

Developmental Disabilities Resource Board of St. Charles County
Board Meeting Minutes
July 19, 2018

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

Members Present:

Dan Dozier, Missy Fallert, Todd Gentry, Bryon Hale, Mike Mahoney, Jim Rhodes, Sue Sharp and Connie Tan.

Members Absent:

Joe Barton

Mission Moment:

Megan Jeep with Easter Seals Midwest supports the Project Search Program. Megan introduced Adam and Brianna participants of Project Search. Adam and Brianna spoke about their experiences working with the Project Search Program. Adam presented about the three internships. He explained the different positions he worked during his internships and mentioned how they all provide great customer service. Brianna spoke about how well her internship is going and how she has achieved her goals. Adam and Brianna are both from the Orchard Farm School District.

Public Comments and Announcements:

Richard Coleman, from UCP Heartland, handed out a flyer and spoke about an upcoming event, Accommodation for Success on August 9, 2018 at Calvary Church from 8:00 a.m.- 3:00 p.m. This event educates employers on how to hire individuals with Developmental Disabilities. Three hundred people attended this event last year. There are 15 slots, out of 80, available for employers to sign up. They are looking for more employers to join this event.

Minutes of Board Meeting:

Bryon Hale motioned to accept the June 21, 2018 Board meeting minutes as presented. Jim Rhodes seconded the motion. Motion passed unanimously.

Minutes of Closed Session Property:

Missy Fallert motioned to accept the June 21, 2018 Closed Session Property meeting minutes as presented. Jim Rhodes seconded the motion. Motion passed unanimously.

Finance Director's Report:

John Thaelke's June 2018 Financial Report included the following:

FY2018 Revenue

- **Taxes** – Based on revenues received to date, the April 30, 2018 projection of \$11,750,000 will be met.
- **Case Management Billings** – Billings are processed one month in arrears. Revenue appears consistent with the budget and current staffing levels.
- **Rent** – Revenue is consistent with the budget.

FY2018 Expenses

Agencies have until August 15, 2018 to request payment for FY2018 expenses, the June Financials are incomplete. The preliminary final FY2018 report will be brought to the August 16 Board meeting.

Variances in DDRB Operations are due to yearend audit adjustments that are made to allocate a portion of Administration expenses to Case Management. Based on current projections it appears the DDRB will have a surplus of \$475,000 in FY2018.

Bryon Hale motioned to accept the June 2018 Finance Report as presented. Missy Fallert seconded the motion. Motion passed unanimously.

Executive Director Report

Peg Capo's Executive Director Report included the following:

State Budget Update

Governor Parson signed the FY2019 DMH Budget on June 29. Included was a 1.5% Provider rate increase, funds for Rate Rebasing and \$300,000 for the FACT Parent Support Partner Program (St. Charles and St. Louis Counties). Discussion is underway about how the FACT funds will be distributed.

IDDHHelp Update

IDDHHelp will be launched on July 30. The following statement will be released to the public in the next week or two: "IDDHHelp is an Information and Assistance resource created by your local Senate Bill 40 Board specifically to help people with Intellectual and Developmental Disabilities who live in the St. Louis Region, including St. Louis County, St. Louis City and St. Charles County. Anyone can access this service via the web at IDDHHelp.org or phone at (877) 256-2202. An experienced, knowledgeable Community Connector is available from 8 a.m. to 5 p.m. Monday through Friday to listen to your questions and help connect you to the service you need."

Promotional materials are being printed and will be available for distribution in the next few weeks.

DDRB Funding Priority Planning

DDRB staff is compiling current information on funded services, financial trends, recent needs assessments and community information that will be shared in committee meetings and at the next couple of Board meetings. It is expected that there will be a working session in September or October to set Board priorities for FY2020 and beyond. The Finance Committee reviewed funding trends by service area at their July 10 meeting. Charts were created and reviewed to have a better visualization of financial trends. DDRB stakeholders will have access to this information, as well, through our website.

NASDDDS Newsletter

Included in the Board packet was their newsletter highlighting what is happening across the country. There is increased conversation around Managed Long Term Services Supports (MLTSS).

Case Management Director Report

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

- This past month 20 new Medicaid customers were added through intake. Current numbers indicate approximately 84% Medicaid eligibility which represents an increase from 72% previously.
- Robyn announced that Bethanie Berg has been promoted to be the fourth supervisor in the case management program. Bethanie has been with the DDRB for ten years and has been a mentor for

the last four years. She is very excited to begin her new role. Several good internal candidates were interviewed for the position.

- With the promotion of Bethanie, we will be interviewing for her vacated mentor position. Several candidates have expressed interest and interviews will be scheduled in July.
- Robyn announced that Santana Figueroa will join the case management team on July 16. She comes to us from Children's Division thus brings expertise in this area. Casey Butler will also join the team in July. Her first day will be July 23 and she is coming to us with an employment services background.
- System Redesign implementation is now underway. Phase II transition of individuals to the information coordination code has begun. Many individuals have decided to pursue Medicaid who previously were not interested, and this has reduced those transitioning to the information coordination code. In addition, letters were sent to the first group of Medicaid individuals currently served by the Regional Office. Many have responded and returned their choice form. The second group to receive letters will be identified by the end of the week.
- Case management leadership staff has begun the testing phase of electronic records implementation. Testing will include a time study of how long it takes to scan in documents from a more comprehensive file and a smaller file. Once this has been completed, several case managers with differing technology skill levels will begin testing the process.

Finance Committee

Mike Mahoney reviewed the July 10, 2018 Finance Committee minutes.

Human Resource Committee

Peg Capo reviewed the June 21, 2018 Human Resource Committee minutes.

Program Committee

Missy Fallert reviewed the June 19, 2018 Program Committee minutes.

Old Business

None

New Business

1. DDRB Reserve Commitment

The Finance Committee is recommending the proceeds from the sale of any DDRB owned homes be set aside in the reserve account as a 'Commitment for Housing'. The statement of purpose/definition is as follows: "The Commitment for Housing can be used to support the purchase and/or renovation of homes that are accessible and affordable, including equity investments." Recently, the DDRB sold the Respite Care Home for a total proceed of \$137,500. This money would be put in the Commitment for Housing.

Jim Rhodes motioned to approve the DDRB Reserve Commitment request as presented. Missy Fallert seconded the motion. Motion passed unanimously.

Adjournment

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

Respectfully Submitted: Christine McFarland _____