

Developmental Disabilities Resource Board of St. Charles County
Board Meeting Minutes
December 20, 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:

Madeleine Moore, DDRB Case Manager, introduced Nick and his mother Barbara to the Board. Barbara explained to the Board that they struggled to find a good fit for Nick after High School. With the help of Madeleine's resources, Nick has now been able to build a community around him. Nick is very social and doesn't go anywhere without making a friend. This includes many places that he frequents like: Lion's Choice, More than Coffee and Fox's Pizza. Fox's Pizza has a wall dedicated to him. More than Coffee is an establishment in Manchester that is owned by a gentleman with Cerebral Palsy and is dedicated to hiring individuals with disabilities. Nick is now part of a lunch club that recently threw him a surprise 21st birthday party. Nick has blossomed since high school, and Barbara attributes that to the community he has built around him.

DDRB FY2018 Audit:

Michelle Graham from Botz, Deal & Company presented the DDRB FY2018 Audit.

Public Comments and Announcements:

Barb Griffith, President/CEO of Community Living, Inc., announced that Denise Gould, Executive Director of FACT, would be retiring December 18, 2018. Barb thanked Denise for her service to the citizens of St. Charles County with developmental disabilities. Denise will be honored at Community Living's Legacy Ball with the Legacy Award.

Minutes of Working Meeting:

Jim Rhodes motioned to accept the November 7, 2018 Board meeting minutes as presented. Bryon Hale seconded the motion. Motion passed unanimously.

Minutes of Board Meeting:

Bryon Hale motioned to accept the November 15, 2018 Board meeting minutes as presented. Jim Rhodes seconded the motion. Motion passed unanimously.

Finance Director's Report:

John Thielke's November 2018 Financial Report included the following:

FY2019 Revenue

- **Taxes** – No significant tax receipts will be received until January 2019.
- **Case Management Billings** – Billings are processed one month in arrears.
- **Rent** – Variance to prior year is due to reduction in rent received due to the sale of the Respite Care Home on June 29, 2018.

FY2019 Expenses

- Agency payments to date in FY2019 still experience the same issues discussed last month. In addition, about \$225,000 of Pilot Projects are only now starting to bill for services and no funds have been expended yet for the Direct Support Innovation projects.
- The increase in actuals for Case Management is due to increased staffing levels. Budget changes in Operations also reflect the growth anticipated in Case Management.

Jim Rhodes motioned to accept the November 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:

TCM Budget Update

On December 3, Peg notified Val Huhn, Director of the Division of Developmental Disabilities that, due to the projected shortfall in the DMH TCM Medicaid Match fund, the DDRB has set a capacity limit in our case management program. Our capacity for Medicaid-eligible individuals 16+ years old is 1,140, based on our current staffing levels. The DDRB will create a waiting list for services when this capacity is reached, probably ending in early 2019. Staff is committed to working with Val to advocate for a funding increase to allow us to continue to grow. Until then, staff is managing the case management budget to break-even. Peg will continue to update monthly on this issue.

St. Charles Coalition Legislators' Meeting

Due to many schedule conflicts, the Coalition's annual meeting with legislators was postponed. It is now scheduled for Friday, January 11, 2019 at 11:00am at the DDRB. Legislators will be encouraged to share their perspectives on the upcoming legislative session and we will share the Coalition's priorities for 2019. Due to the passage of the Clean Missouri Act in November, no food will be served.

MACDDS Legislative Priorities

Included in the Board packet was the MACDDS Legislative Priorities for 2019 approved at the December MACDDS meeting. Peg will forward the final copy soon. These priorities are consistent with the MARF priorities and we will continue to work together to maximize focus on the direct support staffing crisis and the need for adequate Medicaid rates.

There are indications that Managed Care continues to be discussed as a solution to managing Medicaid costs, both at a federal and state level. Val Huhn's opinion is that Managed Care is likely and, when approved, will take several years to roll-out. The initial focus will be on managing health care of individuals with disabilities. The Long-Term Services and Supports funded through Medicaid will more than likely be included several years after the health care services are 'managed'. Peg continues to participate in the Business Acumen Learning Collaborative and is updated on the progress and learning in other states.

Reports

Included in the Board Packet was the November NASDDDS Community Services Reporter that has several articles on employment issues. Also included is Val's monthly PowerPoint presentation to MACDDS, which provides information on several key managed care principles.

Case Management Director Report

Michelle Harvatin, DDRB Case Management Supervisor, gave Robyn Peyton's Case Management Director's Report, which included the following:

- The case management program received 18 new customers since last report. The Case Management program is currently serving 1,177 customers with a Medicaid eligibility rate remaining consistent at 90%.
- Unfortunately, the individual hired for the Senior Administrative Assistant for Case Management has resigned. Once again, the position has been posted. In addition, interviews have begun for a Case Manager to replace Alyssa Blattel who resigned in November. It is hopeful that both these positions can be filled in the next month.
- One of our Case Managers, Theresa Roberts, was asked to serve on a Show-Me ECHO committee. The Show-Me ECHO program is operated by the University of Missouri and funded by the state of Missouri. Dr. Stanislaus is the Medical Director for the Missouri Department of Mental Health. Dr. Stanislaus is facilitating the development of an ECHO team to target individuals with developmental disabilities and mental health concerns. The team is an interdisciplinary team of professionals and advocates in the field. The ECHO teams give short presentations on various topics relevant to the population. Physicians and other health care professionals have the opportunity to present cases and receive advice from the ECHO team. It is a telehealth process, done over video conference. Theresa's time commitment will be minimal, a few hours a month. The additional resources and knowledge she will gain from being a part of this committee will be a tremendous benefit to the Case Management program.
- The Division of Developmental Disabilities recently completed the DDRB's annual Targeted Case Management review. This review looks at one customer file for every Case Management staff. Preliminary results were very good. The final report with results should be received within 30 days.

Finance Committee

Mike Mahoney reviewed the December 4, 2018 Finance Committee minutes.

Program Committee

Missy Fallert reviewed the December 14, 2018 Program Committee minutes.

St. Charles County Coalition Report

Cherie Montgomery, Coalition President, gave the St. Charles County Coalition Report, which included the following:

Training Committee

Planning for the DSP Conference in March continues. The Coalition renewed their agreement with the College of Direct Support, an online training program. This enables member agencies to utilize this training at a reduced cost.

Legislative Committee

December Legislative Coffee cancelled due to conflict with freshman orientation activities and low response rate. It has been rescheduled for January 11.

Program Committee

Due to the December Legislative coffee cancellation, there was opening in the agenda at the December meeting. Peg graciously stepped in and presented during the meeting on effective ways to build relationships with your legislators along with tips on how to effectively present information and request support from them.

Old Business

1. SB40 Alignment & Integration Recommendation

DDRB staff have been working with the other three SB40 Boards in the St. Louis Region (St. Louis County, St. Louis City and Jefferson County) to implement the SB40 Alignment & Integration Project. The DDRB commitment required is staff development time and an annual administrative budget increase of \$75,000 for Operations. Additionally, there will be Technology Equipment Requests that are projected to average \$25,000 per year. For the remainder of FY2019, the funding commitment is \$37,500 from Operations and up to \$30,000 for Microsoft Dynamics GP upgrade and miscellaneous costs. The FY2019 costs can be covered by the DDRB approved one-time budget of \$75,000 originally reserved for potential Needs Assessment. Both Program and Finance Committee recommend funding this request.

Sue Sharp motioned to approve the SB40 Alignment & Integration Request for up to \$67,500 as presented. Connie Tan seconded the motion. Motion passed unanimously.

2. Job Description Approval

The Senior Administrative Assistant – Case Management, Case Manager II/Transition Liaison and Program Manager Job descriptions were brought before the Board for approval. The Board reviewed these job descriptions last month. There have been no changes.

Jim Rhodes motioned to approve the Job Descriptions as presented. Missy Fallert seconded the motion. Motion passed unanimously.

New Business

1. FY2018 DDRB Audit Approval

Jim Rhodes motioned to approve the FY2018 Audit as presented. Mike Mahoney seconded the motion. Motion passed unanimously.

2. 2019 Governance Policies

Peg presented the 2019 Governance Policies. There are no proposed changes. The Board should review the Governance Policies and give any changes to Peg. If no changes are received, no approval is necessary in January.

No motion needed.

3. By-Laws

Peg presented the By-Laws. There are no proposed changes. The Board should review the By-Laws and give any changes to Peg. If no changes are received, no approval is necessary in January.

No motion needed.

Adjournment

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

Respectfully Submitted: Nikki Rogers _____