

Developmental Disabilities Resource Board of St. Charles County  
Board Meeting Minutes  
November 16, 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, Bart Haberstroh, Bryon Hale, Michael Mahoney, John Morse and Jim Rhodes

**Members Absent:**

Missy Fallert

**Mission Moment:**

Robyn Peyton, Case Management Director presented a mission moment submitted by Tara Barrett, DDRB Case Manager.

"M. is a studious young man who always knew what he wanted to become when he grew up- a College History Professor. History is his passion. If you get M. started on history, you will be knowledgeable in whatever the subject matter is by the end of the conversation. His passion absolutely shines through.

M. has Muscular Dystrophy. It does not define who M. is or what he can achieve. It is simply something that he navigates around.

When I took M. onto my caseload, he was a senior in high school. I was impressed with his fortitude. This is a young man that knows exactly what he wants in life, I had thought. Which is impressive for any 18-year-old! At that time, we began preparing for life after high school. Where did M. want to go to college? What accommodations would he need? The straight A student was courted by several area universities and finally decided upon St. Louis University. That's when the team (M., his parents, Chris Howrey from Vocational Rehabilitation and myself) went to work. M. and his parents spoke to the university about accommodations and determined what would still be needed. Vocational Rehabilitation assisted M. with obtaining a new wheelchair that would handle bad weather and a new hitch for his vehicle. Meanwhile, I contacted several providers to see who would be able to provide Personal Assistance in M.'s dorm room. Finally, we found Living with Purpose of Missouri who hired M.'s three roommates to provide Personal Assistant support to him. It was a wonderful solution as M. would be familiar with them and have access to them in case of an emergency. M. is now coming to the end of his first semester and he reported to me that everything is going great. He loves school, enjoys living in the dorm during the week and is thoroughly comfortable with his roommates providing personal assistant services. He is thriving and making his dream come true. I am truly thankful to be a part of this wonderful young man's journey to greatness. M. is an inspiration to everyone around him."

**Margaret Kelp Recognition:**

Dan Dozier, DDRB Vice-President, presented Margaret Kelp, former Board Member, a plaque and gavel. Dan thanked Margaret for her dedicated leadership and passionate advocacy as a Board member.

Margaret thanked the Board for the opportunity to sit on the Board since 2010. She believes being on the Board has allowed her to become a better teacher.

**Public Comments and Announcements:**

None

**Minutes of Board Meeting:**

**Jim Rhodes motioned to accept the October 19, 2017 Board meeting minutes as presented. Bryon Hale seconded the motion. Motion passed unanimously.**

**Finance Director's Report:**

John Thoenke's October 2017 Finance Report included the following:

**FY18 Revenue**

- **Taxes** – All tax revenue 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**

- **Agency Operations** – The Start-Up and Transportation portion of Community Programs continue to be used at a level in excess of the FY2018 budget. This will be a Board agenda item at the January 2018 Board meeting.
- **Case Management** – Expenses are slightly higher due to a higher staffing level in FY2018.

**Jim Rhodes motioned to accept the October 2017 Finance Report as presented. Bart Haberstroh seconded the motion. Motion passed unanimously.**

**Executive Director Report**

Peg Capo's Executive Director Report included the following:

**FACT Parent Support Partner Update**

Notice was received that the Parent Support Partner service will be added to the Partnership for Hope Medicaid Waiver. The recommended service description, along with other Waiver revisions, will be released soon for public input. Waiver revisions generally take months for final approval, at this time it is hopeful that there will be approval prior to FY2019.

Denise Gould and Heather Lytle will be presenting information on the program at the December MACDDS meeting. Many counties are interested in developing this service, primarily due to the case management systems change.

**CARF**

Congratulations goes to Robyn Peyton who has successfully completed intense training to become a CARF Surveyor. She will attain full surveyor status after she completes two surveys. Her first survey is in December.

Robyn and Peg are completing the DDRB Intent to Survey which is due November 30. The DDRB survey will be conducted in the March/April, 2018 timeframe.

### **United Way Campaign**

The United Way of Greater St. Louis announced this week that they exceeded their campaign goal, raising over \$75,000,000 to help those in need in the St. Louis Region. The DDRB's United Way campaign was very successful, as well, with contributions over 25% higher than last year.

### **HR Update**

Good news, for the first time since the DDRB began providing case management, the DDRB is fully staffed this week.

As announced, the DDRB health insurance renewal came in with an increase of over 40%. DDRB staff are working with DDRB's brokers to identify other companies and plans that are less expensive. Unfortunately, St. Charles County is also facing increases this year, as well. Although the DDRB's rate increase is extraordinarily high, increased costs are expected to continue, just as they are nationally.

### **Case Management Director Report**

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

- The case management program is currently serving 1,250 customers.
- Kristyn Schnakenberg and Karah Kuhlman started with the case management team on November 6. Kristyn was previously a case manager for the Boone County Board and Karah previously worked with the senior population.
- The DDRB will also be losing one of our case managers to a partner agency to serve as their residential director. Becky Pederson has been a case manager with the DDRB for 9 years. Her last day will be November 13.
- This past month, the Community Council hosted a community partner event to announce their newly developed "Coordinated Entry" system. This system will implement January 2018 and will provide one phone number for accessing tri-county housing services. When an individual calls, a social worker will conduct triage and assessment in order to determine eligibility and prioritization for services. This system will be run through the United Way 211 system.
- Typically, on a quarterly basis, the Case Management Team receives a customer waiver audit request from the state federal programs unit. This is a random sampling of customer files from our team. This past month 41 customer files were audited.

### **Coalition Report**

Heather Lytle, Coalition President reported on the following:

- **Training Committee** – The College of Direct Support deadline is tomorrow. Currently there are eight agencies that participate. The annual Direct Support Conference planning continues. The conference will be held on March 14 and 15, 2018 at St. Charles Community College.
- **Executive Committee** –The executive committee continues to work on guidelines for coalition membership.
- **Legislative Update** – The Coalition's goals and priorities will be discussed at the next meeting. The legislative breakfast is scheduled for December 7 at 8:30 am. It will take the place of the December Coalition meeting.

- **Program Committee** – At this month’s meeting FamilyForward did an agency spotlight and discussed their new programs, and/or modifications to existing programs.
- **People First** - People First had their elections last night: Johanna Wortmann was re-elected President, Sarah Marquart-Vice President, Adam Frey- Secretary, Dave Meyer- Sergeant of Arms, Matthew Schultz- Treasurer. Johanna and Adam were elected to be the People First state representatives and Sarah was elected for back up.
- **Partners at Work** - Partners at Work has merged with Nexus and will now be called Nexus. When separate they were two groups doing very similar work, and so determined that their energy was better spent working together.

### **Finance Committee**

John Thaelke reviewed the October 19, 2017 and Mike Mahoney reviewed the November 7, 2017 Finance Committee meeting minutes.

### **Human Resource Committee**

Peg Capo reviewed the October 19, 2017 Human Resource Committee meeting minutes.

### **Program Committee**

Peg Capo reviewed the November 2, 2017 Program Committee meeting minutes.

### **Old Business**

#### **1. Systems Change Update**

Robyn Peyton gave a Systems Change Update on case management services. Kathy Williams gave a Systems Change Update on DDRB funded programs.

**No motion needed.**

#### **2. Electronic Data Management RFP**

John Thaelke updated the Board on the Electronic Data Management RFP. At this time, the DDRB staff does not have all information needed to make a recommendation.

**Bryon Hale motioned to table the Electronic Data Management RFP until the December Board meeting. Jim Rhodes seconded the motion. Motion passed unanimously.**

#### **3. Policy Approval**

##### **A. 2018 Case Management Policies**

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

**Jim Rhodes motioned to approve the 2018 Case Management Policies as presented. John Morse seconded the motion. Motion passed unanimously.**

##### **B. 2018 General Operations Policies**

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

**Bryon Hale motioned to approve the 2018 General Operations Policies as presented. Jim Rhodes seconded the motion. Motion passed unanimously.**

**C. 2018 Human Resource Policies & Job Descriptions**

Vicki Amsinger reviewed changes to the Human Resource Policies and Job Descriptions since the October Board meeting.

**Jim Rhodes motioned to approve the 2018 Human Resource Policies and Job Descriptions as presented. Bryon Hale seconded the motion. Motion passed unanimously.**

**D. FY2018 Funding Policies**

Kathy Williams reported there have been no changes to the Funding Policies since the October Board meeting.

**John Morse motioned to approve the FY2019 Funding Policies as presented. Jim Rhodes seconded the motion. Motion passed unanimously.**

**4. FY2019 Funding Cycle Timeline & Priorities Approval**

Kathy Williams reviewed changes to the FY2019 Funding Cycle Timeline & Priorities since the October Board meeting.

**Bryon Hale motioned to approve the FY2019 Funding Cycle Timeline and Priorities as presented. Jim Rhodes seconded the motion. Motion passed unanimously.**

**New Business**

**1. Rainbow Village Equity Request**

In December 2016, the Board approved Equity funding for Rainbow Village in the amount of \$38,500 for the purchase of a home to be used by four DDRB eligible individuals. By procedure, the DDRB waits to pay an agency and record the Equity Deed of Trust once all individuals have moved into the home. At this time, a fourth individual has not yet been identified. Rainbow Village is requesting to waive the requirement for the fourth individual to be living in the home, while the host agency continues to try and identify a fourth person for the home. This would allow Rainbow Village to receive its equity funding. The Finance Committee recommended granting Rainbow Village's Equity Request.

**John Morse motioned to approve Rainbow Village's Equity Request, releasing equity funding without the fourth individual identified for the home as presented. Jim Rhodes seconded the motion. Motion passed unanimously.**

**Adjournment**

**Jim Rhodes motioned to adjourn. Michael Mahoney seconded the motion. Motion passed unanimously.**

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