

Developmental Disabilities Resource Board of St. Charles County  
Board Meeting Minutes  
May 16, 2024

The Board meeting was held at the DDRB Office, 1025 Country Club Road, St. Charles, MO 63303. The public was able to access the meeting in person or through the video conference link and conference call numbers provided on the agenda. The agenda was posted to the DDRB website in accordance with Missouri Sunshine Laws.

Dan Dozier, DDRB President, called the meeting to order at 7:00 p.m. with a moment of silent reflection.

**Members Physically Present:**

Dan Dozier, Terry Elmendorf, Mike Mahoney, Missy Palitzsch, Sue Sharp and Connie Tan

**Members Absent:**

Bryon Hale, Todd Gentry and Missy Fallert

**Agenda Approval**

**Terry Elmendorf motioned to approve the agenda as presented. Connie Tan seconded the motion. Motion passed unanimously.**

**Mission Moment:**

Laura Taylor, DDRB Case Management Director, introduced consumer Lilly and her mother to the Board. Lilly's mother spoke to the Board about Lilly wanting to be employed. Lilly was able to start her own small business Lilly's Snow Cones & More. The company is located at 8621 Highway N in Lake St. Louis. It is open weekdays 2:00-9:00pm and weekends noon-9:00pm. Lilly's Snow Cones & More makes it a mission to "employ people of all abilities to prove we are all more alike than different." Fliers were handed out to everyone at the meeting and everyone was invited to visit Lilly's Snow Cones & More this summer.

Kathy Robb, DDRB Agency and Community Relations Director, introduced Samantha Crow, Transportation Stipend Participant and Willows Way ISLA participant, and Melodee Benton, Willows Way Director of Independent Supported Living Assistance. Samantha used the DDRB Transportation Stipend program for assistance with the purchase of a vehicle. Samantha needed a vehicle to make it to work, at Walmart, and to attend college classes for studies in health care administration. Samantha thanked the Board and Willows Way stating that Willows Way does a really good job supporting people.

**Public Comments and Announcements:**

None

**Executive Director Report**

Denise Cross's Executive Director Report included the following:

**Funding Cycle**

A huge thank you to everyone who worked extremely hard to make this funding cycle a success. The DDRB looks forward to a momentous year with our 35+ partners that will ensure that individuals with intellectual and/or developmental disabilities living in St. Charles County have quality opportunities and choices to be fully included in society.

**Legislative Update**

Included with the report was an update from our partners, Starling and MACDDS. Both groups are watching bills related to property taxes (mostly further defining the senior tax credits or to establish new assessment percentages) and HB1436 which relates to SB40, sheltered workshops, and funding requirements. The DDRB

is grateful for the great relationship it has with our local sheltered workshop partner, BCI. And for the excellent services they provide.

By the time of the board meeting, it is hopeful that the budget will have been passed. Getting to a budget has been no small task for the legislature. At the time of this report, there is no increase in store for TCM providers. Efforts to advocate for that need will continue.

### **Strategic Planning**

The process is moving along, and on time. Denise will be providing a more in-depth update later in the Board meeting. Minutes for all meetings were been posted. They are a useful resource to see the direction of the team as well.

### **CARF Update**

Congratulations and heartfelt gratitude to the case management team, Nikki, and everyone else who helped us have a successful review process. The leadership team is evaluating the return on the investment that we hope for with the accreditation process. More information to come. We have no reason to believe that we will receive anything but a full 3-year accreditation, although written results come have not yet been received.

### **Finance Director's Report:**

Denise Cross presented the Finance Report which included the following:

- April 2024 Financial Statements
- April 2024 Bank Activity
- FY2024 3<sup>rd</sup> Quarter Financial Statements

**Sue Sharp motioned to accept the April 2024 Financial Statements as presented. Connie Tan seconded the motion. Motion passed unanimously.**

### **Strategic Planning Update**

Denise Cross gave a Strategic Planning Update.

### **Case Management Director Report**

Laura Taylor's Case Management Director Report, included the following:

- The DDRB Case Management Program is currently serving 1,393 individuals.
- One new Case Manager started on May 6. Interviews are still in process to fill the other open position.
- The annual Case Management Satisfaction Surveys were sent out electronically this year, via survey monkey. Preliminary results show a similar return rate as last year. The cost savings in postage, paper, envelopes, and elimination of staff time spent on preparing the mailing was significant.
- Our CARF accreditation survey was completed over the dates of April 18 and 19. Preliminary results indicated several minor recommendations. The final results are expected to be received within two months.
- The 2024 DDRB Provider Fair was May 8. Nearly 50 providers were in attendance and over 100 case managers and support coordinators from the area.

### **Consent Agenda**

#### **1. Minutes of Board Meeting – April 18, 2024**

2. Minutes of Working Session – April 23, 2024
3. Minutes of Finance Committee – May 7, 2024
4. Minutes of Ad Hoc - Strategic Planning Committee –
  - a. April 18, 2024
  - b. May 7, 2024
  - c. May 10, 2024
5. Minutes of Ad Hoc – Property Committee – April 5, 2024
6. Pilot Project to Operations Approval
  - a. BCI – Transition Employment Specialist
  - b. Community Living – (BEST) Building Employment Skills Training
  - c. St. Louis Arc – LAUNCH
  - d. UCP Heartland
    - i. Adaptive Equipment & Assistive Technology
    - ii. Adaptive Equipment & Assistive Technology Operations
  - e. Variety the Children’s Charity
    - i. Adaptive Equipment & Assistive Technology
    - ii. Adaptive Equipment & Assistive Technology Operations

**Sue Sharp motioned to approve the consent agenda as presented. Missy Palitzsch seconded the motion. Motion passed unanimously.**

**Old Business:**

None

**New Business:**

**1. Community Living – SOAR FY2024 Emergency Request**

Community Living is requesting an additional 2,000 units at a unit rate of \$55.85 for a total of \$111,700.00 for its SOAR project. SOAR is serving about half the children served before COVID. More families are now reengaging in services. Community Living is requesting additional units to meet the needs of the families’ seeking services for the upcoming summer months when school is not in session. This request was also presented at the April 23 Working Session and was recommended by Board members present.

**Sue Sharp motioned to Community Living’s SOAR FY2024 Emergency Request as presented and to amend the FY2024 budget. Missy Palitzsch seconded the motion. Motion passed unanimously.**

**2. FY2025 DDRB Combined Budget Approval**

The Board reviewed the DDRB Administrative and Case Management Combined Budget for FY2025 for a total of \$7,058,530.00.

**Bryon Hale motioned to approve FY2024 DDRB Combined Budget as presented and. Dan Dozier seconded the motion. Bryon Hale abstained. Motion passed unanimously.**

**3. FY2025 Budget Approval**

The Board reviewed the FY2025 Budget created at the April 23, 2024 Board Working Session. The recommended budget is a total of \$22,917,738.00

**Terry Elmendorf motioned to approve FY2025 Budget as presented and authorize the President to sign the contracts. Connie Tan seconded the motion. Motion passed unanimously.**

**4. FY2025 Reserves – Committed Funds Approval**

At the April 23, 2024 Working Session the Board reviewed the DDRB reserves. It was recommended that one-time funding be funded out of reserves. The Board reviewed all committed funds for FY2025.

**Sue Sharp motioned to approve FY2025 Reserves Committee Funds as presented. Connie Tan seconded the motion. Motion passed unanimously.**

**5. Contract Conditions of Funding Approval**

Kathy Robb reviewed Contract Conditions of Funding that were recommended at the April 23, 2024, Board Working Session.

**Connie Tan motioned to approve Contract Conditions of Funding as presented. Missy Palitzcsh seconded the motion. Motion passed unanimously.**

**6. FY2024 Agreements Resolution**

Nikki Rogers read aloud Resolution Number FY24 05-01 pertaining to Annual Agreements.

**Sue Sharp motioned to adopt Resolution Number FY24 05-01 as presented. Missy Palitzcsh seconded the motion. Motion passed unanimously.**

**Adjournment**

**Terry Elmendorf motioned to adjourn. Sue Sharp seconded the motion. Motion passed unanimously. Motion passed unanimously.**

Respectfully Submitted: *Nikki Rogers*