

Developmental Disabilities Resource Board of St. Charles County
Board Meeting Minutes
June 15, 2017

The Board meeting was held at the DDRB Office, 1025 Country Club Road, St. Charles, MO 63303. Margaret Kelpé, DDRB President, called the meeting to order at 7:00 p.m. with a moment of silent reflection.

Members Present:

Dan Dozier, Missy Fallert, Bart Haberstroh, Margaret Kelpé, Mike Mahoney, John Morse and Jim Rhodes

Members Absent:

Bryon Hale

Mission Moment:

Laura Altman, Case Management Assistant Director read aloud a letter received with the case management surveys sent out this year. The letter included the following:

"Emily has been absolutely gone above and beyond our expectations in providing assistance to R and to us. When Emily was first assigned as R's case manager, I was completely frustrated with Ryan and his time spent alone at our home after school and during the summer. He had caught things on fire and put sugar in gas tanks and destroyed property and the list goes on and on. I felt very helpless and could not figure out a solution. Emily suggested Community Living. We had never heard of Community Living and were completely unaware of the services they offered. Emily took the time to determine which services would be ideal for R. She contacted them and R was quickly enrolled in their Teen Club, after school program and in the Extreme Teen Camp, which occupied every day of his summer. I honestly do not know where we would be today without Community Living and Emily's guidance.

When we expressed a hope that one day R might be able to drive. Emily researched driver permit classes and driving assessment services and funding for transportation. We would not have been able to find all of this information on our own. It seems she always has a solution to our problems and if she does not have an immediate answer, she researches it and finds an answer for us. She has led us through the transition from childhood to adulthood and given us lots of possible avenues to explore and tons of hope for R's future.

Very recently, I contacted Emily because I was extremely upset and frustrated and did not know where to turn. She was able to calm and reassure me and assisted me in finding a therapist to talk to. I am absolutely certain that R and our entire family would not be enjoying our very functional, happy and thriving life that we value today, had it not been for all of Emily's guidance and efforts. I cannot say enough good about what an amazing blessing she has been for our family.

I have several family members and acquaintances that have children with special needs. I cannot tell you how many times I have heard about frustrations that others experience in getting guidance and help for their loved ones. They have horror stories of missed appointments or lack of response to emails and phone calls to resolve issues. Any time that I have ever contacted Emily, she is very prompt in replying or resolving my issue or offering guidance. She has always been on time and always coordinates our meetings with my work schedule and R's school schedule. I cannot tell you how many times I have

bragged to others about Emily and DDRB and how happy we are with the services that R has received.

I hope this information is helpful and that you are able to pass along our absolute pleasure to Emily and to her peers. I think so many times, people are so quick to criticize when thing so wrong. I can tell you that I cannot imagine any scenario where things could have gone more right for our family. We are actually looking forward to R entering adulthood now and not fearing it. I give Emily 100% credit for our (as much as possible) calm, structured, peaceful life that we enjoy today.”

Public Comments and Announcements:

None

Minutes of Board Meeting:

Jim Rhodes motioned to accept the May 18, 2017 Board meeting minutes as presented. Bart Haberstroh seconded the motion. Motion passed unanimously.

Finance Director’s Report:

John Thaelke’s May 2017 Finance Report included the following:

FY17 Revenue

- **Taxes** – Based on historical data the DDRB should meet the FY17 budget for tax revenue.
- **Case Management Billings** – Billings are processed one month in arrears. The budget is based on a full team of 36 case managers. FY17 started with 30 case managers and as of 5/3/17 there are 34 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.
- **Rent** – Revenue is consistent with the budget.

FY17 Expenses

- **Agency Operations** – Based on agency lapse projections, it appears that FY17 lapse will be at 8.25%, which is below the 9% used for budget planning.
- **DMH Trust Fund** – The DDRB is current on Medicaid Match Billing. A \$64,000 lapse is estimated.
- **DDRB Operations** – DDRB Operations lapse of about 14% is due to the budget including positions that currently have not been hired. This is intentional as Leadership hires as needed.
- **Capital One-Time** – DDRB facility upgrades have been a majority of the expenses paid to date. A projected lapse of \$180,000 consists of Phase II funds not needed due to bids coming in lower than expected and one agency not able to use the funds in FY18.

Jim Rhodes motioned to accept the May 2017 Finance Report as presented. Missy Fallert seconded the motion. Motion passed unanimously.

Executive Director Report

Peg Capo's Executive Director Report included the following:

FY2018 Missouri Budget Update

As of this report, the Governor has not taken any action on the FY2018 DMH Budget. Included in the budget passed by the General Assembly is the FACT Parent Partner Demonstration Project. The Project would be funded out of the Senior Services Protection Fund. There has been some discussion that the mechanism used to fund the Senior Services Protection Fund is not constitutional. The Governor has until June 30 to decide on the budget.

The DMH budget also includes a 1.5% rate REDUCTION on funded services and an increase in funding for Rate Rebasng.

Case Management Contract Negotiations

After significant conversation and debate, MACDDS decided that it could not come to agreement quickly on the FY2018 Case Management Agreement with the state. So, they have requested a 3-month extension on the current contract and have asked for a commitment from the DMH to work with the MACDDS committee to resolve remaining issues during that time. They have a full day meeting scheduled with the DMH on July 14 to begin the process. Of greatest concern to counties is 1) the requirement to provide case management to individuals not eligible for Medicaid without reimbursement, 2) eliminating service requirements associated with the provision of case management to individuals not eligible for Medicaid, 3) the formula limiting Medicaid reimbursement to counties and 4) DMH oversight and follow up on non-compliant service providers.

Division of Developmental Disabilities Update

Included in the Board packet, was the monthly report from the Division of DD. On Page 2, the consensus revenue growth for FY2018 is 3.8%, which seems high given recent history. This is the estimate used to create the state budget. As was seen in FY2017, when the projection is not met, the Governor withholds funding throughout the year to balance the budget Truly Agreed and Finally Passed (TAFP) by the General Assembly. Page 5 discusses the Habilitation Center Consolidation, which will close either the South County or St. Charles Habilitation Center. Page 6 show the dramatic reduction in Habilitation Center residents since 2000. Most of those residents now live in communities across the state.

Case Management Director Report

Laura Altman, Case Management Assistant Director presented Robyn Peyton's Case Management Director Report:

- The Case Management program is currently serving 1,216 customers.
- Recently, it was learned from the Division of Developmental Disabilities that some renovations are being done to the Bellefontaine Habilitation Center in order to downsize either the South County or St. Charles Habilitation Centers. The DDRB will be keeping a close eye on this decision in order to determine if there is still a need for a case manager transition specialist for the St. Charles Habilitation Center. Currently, there is one individual in the process of moving into community supports but no others interested at this time.
- MACDDS has formed a new committee entitled the Abuse, Neglect, and Exploitation Systems work group. This committee will be tasked with reviewing current TCM practices to assure that TCM entities consistently implement checks and balances through their quality review processes. In addition, the committee will review any enhancement opportunities identified.

- The Missouri Support Coordination Capacity and Innovation Project committee recently met to review data from the recent satisfaction survey tool pilot project that was completed. Results were favorable as to the validity of the tool thus allowing for its release to county boards this summer. The intent of the project is to create a standardized tool that can now be used by all county boards to assess the effectiveness of their TCM programs.
- The Case Management team hosted their second annual provider fair in June. There were over 50 providers in attendance this year and feedback was very positive.

Coalition Report

There was no Coalition Report given.

Finance Committee

Mike Mahoney reviewed the June 6, 2017 Finance Committee meeting minutes.

Human Resource Committee

Peg Capo reviewed the May 18, 2017 Human Resource Committee meeting minutes.

Program Committee

Missy Fallert reviewed the June 1, 2017 Program Committee meeting minutes.

Old Business

1. FY2018 Budget

A. Direct Support Conference: St. Charles Community College Contract Approval

This contract was put on hold, waiting for a decision from the St. Charles County Coalition of Service Providers to decide whether they would take over this contract. The Coalition has decided to keep the contract with the St. Charles Community College.

Dan Dozier motioned to approve the FY2018 St. Charles Community College contract and to authorize the President to sign the contract. Jim Rhodes seconded the motion. The motion passed unanimously.

B. Day Care Contracts Approval

The Board approved an overall Daycare FY2018 budget of \$563,388 at the May 2017 Board meeting. After review of staff recommendations, the Program and Finance Committees are recommending to approve the following contracts for daycare services for FY2018 including the subcategories of Preschool, Before/After Care and Breaks/Summer Care:

- Francis Howell for up to \$320,149.20
 - Preschool for up to \$31,698.00 providing 5,400 units
 - Before/After Care for up to \$136,301.40 providing 23,220 units
 - Breaks/Summer Care for up to \$152,150.40 providing 25,920 units
- Fort Zumwalt for up to \$57,056.40
 - Preschool for up to \$57,056.40 providing 9,720 units
- Orchard Farm for up to \$63,369.00
 - Preschool for up to \$38,037.60 providing 6,480 units
 - Before/After Care for up to \$25,358.40 providing 4,320 units
- Future Stars for up to \$57,056.40
 - Preschool for up to \$6,339.60 providing 1,080 units
 - Before/After Care for up to \$25,358.40 providing 4,320 units
 - Breaks/Summer Care for up to \$25,358.40 providing 4,320 units
- YMCA for up to \$28,528.20
 - Before/After Care for up to \$9,509.40 providing 1,620 units
 - Breaks/Summer Care for up to \$19,018.80 providing 3,240 units

Jim Rhodes motioned to approve the FY2018 Daycare contracts as presented. Bart Haberstroh seconded the motion. Motion passed unanimously.

New Business

1. FY17 Carry Over Requests

A. TREE House

TREE House of Greater St. Louis is requesting to carryover up to \$30,000 of Capital/One-time funding. Of the \$30,000 FY17 carryover request, \$12,000 of the funds were carried over from capital/one-time projects in FY16. There is no current funding policy stating a carryover request cannot span two fiscal years, therefore the Finance Committee is recommending the carryover request for up to \$30,000. A final number for carryover will be brought before the Board for approval in August.

B. Center for Specialized Services

The Center for Specialized Services is requesting to carry over up to \$61,951 of FY2017 funds for the Adaptive Equipment Program. This is in case planned purchases for FY2017 do not arrive by the end of FY2017. The Finance is recommending to approve this carryover request. Final FY2017 carryover request number will be brought to the Board for approval in August.

C. DDRB Home Maintenance

DDRB staff is requesting FY2017 carryover for up to \$36,000 for Home Maintenance. This request is to provide a contingency for work that is scheduled to be completed on the Respite Care Home is completed by June 30. The Finance Committee is recommending approval of the DDRB Home Maintenance carryover request. Final numbers will be brought to the Board for approval in August.

Missy Fallert motion to approve TREE House, Center for Specialized Services and DDRB Home Maintenance FY2017 carry over requests as presented. John Morse seconded the motion. Motion passed unanimously.

2. Audit Extension Request - DASA

DASA is requesting an audit extension due to changing from a calendar year to a fiscal year. Thier current audit will cover 18 months from January 1, 2016 – June 30, 2017. DASA's audit will be due December 30, like other agencies who's fiscal years end June 30.

Jim Rhodes motioned to approve the DASA Audit Extension Request as presented. Missy Fallert seconded the motion. Motion passed unanimously.

3. FACT Parent Partner Emergency Request

Since the FY2018 State of Missouri Budget has not yet been signed by the Governor, FACT is unsure whether funding will be available from the State for FY2018. FACT is requesting to transfer \$75,000 from the Advocacy program to the Parent Partner program in the FY2018 budget. These funds would only be used if the state chooses to not fund the program or withholds any funds from the program. FACT will provide monthly updates to the Board starting in August 2017.

Jim Rhodes motioned to approve the FACT Parent Partner Emergency Request as presented. John Morse seconded the motion. Motion passed unanimously.

4. FY17 Budget Increase

DDRB staff is requesting an increase in the Community Programs FY2017 budget of \$58,000 this is due to an increase in Start-up requests that was unforeseen for FY2017. Note the budget was overspent prior to the request for additional funds. The Finance Committee is recommending this budget increase.

Jim Rhodes motioned to approve the Community Programs Budget Increase and to amend the FY2017 budget as presented. Bart Haberstroh seconded the motion. Motion passed unanimously.

DDRB staff is requesting an increase to the FY2017 home Maintenance budget of \$30,038.55 this is primarily due to unforeseen HVAC needs on homes. The Finance Committee is recommending this budget increase.

Jim Rhodes motioned to approve the Home Maintenance Budget Increase and to amend the FY2017 budget as presented. John Morse seconded the motion. Motion passed unanimously.

DDRB staff is requesting an increase to the FY2017 SEFA and ILA budgets. As of June 15, 2017, John is projecting to overspend the ILA budget by \$5,878.90 and the SEFA budget will lapse \$1,706.90. Since these projections are so close to the budget, staff is recommending an increase of \$15,000 for both the SEFA and ILA programs for a total up to \$30,000.

Jim Rhodes motioned to approve the SEFA and ILA Budget Increases and to amend the FY2017 budget as presented. Dan Dozier seconded the motion. Motion passed unanimously.

Closed Session

Missy Fallert motioned to go into closed session announcing the intent of the closed session for the intent to discuss Personnel (S.B.2., Section 610.021.3 RSMo). Bart Haberstroh seconded the motion. Motion passed unanimously. Roll call of the members present was taken: Dan Dozier, yes; Missy Fallert, yes; Bart Haberstroh, yes; Margaret Kelpel, yes; Mike Mahoney, yes; John Morse, yes; Jim Rhodes, yes.

John Morse did not join the closed session.

Open Session

Missy Fallert motioned to end the closed session and return to open session. Bart Haberstroh seconded the motion. Motion passed unanimously. Roll call of the members present was taken: Dan Dozier, yes; Missy Fallert, yes; Bart Haberstroh, yes; Margaret Kelpel, yes; Mike Mahoney, yes; Jim Rhodes, yes.

Adjournment

Missy Fallert motioned to adjourn. Bart Haberstroh seconded the motion. Motion passed unanimously.

Respectfully Submitted: Nikki Rogers _____