

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

The Board meeting was held at the DDRB Office, 1025 Country Club Road, St. Charles, MO 63303. Dan Dozier, DDRB Vice-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, Bryon Hale, Michael Mahoney, John Morse and Jim Rhodes

Members Absent:

None

Missy Fallert motioned to open the hearing for public comment on the FY2019 Funding Policies and Priorities. Jim Rhodes seconded the motion. Motion passed unanimously. Roll call of the members present was taken: Dan Dozier, yes; Missy Fallert, yes; Bart Haberstroh, yes; Bryon Hale, yes; Michael Mahoney, yes; John Morse, yes; Jim Rhodes, yes.

Public Hearing- FY2019 Funding Policies and Priorities:

John Thaelke reviewed proposed changes to the FY2019 Funding Policies and Priorities.

Barb Griffith, Executive Director of Community Living, thanked the Board for their continued transparency with DDRB Funding Policies and Procedures. She also thanked the Board for giving providers a market rate adjustment this fiscal year. She explained why it was especially helpful for those providers that rely on Medicaid funding, because their rates were cut by 3% by the state this fiscal year. Barb also mentioned to the Board that many agencies truly appreciate DDRB's May budget approval timeline.

Jim Rhodes motioned to close the hearing for public comment on the FY2019 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 Haberstroh, yes; Bryon Hale, yes; Michael Mahoney, yes; John Morse, yes; Jim Rhodes, yes.

Mission Moment:

There was no mission moment.

United Way Campaign:

The 2017 United Way Campaign video was shown. The video can be viewed at by visiting the United Way St. Louis website <https://www.stl.unitedway.org/2017video/>.

Public Comments and Announcements:

None

Minutes of Board Meeting:

John Morse motioned to accept the September 21, 2017 Board meeting minutes as presented. Jim Rhodes seconded the motion. Motion passed unanimously.

Finance Director's Report:

John Thaelke's September 2017 and 1st Quarter Finance Reports included the following:

FY18 Revenue

- **Taxes** –All tax received in July and August will be recorded in FY2017 so revenue will be minimal until December or January.

- **Case Management Billings** – Billings are processed one month in arrears. Revenue appears consistent with budget and current staffing levels.
- **Rent** – Revenue is consistent with the budget.

FY18 Expenses

- Agencies were able to start billing on August 16, 2017.

FY18 1st Quarter Reports

- First quarter billings are comparable to prior year.
- No billings were received for DMH Medicaid until October 4, 2017.
- Community Programs (last page of Operating Quarterly Report) continues to have higher than budgeted usage for Start-Up, Emergency Housing and Transportation. This item was discussed with the Program and Finance Committee in September and it looks like a supplemental budget will be needed for these line items some time during FY2018.

Jim Rhodes motioned to accept the September 2017 and 1st 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:

Legislative Update

Given to the Board at the meeting was an article updating the progress (or lack thereof) on restoring the funding for in-home care for the elderly and individuals with disabilities. This fund also included FACT's Parent Support Partner Demonstration Project.

The FY2019 Department Budget requests have been submitted to the Governor's office for review. Budget development instructions did not allow Departments to request funds for new projects. The Governor will announce his recommended budget at his annual State of the State Address in January.

Leadership Conference (Gettysburg, PA)

The Leadership Conference Peg attended at Gettysburg, PA was very enlightening. There were several sessions on the future of Managed Care, particularly in long term care. Given to the Board at the meeting was slides from a presentation by Nancy Thaler, the Pennsylvania DD Director. She stressed the importance of 'Learning to Support Families' as a cost savings measure in a managed care environment. She also reviewed several strategies for managing care, including supporting the resiliency of families, increasing community participation, coordinating with school districts, increasing employment and developing additional residential options to 24-hour paid care.

Given to the Board at the meeting, were several slides that show how the tours of the battlefields led to fascinating discussion about the strategies employed and their application to leaders of organizations in these rapidly changing times. Peg will focus on motivating our team around mission, positioning and strategic advantage.

FACT Parent Support Partner Update

Denise Gould, Heather Lytle and Peg met this week with Sheli Reynolds and George Gotto from UMKC to finalize plans for the last year of research on the Parent Support Partner Demonstration Project. Interest in the project has increased. Due to the change in service coordination for individuals without active

Medicaid. FACT also presented their project to the St. Louis Region DD Board Directors and the Productive Living Board who have expressed interest the project. Denise and Heather will also be presenting the project at the December MACDDS meeting.

FY2018 Strategic Plan Update

Given to the Board at the meeting, was the Strategic Plan Update as presented at the October Committee meetings.

Case Management Director Report

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

- The case management program is currently serving 1,245 customers. Last month the program received 19 new intakes.
- Robyn has officially received her CARF surveyor badge. She has the status of "intern surveyor" until she completes two surveys. Her first survey is scheduled for December. Robyn is very excited about the opportunity to learn what other agencies are doing across the country in regards to best practices.
- This past month several of the Case Management staff attended a one-day training sponsored by DMH. The presenter was Dr. Robert Fletcher who is the founder and CEO of NADD (National Association of Dually Diagnosed). Dr. Fletcher shared information and resources regarding supports for individuals with both a developmental disability and a mental health diagnosis. Information regarding the presentation will be shared with the entire case management team.
- Judy Naeger (School Age Transition Specialist) and Robyn recently presented at the annual Community Services Summit. There were over 600 participants including school personnel, families social service agencies, vocational rehabilitation staff, clergy and other community organizations. The topic of their breakout session was transition from school to adult services. Resources were also provided to the group.
- Judy participated in parent teacher conferences at St. Charles West High School. Several individuals/families were provided transition resources as well as information regarding case management. Great feedback was received from those involved.
- As reported last month, one of our case managers resigned due to a career opportunity with a partner agency. The Case Management leadership team is reviewing resumes and scheduling interviews.

Coalition Report

Heather Lytle, Coalition President reported on the following:

- **Training Committee** – They are gathering information for the college of direct support as it is close to renewal time. The Direct Support conference planning is underway. The committee is asking for presentations on employment and community support. They are also looking for a keynote speaker. The conference will be held on March 14 and 15 at the community college.
- **Executive Committee** – The executive committee continues to work on guidelines for coalition membership. The by-laws indicate that an agency must "provide support" to individuals with disabilities and there is discussion on what that means. Work on this continues.

- **DSP Award Nominations** – The DSP award winners have been chosen. There are nine and they work at BCI, Community Choice, Community Living, Emmaus, Easterseals Midwest, F.A.C.T., LifeBridge Partnership, St. Louis Life, and Willows Way. The award ceremony and dinner will be held at 5:30 on November 16, 2017 at the DDRB. All DDRB board members are invited to attend.
- **Legislative Update** – The HCB3 committee report is still due although the deadline expired 10 days ago. There have been many meetings, including one with the Governor’s staff, however it is remains unclear as to whether or not there is a solution. The Coalition’s 2018 legislative goals and priorities will be discussed at the next meeting. The legislative breakfast is scheduled for December 7 at 8:30 am. In lieu of the regularly scheduled December Coalition meeting. All board members are invited to attend.
- **Program Committee** – Vito Lucido from the Delta Center spoke at the last meeting about Universal Design. Universal Design is an approach that increases the potential for developing a better quality of life for a wide range of individuals. It creates products, systems, and environments to be usable by as many people as possible regardless of age, ability, or situation. www.universaldesign.com

Finance Committee

John Thielke reviewed the October 3, 2017 Finance Committee meeting minutes.

Program Committee

Missy Fallert reviewed the October 5, 2017 Program Committee meeting minutes.

Old Business

1. Systems Change Update

Robyn Peyton gave a Systems Change Update.

No motion needed.

2. FACT – Parent Partner update

Peg Capo gave an update on the Parent Partner Pilot Project.

No motion needed.

New Business

1. FY2017 Program Demographics Report

Nikki Rogers gave an overview of the FY2017 Program Demographics Report. This is the first year this report has been generated and staff will review it in-depth for its usefulness.

No motion needed.

2. FY2017 Outcome Summary

Keri Riley, Quality Enhancement Specialist gave an overview of the FY2017 Outcome Summary.

No motion needed.

3. FY2017 Supported Employment Report

Keri Riley, Quality Enhancement Specialist gave an overview of the FY2017 Supported Employment Report.

No motion needed.

4. Draft Policies

A. Case Management

Robyn Peyton reviewed the Case Management Draft Policy changes. Case Management Policies will be presented to 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 be presented to the Board in November for approval

No motion needed.

C. Human Resource

Vicki Amsinger reviewed the Human Resource and Job Description Draft Policy changes. Human Resource Policies and Job Descriptions will be presented to the Board in November for approval.

Jim Rhodes motioned to keep the CPA requirement in the Finance Director job description. Bart Haberstroh seconded the motion. Motion passed with 6 yays and 1 nay.

D. Funding

John Thaelke reviewed the Funding Draft Policy changes. Funding Policies will be presented to the Board in November for approval.

No motion needed.

E. Meeting Space

There were no draft Meeting Space Policy changes.

No motion needed.

5. Electronic Records Contract

At this time the DDRB is not prepared to make a decision on the Electronic Records Request for Proposal.

Jim Rhodes motioned to table Electronic Records Contract until the November Board meeting. Missy Fallert 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 purpose of discussing issues under the provision of Property S.B.2. Section 610.021 (2) RSMo. Jim Rhodes seconded the motion. Motion passed unanimously. A Roll call of the members present was taken: Dan Dozier, yes; Missy Fallert, yes; Bart Haberstroh, yes; Bryon Hale, yes; Michael Mahoney, yes; John Morse, yes; Jim Rhodes, yes.

Open Session:

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

Adjournment

Jim Rhodes motioned to adjourn. Missy Fallert seconded the motion. Motion passed unanimously.

Respectfully Submitted: Nikki Rogers _____