taken: Bart Haberstoh, yes; Bryon Hale, yes; Margaret Kelpel, yes; Michael Mahoney, yes; John Morse, yes; Jim Rhodes, yes; Neil Whipple, yes.**

**Public Hearing- FY2018 Policies and Priorities:**

Peg Capo gave the board and public written statements and outcomes of public hearings since April 2014. Kathy Williams reviewed the FY2018 Funding Policies and Priorities.

No public comments were made.

Dan Dozier and Missy Fallert joined the meeting.

**Dan Dozier motioned to close the hearing for public comment on the FY2018 Funding Policies and Priorities. Missy Fallert seconded the motion. Motion passed unanimously. Roll call of the members present was taken: Dan Dozier, yes; Missy Fallert, yes; Bart Haberstoh, yes; Bryon Hale, yes; Margaret Kelpel, yes; Michael Mahoney, yes; John Morse, yes; Jim Rhodes, yes; Neil Whipple, yes**

**Mission Moment:**

John Thoeke, DDRB Finance Director shared his experience at Dan Bryner's visitation, which he attended earlier this month. Dan was a consumer of the DDRB's, his case manager was Judy Naeger. Dan's brother, Jim was also a former member of the Board. John went to the visitation and experienced a new found respect for the work Case Managers do and Special Olympics.

Seeing Case Management in action, John was able to gain insight on the level of support Case Managers provide to both consumers and families. He noticed the Case Manager is not only there to provide resources and support in the system, but they are also there for emotional support to the family. Dan was also highly involved in Special Olympics and received numerous awards locally, nationally, and internationally. John was able to see how Dan's involvement in Special Olympics allowed him opportunities to do things that he found fulfilling.

**United Way Campaign:**

The 2016 United Way Campaign video was shown.

**Public Comments and Announcements:**

None

**Minutes of Board Meeting:**

**Missy Fallert motioned to accept the September 15, 2016 Board meeting minutes as presented. Neil Whipple seconded the motion. Motion passed unanimously.**

**Finance Director's Report:**

John Thaelke's September 2016 and 1<sup>st</sup> Quarter Finance Reports, included the following:

**FY17 Revenue**

- **Taxes** – The majority of revenue will be received December through February.
- **Case Management Billings** – Billings are always made one month in arrears. Note the budget is based on a full team of 36 case managers. The year started 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. Comparison to FY16 is currently favorable but may change if a rate reduction is imposed by CMS to the TCM rate.
- **Rent** – Revenue is consistent with the budget.

**FY17 Operating Expenditures**

- **Agency Operations** – Agencies have started to bill on the FY17 programs.
- **DMH Trust Fund** – DMH billings are billed one to two months in arrears. Currently the DDRB has paid the July billing but is withholding payment on future DMH waiver match billing (this does not include Partnership for Hope match), until the DDRB is informed of the impact on any change in the TCM rate for FY17.

**Mike Mahoney motioned to accept the September 2016 and 1<sup>st</sup> Quarter Finance Reports as presented. Missy Fallert seconded the motion. Motion passed unanimously.**

**Executive Director Report**

Peg Capo's Executive Director Report included the following:

**United Way Campaign**

The DDRB is conducting our second annual United Way campaign. Many of our agencies rely on United Way funding as an important resource. A campaign brochure was included in the Board packet.

**MACDDS Conference**

The annual MACDDS Conference is being held October 19 – 21 at Lake of the Ozarks. Several of our local agencies/leaders will be honored. Mike Maguire, the recently-retired Executive Director of Options for Justice will receive the Distinguished Service Award for his contribution to the field of DD and the criminal justice system. FACT and Children's Home Society will receive the Cutting Edge Award for the Parent/Family Partnership Program.

**Val Huhn Update**

Included in the Board Packet, was a copy of DD Director Val Huhn's Update presented at the September MACDDS meeting. On pages two and three, she itemizes the FY18 DMH/DD Budget request. It includes continued expansion of Medicaid services to meet the needs of individuals to prevent a waitlist. There is also an increase in Case Management to serve new Medicaid-eligible individuals who are identified. (It does not include funding for Non-Medicaid Case Management.) The \$1.8 Million for Waiver Match

Agreement funding is for several County Boards who have decided to discontinue Waiver Match agreements. Highlights from the Home and Community Based Services Conference are included on pages four through six.

### **DDRB Policy Review Update**

The Board received in committee meetings or in the Board packet first drafts of all DDRB policies. Summaries of the changes are also included. Final input is needed by the end of October so that Committees can make final revisions prior to the November Board meeting. An agency input session on Funding Policies was held October 6.

### **The Case of Inclusion**

Included in the Board packet, was a copy of the 2016 Case for Inclusion report from United Cerebral Palsy. It ranks states on progress toward community inclusion. Last year, Missouri ranked third. This year it has dropped to eighth, but still receive high marks for continuing progress on eliminating state institutions and dedicating more resources to community-based services.

### **Case Management Director Report**

Morgan Popp, Case Management Supervisor, gave Robyn's Case Management Director Report:

- The Case Management Program is currently serving 1,210 customers.
- Several of the Case Management staff, will be attending the MACDDS conference this month. The conference includes several tracts with many good topics. Staff will divide up in an effort to maximize the amount of information gathered. In addition, a report will be created by the team in attendance and shared with the entire Case Management program.
- With the implementation of the Medicaid Waiver new Home and Community Based Services Rule (HCBS), the Case Management Leadership Team has been in discussion on how the new rule impacts the delivery of Case Management services. Historically in our region, providers of residential and day services have predominantly written the individual plans with our customers. The new rule identifies this as a conflict of interest since they are providing the service. Given that almost 30% of customers live in residential settings, this could have a huge impact on the amount of time Case Managers spend on the planning process. As a result, the Leadership Team decided to begin the process with a few of our smaller agencies first in order to determine how much additional time will be required. The first two pilot agencies will also allow us to evaluate any need to restructure caseloads due to the additional expectations. Robyn has met with the residential directors of two agencies and created an implementation plan to begin January 1, 2017. In addition, Robyn has a meeting scheduled with one of the larger agencies to discuss a transition with them in the spring. Included in the Board packet was an excerpt from the HCBS new rule regulation that speaks to the conflict in the development of the individual plan.

### **Coalition Report**

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

### **Training Committee Update:**

- The training Committee met on September 21 and will meet again on October 25. They reviewed the interests for training that were revealed in the annual membership survey and agreed to develop the following training opportunities:
  1. Continue with College of Direct Support trainings and networking opportunities

2. Schedule an AAIM training in May
3. Schedule a Legislative 101 training
4. Partner with the Legislative Committee to provide pre-event discussion/trainings related to the event and the coalition legislative priorities.

**Legislative Committee Update:**

- The legislative open house went well. Six candidates attended including one active representative. There was very good representation by families and agencies. Conversation was good and the format was well received. The Committee will look for more ways to include families in legislative efforts. At the Legislative Committee meeting on October 17, there was discussion of blending the St. Louis County and St. Charles County Legislative breakfast/coffee efforts, but it was determined that it is best to keep them separate at this time to focus on more local issues while also addressing systemic priorities.
- There is research being done on fallout that may occur as a result of the Excellence in Mental Health Care Act co-sponsored by Senator Blunt and signed into law as part of a recent Medicare reform measure. The concern surrounds the state potentially using rate rebasing funds from the general revenue to pay for the initiative and would give a majority control to mental health centers. Early indicators say they are writing protections into the act against using the rebasing funds, but it is something to continue to watch.
- Additional state funding awareness should be directed to a corporate income tax reduction that is not being made up for by individual income taxes and sales taxes to date. Additional information is available by looking up SB-509. This is a new reduction passed in 2014 and the results are just now being seen. The result is likely a deficit in the state budget which could lead to further withholds.

**Program Committee Update:**

- The October Speaker was Kyle Gaines from the St. Charles EMS service.
- Direct Support Professional Award Ceremony is scheduled for Thursday, November 17. Doors open at 5pm for seating, dinner is at 5:30pm, and the award program is at 6:00pm. All DDRB Board members are invited. Formal invitations will be mailed this month. There are 8 award winners this year. Each winner will receive \$200, free admission to the March 2017 DSP conference, and a creatively designed T-Shirt to proudly wear as a 2016 award winner.
- In November, the Coalition will have round-table discussions identifying strategies to collaboratively work towards that will benefit individuals receiving services in the DD community. The topic choices will be either dual diagnoses and how best to support or staffing and pay for DSPs.

**Finance Committee**

Mike Mahoney reviewed the October 4, 2016 Finance Committee meetings minutes.

**Human Resource Committee**

Peg Capo reviewed the September 16, 2016 Human Resource Committee meeting minutes.

**Program Committee**

Neil Whipple reviewed the October 6, 2016 Program Committee meeting minutes.

**Old Business**

None.

**New Business**

**1. Future Stars Academy FY2017 Contract**

DDRB staff is recommending to modify the Future Stars Academy's FY2017 Contract effective November 1, 2016. The changes reflect findings of both financial and program reviews conducted earlier this year. The contract would be modified to include the following items: 1) A written review that determines the level of staffing and support needs for each DDRB eligible child served. 2) Additional staff will be hired during times that DDRB eligible children are being served. 3) Additional staff would have adequate training to support and include DDRB eligible children into the class, not just provide separate day care for the individual(s). 4) A reporting mechanism that DDRB staff can easily review that shows the time the child is served and the additional staff hours worked to meet the needs of the child. 5) A unit rate that would cover the wages and benefits of hiring additional staff.

**Dan Dozier motioned to modify the FY2017 Future Stars Contract as presented. John Morse seconded the motion. Motion passed unanimously.**

**2. Draft Policies**

**A. Case Management**

Peg Capo reviewed the Case Management Draft Policy changes. Case Management Policies will come before the Board in November for approval.

**No motion needed.**

**B. General Operations**

Peg Capo reviewed the General Operations Draft Policy changes. General Operations Policies will come before the Board in November for approval.

**No motion needed.**

**C. Governance**

Peg Capo reviewed the Governance Draft Policy changes. Governance Policies will come before the Board in November for approval.

**No motion needed.**

**D. Human Resource**

Vicki Amsinger reviewed the Human Resource Draft Policy changes. Human Resource Policies will come before the Board in November for approval.

**No motion needed.**

**E. Funding**

Kathy Williams reviewed the Funding Draft Policy changes. Funding Policies will come before the Board in November for approval.

**No motion needed.**

**F. Meeting Space**

Nikki Rogers reviewed the Meeting Space Draft Policy changes. Meeting Space Policies will come before the Board in November for approval.

**No motion needed.**

**Adjournment**

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

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