

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

Members Absent:

None

Mission Moment:

The Direct Support Award Ceremony was held before the Board meeting. The following people were awarded for their outstanding service in the direct support field:

- Carrie Snipes - Community Choice, Inc.
- Luisa Sanders - Community Living, Inc.
- Pete Hanfgarn - Easterseals Midwest
- Michelle Buxton - Emmaus Homes, Inc.
- Cherrice Hutson - Family Advocacy and Community Training
- Josh Yanzer - LifeBridge Partnership
- Cori Costello - St. Louis Life
- D'Angelo Johnson – Willows Way

Public Comments and Announcements:

None

Minutes of Board Meeting:

Missy Fallert motioned to accept the October 20, 2016 Board meeting minutes as presented. Bart Haberstroh seconded the motion. Motion passed unanimously.

Finance Director's Report:

John Thaelke's October 2016 Finance Report, included the following:

FY17 Revenue

- **Taxes** – The majority of revenue is 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 there are currently 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 that 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 will withhold 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.

Margaret Kelpé motioned to accept the October 2016 Finance Report 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 staff demonstrated their generosity by participating in another successful United Way Campaign. The staff had lots of fun and exceeded their goal by raising over \$3,400!

Missouri Proclamation of Equal Rights for People with Disabilities

Over many months, a coalition of Missouri statewide organizations participated in the development of the Missouri Proclamation of Equal Rights for People with Disabilities. They released several drafts for public input and comment. Included in the Board packet was the final proclamation for review. The goal is to secure endorsements from organizations and individuals across that state so that this proclamation can stand as a statement of the values with which to guide lives and organizations. With the Board's approval, Peg would like to bring the Proclamation forward at the December Board Meeting for the Board's endorsement. It will also be shared with the St. Charles County Coalition and provider agencies.

Post-Election Report

Good news was reported from Stone County. The county passed its first Developmental Disabilities tax with 62% of the vote. Stone County is in southwest Missouri, south of Springfield. Surrounding county boards provided information on the services and supports available in their counties through their DD taxes.

Included in the Board packet was an excellent summary of the election provided by MARF and John Bardgett & Associates. There will be much activity this fall in getting to know our state leaders and educating them on critical funding and policy issues.

St. Charles County Youth Data

The Community and Children's Resource Board (CCRB) has released the attached executive summary report on the St. Charles Community Youth trends from 2004 to 2015. Many of the CCRB initiatives specifically focus on these areas and are positively affecting these trends.

Case Management Director Report

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

- The Case Management program is currently serving 1,205 customers. This reflects a reduction in customers since last month's report. Unfortunately, there has been several deaths recently as well as individuals moving out of the county.

- Over the last month, John and Robyn have been working on the development of a Case Management Service Delivery Risk Assessment. The assessment is not only looking at a possibility of a TCM rate reduction but other areas including: audit compliance, quality standards and Medicaid eligibility. The finalized assessment was shared with the Finance Committee meeting.
- The Division of Developmental Disabilities completed their annual Targeted Case Management Review. This review covers the same criteria as a Medicaid Compliance Audit. One customer file per Case Manager is reviewed for documentation compliance. In addition, a qualification and training compliance review is completed for any new staff added since last year. Results will be shared once received.
- As a follow up from last report, Robyn continues to meet with partner agencies to discuss implementation of the transition of Case Managers writing the Individual Support Plan. Five meetings have been held with two more scheduled with the largest providers. The purpose of these meetings is to assure communication occurs prior to implementation in an effort to ease transition.

Coalition Report

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

Training Committee Update:

- Nine organizations are currently participating in the College of Direct Support membership.
- Peg Capo will present a Legislative 101 in January. She has offered to enhance the training with a short history of the legislative impact the Coalition has had in St. Charles.
- The committee is working closely with AAIM for a presentation/training opportunity in May. The potential topic will be social media and how it can impact many areas of business.
- The committee will meet again on the November 22.

Program Committee Update:

- At the November meeting, a round-table discussion was held on staffing concerns in lieu of a dedicated speaker. This was well received and a great deal of feedback was given.
- Direct Support Professional Award Ceremony was held just prior to this meeting. A plaque was presented to display at the DDRB. .
- Our December meeting will be on Thursday, December 1 and will be the holiday breakfast. Country Executive Steve Ehlmann will speak at 9:00am.

Finance Committee

Mike Mahoney reviewed the November 15, 2016 Finance Committee meeting minutes.

Program Committee

Neil Whipple reviewed the November 3, 2016 Program Committee meeting minutes.

Old Business

1. Policy Approval

A. 2017 Case Management

Robyn Peyton reported that there have been no changes to the Case Management Policies since the October Board meeting.

Mike Mahoney motioned to approve the 2017 Case Management Policies as presented. Neil Whipple seconded the motion. Motion passed unanimously.

B. 2017 General Operations

Peg Capo reported that there have been no changes to the General Operations Policies since the October Board meeting.

Dan Dozier motioned to approve the 2017 General Operations Policies as presented. Margaret Kelpé seconded the motion. Motion passed unanimously.

C. 2017 Governance

Peg Capo reported that there have been no changes to the Governance Policies since the October Board meeting.

Neil Whipple motioned to approve the 2017 Governance Policies as presented. Missy Fallert seconded the motion. Motion passed unanimously.

D. Human Resource

Peg Capo reviewed changes to the Human Resource Policies since the October Board meeting.

Margaret Kelpé motioned to approve the 2017 Human Resource Policies as presented. Dan Dozier seconded the motion. Motion passed unanimously.

E. FY2018 Funding

John Thielke reviewed changes to the Funding Policies since the October Board meeting. The changes came to the eligibility portion of the Funding Guidelines. The eligibility section changed in format and an 'other individuals' section was added.

Dan Dozier motioned to approve the FY2018 Funding Policies as presented. Michael Mahoney seconded the motion. Motion passed unanimously.

F. 2017 Meeting Space

Nikki Rogers reported that there have been no changes to the Meeting Space Policies since the October Board meeting.

Missy Fallert motioned to approve the 2017 Meeting Space Policies as presented. Neil Whipple seconded the motion. Motion passed unanimously.

New Business

1. FY2017/FY2018 Employment Transportation Stipend Policy

Peg reviewed the Employment Transportation Stipend Policy which would replace the current Supported Employment Transportation Stipend Policy. Changes include broadening the individuals who would be eligible to receive funding by including those whom are competitively employed in the community. The other change recommended is to raise the lifetime maximum from \$2,500 to \$3,000. The policy would replace the previously approved Supported Employment Transportation Stipend policy from the FY2018 Funding Policies. It is also recommended that the effective date be January 1, 2017. This effective date would modify the FY2017 Funding Policies as well.

John Morse motioned to approve the FY2017/FY2018 Employment Transportation Stipend Policy effective January 1, 2017 as presented. Margaret Kelpé seconded the motion. Motion passed unanimously.

2. FY2017/FY2018 Pre-Employment Transportation Stipend Policy

Peg reviewed the Pre-Employment Transportation Stipend Policy which is considered a new policy. This policy will allow individuals who are enrolled in post-secondary educational classes or pre-employment job training to receive funds for transportation. This policy models the Employment Transportation Stipend Policy with a recommended lifetime maximum of \$3,000. It is recommended that the policy become effective January 1, 2017 which would modify both the FY2017 and FY2018 Funding Policies.

Dan Dozier motioned to approve the FY2017/FY2018 Pre-Employment Transportation Stipend Policy effective January 1, 2017 as presented. Missy Fallert seconded the motion. Motion passed unanimously.

3. FY2017 Home Maintenance

DDRB owned homes are in need of extensive work. The Finance Committee is recommending an increase in the home maintenance budget of \$45,000 for additional cost which will be incurred to continue repairs at the DDRB owned homes.

Dan Dozier motioned to approve FY2017 Home Maintenance request for \$45,000 and to amend the FY2017 budget as presented. Neil Whipple seconded the motion. Motion passed unanimously.

4. FY2016 Outcome Summary

Kathy Williams presented the FY2016 Outcome Summary of the programs supported by the DDRB.

Missy Fallert motioned to accept the FY2016 Outcome Report as presented. Bart Haberstroh seconded the motion. Motion passed unanimously.

5. FY2016 Supported Employment Summary

Kathy Williams presented the FY2016 Supported Employment Summary. This is an analysis of DDRB funded Supported Employment pertaining to aspects of employment and demographics.

Missy Fallert motioned to accept the FY2016 Supported Employment as presented. Neil Whipple seconded the motion. Motion passed unanimously.

Adjournment

Missy Fallert motioned to adjourn. Margaret Kelpé seconded the motion. Motion passed unanimously.

Respectfully Submitted: Nikki Rogers _____