

Developmental Disabilities Resource Board of St. Charles County
Board Meeting Minutes
January 19, 2017

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:

John Morse

Mission Moment:

Dr. Deborah Baldini, Associate Dean, University of Missouri St. Louis, College of Arts & Sciences, presented to the Board a State of the Program presentation on the SUCCEED program offered by St. Louis ARC and UMSL. The program was given start-up funding from the DDRB in 2012. Since the initial start-up of the program, the program has had successful outcomes. The SUCCEED program focuses on three areas: Social, Academic and Vocational. The SUCCEED program prides itself on the level of inclusion and integration with other UMSL students. SUCCEED students live in dorms, participate in extracurricular activities hosted by UMSL, and are fully integrated in credited classes. The program has been successful in offering secondary education to individuals with developmental disabilities. After the students complete the two year program some decide to continue their secondary education at UMSL and other students move on to occupations they choose.

The program is in its fourth school year and thus far has enrolled 13 students from St. Charles County. The program has identified that financial issues are the biggest barrier for students to enroll. The SUCCEED program does not qualify for typical student aid. With this in mind staff is working to build scholarships for individuals who enroll. St. Louis DD Resources has begun to provide a scholarship for students from St. Louis.

The program has also begun to expand with two new pilots in the works. One pilot would be a one week residential camp to help students and families transition to the students living on campus. The other pilot in the works is a third year option for students wanting to continue their education at UMSL. The third year pilot would provide additional support to the student as they transition from the SUCCEED program into full enrollment at UMSL.

DDRB Portal:

Nikki Rogers presented the Board Portal. This website extension is meant to help to Board get the documents they need on any device.

Public Comments and Announcements:

None

Minutes of Board Meeting:

Missy Fallert motioned to accept the December 15, 2016 Board meeting minutes as presented. Bart Haberstroh seconded the motion. Motion passed unanimously.

Finance Director's Report:

John Thaelke's December 2016 and 2nd Quarter Finance Reports, included the following:

FY17 Revenue

- **Taxes** – The majority of revenue will be received in January and February.
- **Case Management Billings** – Billings are processed one month in arrears. The budget is based on a full team of 36 case managers. FY2017 started with 30 case managers and currently there are 33 case managers. It takes 3-6 months for a case manager to have a full caseload and for the revenue from billings to be reflected in the financials. Comparison to FY2016 is currently favorable but that may change if a TCM rate reduction is imposed by CMS.
- **Rent** – Revenue is consistent with the budget.

FY17 Operating Expenditures

- **DMH Trust Fund** –The DDRB 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 FY2017.

Missy Fallert motioned to accept the December 2016 and 2nd Quarter Finance Reports as presented. Bart Haberstroh seconded the motion. Motion passed unanimously.

Executive Director Report

Peg Capo's Executive Director Report included the following:

DDRB 40th Anniversary!

April 5, 2017 will mark the 40th Anniversary of the SB40 Tax passage in St. Charles County. The DDRB plans to mark this milestone with an Open House for all St. Charles County residents, especially those with developmental disabilities and their families and those who support them. The date and time for the Open House is under discussion and the following dates are being considered: 1) Wednesday, April 5, 4:00 – 8:00 pm, 2) Friday, April 7, 4:00 – 8:00 pm and 3) Sunday, April 9, 1:00 – 4:00 pm. The Board decided Wednesday, April 5 seemed the most appropriate.

Legislative Update

Included in the Board Packet, is information from MARF regarding the new Legislative Session that began on January 4, 2017. The Charles Coalition Legislative Committee Members met with new legislators representing St. Charles County in mid-December. The full Legislative Committee will be meeting with legislators at the Capitol on January 31 and February 1. Governor Greitens will release his proposed FY2018 Budget in February.

Legislative 101

Peg was asked to present a Legislative 101 at the January Coalition meeting and included in the Board Packet a copy. As a result of that presentation, there was discussion about educating families on how to effectively advocate with their legislators. Community Living is organizing a training for families in April/May and has asked Peg to participate.

FY2018 Funding Cycle

The FY2018 Funding Cycle is officially underway. Kathy and John held trainings for agencies in December. Pre-meetings with agencies will begin in the next couple of weeks. Applications are due March 3. Calendars to schedule 2 Board Hearings and a Working Session are included in the Board Packet. Please return the calendar to Nikki as soon as possible.

Case Management Director Report

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

- The Case Management Program is currently serving 1,223 customers. The three newest case managers are at about 73% capacity on their caseloads.
- The annual Targeted Case Management Review was completed by the Division of Developmental Disabilities in November. This review includes one customer file from each case manager's caseload. Overall results were very good. All follow up items noted have been responded to already.
- Robyn has been asked to participate on a panel for a one day conference titled "***Evidence for Hope: The Research and What it Means for Missouri***". The purpose of this conference is to reflect upon the past five years of the Partnership for Hope program and share the data collected and lessons learned. The conference includes a series of panel discussions. The DDRB hopes to have two customers participate in the participant panel and a family member on the family panel.
- The Eastern Region Co-Occurring Developmental Disability and Behavioral Health Committee will be hosting a training presented by the Thompson Center for Autism & Neurodevelopmental Disorders. The training will focus on supportive strategies to prevent, de-escalate, and respond to potential crisis for individuals with autism/developmental disabilities in a variety of settings. Discussion will center on supporting individuals across the spectrum and across the lifespan, with special considerations for individuals with co-occurring behavioral health conditions. The DDRB will have several staff in attendance.

Coalition Report

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

Training Committee Update:

- Peg Capo presented a Legislative 101 as the speaker at our on January 5 meeting. She highlighted a Top 10 list for effective influencing that really simplifies the process in understandable and applicable terms.
- An Intro to College of Direct Support was held on January 10. The system can be complicated to work with, but is considered a great resource to the agencies who are utilizing it for 2018.
- The next meeting will be February 22.

Legislative Committee Update:

- Members of the committee met with new legislators in December at an introductory meeting. These meetings were held in conjunction with our Legislative Advocate.
- The committee has drafted the priorities for this year's session. Much of the delay this year had to do with both the election and ultimately, changing of administration; as well as the current budget situation.

- The Legislative Committee will be meeting Monday, January 23 to put final touches on the priorities in preparation for the visits to the Capitol on January 31 and February 1. The Legislative Committee has appointments set with all of the St. Charles County legislative representatives over those two days.

Program Committee Update:

- The February speaker will be Kim Gee. She will be giving an update on WIOA now that some of the issues have been worked out.

Finance Committee

Mike Mahoney reviewed the December 15, 2016 and January 10, 2017 Finance Committee meeting minutes.

Program Committee

Neil Whipple reviewed the January 10, 2017 Program Committee meeting minutes.

Nominating Committee

Jim Rhodes reviewed the December 15, 2016 Nominating Committee meeting minutes.

Old Business

1. By-Laws Approval

Peg reviewed the By-Laws for approval. No changes were made since the December Board Meeting.

Bryon Hale motioned to approve the 2017 By-Laws as presented. Margaret Kelpé seconded the motion. Motion passed unanimously.

Missy Fallert motioned to move agenda item seven, FY2018 Market Rate Adjustment to the end of the agenda. Dan Dozier seconded the motion. Motion passed unanimously.

New Business

1. Election of Officers

Jim Rhodes reported the Nominating Committee has nominated the following people to serve on the Executive Committee in 2017: Margaret Kelpé, President; Dan Dozier, Vice-President; Mike Mahoney, Treasurer and Missy Fallert, Secretary. The Executive Committee will take office on February 1, 2017.

Neil Whipple motioned to approve the following members to serve as the 2017 Executive Committee: Margaret Kelpé, President; Dan Dozier, Vice-President; Mike Mahoney, Treasurer; Missy Fallert, Secretary. Bryon Hale seconded the motion. Motion passed unanimously.

2. Corporate Compliance Report & Resolution

Peg Capo, reported there were no reports of suspected fraud, waste or abuse in 2016. John Thaelke, read aloud Resolution Number FY17 01-01, which will document how the DDRB will comply with all state, federal and local laws and to appoint a primary point of contact who will recommend, create, implement and oversee strategies for compliance.

Margaret Kelpé motioned to approve the Corporate Compliance Resolution Number FY17 01-01 as presented and appoint Peg Capo, DDRB Executive Director, as the Corporate Compliance Officer. Missy Fallert seconded the motion. Motion passed unanimously.

3. Sunshine Law Resolution

John Thaelke read aloud Resolution Number FY17 01-02, which states that a public governmental body shall provide access to and, on request, copies of public records. A custodian must be appointed to maintain those records. The board recommended the fees to be charged for access to or furnishing copies of records shall be reasonable and consistent with the Sunshine law.

Bryon Hale motioned to approve The Sunshine Law Resolution Number FY17 01-02 as presented. The DDRB Executive Director was appointed as custodian of the records for the DDRB. Missy Fallert seconded the motion. Motion passed unanimously.

4. Bank Signatures Resolution

John Thaelke read aloud Resolution Number FY17 01-03, which authorizes the DDRB Board Officers to sign checks.

Neil Whipple motioned to approve the Bank Signatures by Officers Resolution Number FY17 01-03 as read aloud. Michael Mahoney seconded the motion. Motion passed unanimously.

5. St. Charles County Investment Inter-Governmental Agreement Resolution

John Thaelke read aloud Resolution Number FY17 01-04, which is an agreement regarding investment custodian procedures between St. Charles County and the Developmental Disabilities Resource Board of St. Charles County.

Missy Fallert motioned to approve the St. Charles County Investment Inter-Governmental Agreement Resolution Number FY17 01-04 as presented. Dan Dozier seconded the motion. Motion passed unanimously.

6. Section 218 Board Resolution

John Thaelke read aloud Resolution Number FY17 01-05, in regards to opting into social security. A vote was taken by staff on December 16, 2016. The staff voted to opt into social security.

Missy Fallert motioned to approve the Section 218 Resolution Number FY17 01-05 as presented. Margaret Kelpo seconded the motion. Motion passed unanimously.

7. Accessibility Plan

a. 2016 Yearend Report

Peg Capo presented the 2016 Accessibility Yearend Report.

Neil Whipple motioned to accept the 2016 Accessibility Yearend Report as presented. Dan Dozier seconded the motion. Motion passed unanimously.

b. Draft 2017 Plan

Peg Capo presented the Draft 2017 Accessibility Plan. This plan will come before the Board for approval on February 16, 2017.

No motion needed.

8. Cultural Competency & Diversity Plan

a. 2016 Yearend Report

Vicki Amsinger presented the 2016 Cultural Competency & Diversity Yearend Report.

Bryon Hale motioned to accept the 2016 Cultural Competency & Diversity Yearend Report as presented. Bart Haberstroh seconded the motion. Motion passed unanimously.

b. Draft 2017 Plan

There was no Draft 2017 Cultural Competency & Diversity Plan to present. The Cultural Competency & Diversity Committee will meet and draft a plan for Board approval.

No motion needed.

9. Human Resource & Succession Plan

a. 2016 Yearend Report

Vicki Amsinger presented the 2016 Human Resource Yearend Report.

Missy Fallert motioned to accept the 2015 Human Resource Yearend Report as presented. Neil Whipple seconded the motion. Motion passed unanimously.

b. Draft 2017 Plan

Vicki Amsinger presented the Draft 2017 Human Resource Plan. This plan will come before the Board for approval on February 16, 2017.

No motion needed.

10. Risk Management Plan

a. 2016 Yearend Report

John Thelke presented the 2016 Risk Management Yearend Report.

Bryon Hale motioned to accept the 2016 Risk Management Yearend Report as presented. Neil Whipple seconded the motion. Motion passed unanimously.

b. Draft 2017 Plan

John Thelke presented the Draft 2017 Risk Management Plan. This plan will come before the Board for approval on February 16, 2017.

No motion needed.

11. Technology Plan

a. 2016 Yearend Report

John Thelke presented the 2016 Technology Yearend Report.

Missy Fallert motioned to accept the 2016 Technology Yearend Report as presented. Bryon Hale seconded the motion. Motion passed unanimously.

b. Draft 2017 Plan

John Thelke and Michael Ruebel presented the Draft 2017 Technology Plan. This plan will come before the Board for approval on February 16, 2017.

No motion needed.

12. FY2017 Market Rate Adjustment

The DDRB Finance Committee recommended a market rate adjustment (MRA) for all eligible programs in FY2018. The Board discussed and came to agreement that a 2% MRA is what should be offered for FY2018. The Board tasked John, Kathy and the agencies to find savings during the agency meetings that would offset some of the cost of the MRA. The Board would prefer to see the market rate adjustment focused on direct support wage increases.

Dan Dozier motioned to approve a 2% Market Rate Adjustment for FY2018 as discussed. Bart Haberstroh seconded the motion. Motion passed unanimously.

Adjournment

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

Respectfully Submitted: Nikki Rogers _____