

Developmental Disabilities Resource Board of St. Charles County  
Board Meeting Minutes  
August 15, 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.

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, Missy Fallert, Mike Mahoney, Missy Palitzsch, Sue Sharp, and Connie Tan

**Members Absent:**

Terry Elmendorf, Todd Gentry, and Bryon Hale

**Agenda Approval**

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

**Mission Moment:**

Kathy Robb, DDRB Agency and Community Relations Director, presented the Direct Support Awards slide show highlighting the Direct Support Professionals honored from St. Charles County.

Kathy also presented the Bridges to Success graduation video, highlighting pictures from each worksite.

**FY2025 Strategic Plan**

Sarah Buek, Founder and Principal, The IllumiLab, LLC presented the background of developing the Strategic Plan. Denise Cross, DDRB Executive Director, presented the DDRB FY2025-FY2027 Strategic Plan.

Missy Fallert joined the meeting.

**Public Comments and Announcements:**

None

**Executive Director Report**

Denise Cross's Executive Director Report included the following:

**Legislative Update**

The Missouri General Assembly's recent budget approval includes a rate increase for many services. However, it does not provide the necessary revenue for new system entrants to obtain a Medicaid Waiver, resulting in a waitlist that commenced on July 1, 2024. The DDRB is monitoring this situation closely and anticipates it will persist throughout the fiscal year unless supplemental requests are submitted and approved. The Finance Committee discussed this issue at their latest meeting. Concerned parties are encouraged to contact their legislators to highlight the impact. Additionally, contacting the Governor to request a special session for reinstating utilization funding for Intellectual/Developmental Disabilities (I/DD) services is advised.

MACDDS and Starling members have been encouraged to use the legislative off-season to build relationships with legislators. In alignment with this initiative, Denise recently met individually with Representative Wendy Hausman (District 65), Representative Dave Hinman (District 103), and Representative Travis Wilson (District 106). All were gracious, receptive, and generous with their advice.

### **Vision Leadership St. Charles County**

Denise announced her acceptance into the Vision Class of 2025. The opening reception took place on August 1, with the first retreat scheduled for August 21-22. Vision Leadership St. Charles County aims to educate community and business leaders by providing experiences that enhance awareness, develop leadership skills, and motivate participants to engage actively in St. Charles County. This immersive nine-month program includes full-day sessions on the third Thursday of each month and a second overnight retreat in February to Jefferson City and the Missouri State Capitol.

### **Strategic Plan**

The proposed 3-year Strategic Plan was presented to the board for approval. Upon approval, staff and the Board will systematically implement the first-year plan, which has already been developed. Members of the Strategic Planning Committee are encouraged to provide feedback to the facilitator through the survey tool that will be distributed again tomorrow.

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

Joyce Eichelberger's Finance Report included the following:

#### **Reports Included in Packet:**

- May 2024, June 2024, July 2024
- FY2024 Lapse Projections
- ARPA Year-To-Date

### **FY2024 - May 2024 and June 2024 Finance Statements**

#### **Revenues**

- Taxes: Revenue exceeded the FY2024 budget.
- Case Management: As is typical, revenue reported is for the prior month; revenue received in July 2024 for June 2024 services are recorded in FY2024.

#### **Operating Expenses**

- Agency Operations: Agencies had until July 31 to bill FY2024 services.
- DDRB Operations: Total expenses for each of the three DDRB Operation cost centers (case management, administration, and program) are under budget.

### **FY2025 - July 24 Finance Statements**

Agencies start billing for July services in August. Expenses on these reports are for DDRB Admin and Case Management along with reimbursement for Community Programs such as Start Up and Emergency Housing (EHAP).

### **FY2024 – Lapse Projections**

Only minor adjustments are pending.

### **ARPA YTD Report**

Several projects are completed, all others are underway and with projected completion by December 31, 2024.

**FY2024 Audit:** RubinBrown has tentatively scheduled the FY2024 audit field work to begin September 30. A Federal Single Audit is required for FY2024.

**Mike Mahoney motioned to accept the May, June, and July 2024; FY2024 Lapse Projection; and ARPA Year-To-Date Finance Reports as presented. Missy Fallert seconded the motion. Motion passed unanimously.**

### **Case Management Director Report**

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

- The DDRB Case Management Program currently supports 1,405 individuals. The program has the capacity for 18 more customers on caseloads. The number of new intakes in FY2024 totaled 190. This was the program's highest number of intakes since FY2019.
- Tiffany Kopp, our Case Management Billing Specialist, provides comprehensive assistance to customers who are approaching their 18th birthday during the Medicaid application process. To streamline the process and reduce errors on initial applications, Tiffany will now hold an open office day once a month. During these sessions, individuals and families can receive in-person support, ensuring complete applications and timely access to Medicaid benefits.
- With The Division delaying implementation of ConneXion and the Case Management Team's requirement for more efficient, user friendly, technologically advanced systems, the program has decided to transition to a new platform, SETWorks. Other Targeted Case Management Programs and provider agencies use SETWorks for their documentation needs and have reported positive experiences. SETWorks will replace both moedi (case notes/billing) and Laserfiche (customer filing). SETWorks consolidates our systems while also promoting efficiency and reducing administrative overhead. The vast reporting capabilities in SETWorks will assist with gathering data specifically outlined in the strategic plan. The ongoing fee for SETWorks results in overall annual cost savings from the current systems used. The transition to SETWorks is in the final stages, and full implementation is hoped for in the coming month.
- As a result of the implementation of a waitlist for Medicaid Waiver slots, the Case Management Team will continue to advocate and submit funding requests. Our goal is to ensure that customer needs are thoroughly documented; and their needs are identified and prioritized on the waitlist. The Team remains committed to monitoring the situation and providing ongoing education to customers and their families.
- The Parent Advisory Council, administrators of the Autism Project, announced the Eastern Missouri Autism Project (EMAP) will transition to a new format—the Family Flexible Assistance Program (FFAP)—beginning in April 2025. The reasons cited for this transition include streamlining operations, providing choice and flexibility, and improving access to services. EMAP funding responsibility will be removed from case managers and will no longer be tied to the Individual Support Plan (ISP). Consequently, funding requests will no longer require the Utilization Review process and will be monitored by FFAP specialists. The annual application process will move to an online system, opening in January 2025. Individuals and families will complete the application independently, and it will only be open once a year.

### **Consent Agenda**

1. Minutes of Board Meeting – May 16, 2024
2. Minutes of Special Board Meeting – June 25, 2024
3. Minutes of Finance Committee
  - a. June 4, 2024
  - b. August 6, 2024
4. Minutes of Program Committee
  - a. May 2, 2024
  - b. June 6, 2024
5. Minutes of Ad Hoc - Strategic Planning Committee
  - a. May 14, 2024
  - b. May 23, 2024

6. Minutes of Human Resource Committee – August 6, 2024

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

**Old Business**

None

**New Business**

**1. FY2025 Strategic Plan Approval**

The FY2025-FY2027 Strategic Plan was presented earlier in the meeting.

**Connie Tan motioned to approve the FY2025-FY2027 Strategic Plan as presented. Missy Fallert seconded the motion. Motion passed unanimously.**

**2. Case Management Service Delivery & Improvement Plan FY2024 Report & FY2025 Plan Approval**

Laura Taylor presented the FY2024 Report and FY2025 Case Management Service Delivery & Improvement Plan. The plan will be available on the DDRB website, [www.ddrb.org](http://www.ddrb.org).

**Sue Sharp motioned to approve the FY2024 Report & FY2025 Case Management Service Delivery & Improvement Plan as presented. Missy Fallert seconded the motion. Motion passed unanimously.**

**Adjournment**

**Missy Fallert motioned to adjourn. Sue Sharp seconded the motion. Motion passed unanimously. Motion passed unanimously.**

Respectfully Submitted: *Nikki Rogers*