

Developmental Disabilities Resource Board of St. Charles County  
Board Meeting Minutes  
November 21, 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, Bryon Hale, Mike Mahoney, Missy Palitzsch, and Connie Tan

**Members Absent:**

Terry Elmendorf, Missy Fallert, Todd Gentry, and Connie Tan

**Agenda Approval**

**Bryon Hale motioned to approve the agenda as presented. Missy Palitzsch seconded the motion. Motion passed unanimously.**

**Mission Moment:**

**Starling Conference Partner Award**

Kathy Robb informed the Board of two St. Charles County Starling Conference Partner Award recipients at today's Starling Conference. Tim Lewin of Embassy Suites received an award for his work with the Bridge to Success program. Embassy Suites has been a fabulous partner in the program, leading to many individuals retaining successful employment at both Embassy Suites and other businesses throughout St. Charles County

BCI's Skills Center also received an award for their work with numerous businesses to gainfully train and employ individuals who have gone through the Skills Center training. Many individuals have been employed for years with the companies that hired them, even becoming mentors and trainers for other individuals joining their workforce.

**Targeted Case Management**

Laura Taylor introduced DDRB Case Manager, Colleen Lefholz. Colleen introduced her consumer Meghan and Meghan's mother. Meghan and Colleen have worked together for about 5 ½ years. Meghan wanted something artistic to do during COVID and began doing diamond art as a hobby. Meghan had a personal goal of completing 100 diamond art pieces. Meghan is happy to report she has met that goal and now has a new goal of completing 500 pieces. Meghan brought in her artwork to share with the Board. Meghan does sell them for donations to get more diamond art at Hobby Lobby.

Diamond art has helped Meghan in many ways. Her hand eye coordination and fine motor skills have improved. Meghan has also formed a special relationship with Patty who works at Hobby Lobby. The two enjoy seeing each other when Meghan visits to buy more diamond art projects.

**Public Comments and Announcements:**

Denise Cross announced a Board retirement reception for Dan Dozier on January 16, 2024, from 4:30-6:30pm directly before the Board meeting. A presentation will happen at 5:30pm.

### **Executive Director Report**

Denise Cross's Executive Director Report included the following:

#### **Organizational Assessment & Strategic Plan Goals**

We are nearing the completion of the organizational assessment, a key goal outlined in our strategic plan. The associated organizational chart has been created and is within budget expectations. However, the chart has not yet been released to staff. We are currently finalizing a comprehensive strategic change management plan, which will include detailed timelines for implementation. This will ensure that all organizational changes are communicated effectively and executed smoothly.

#### **Starling Conference**

At the recent Starling Conference, I had the honor of presenting a session on *Courageous Conversations*, a topic that aligns with our organizational goals of fostering open communication and building stronger relationships within the community. Denise congratulated Tim Lewin, who was awarded the prestigious Starling Partnership Award for his exceptional contributions to our mission and county.

#### **St. Louis Regional Chambers Breakfast**

On October 22, Denise attended the 2024 St. Louis Area Chambers Economic Outlook Breakfast, an annual event that gathers Chambers of Commerce from across the 15-county metro region. This year's event was well attended, with approximately 600 individuals from various sectors of the community, including business leaders, civic representatives, and policymakers. It provided an excellent opportunity for networking and discussing economic trends impacting the region.

#### **DMH/ERA Quarterly Meeting**

The quarterly meeting with the Department of Mental Health (DMH) and the Executive Directors from the Eastern Region Alliance (ERA) took place recently. The group had a productive session with regional office staff, where resources were shared, current issues discussed and addressed pain points in case management processes. The collaboration between the Regional Office Leadership and Case Management Directors was particularly valuable in identifying potential solutions and ways to better coordinate services.

#### **Awareness Goals & Marketing Campaign**

The DDRB has made significant strides in our marketing and public relations efforts. After meeting with several agencies and reviewing proposals, we are excited to announce the engagement of *Hot in the Kitchen*, a marketing and PR firm. Their proposal aligns with both the budget set aside for this project and the strategic goals we have outlined. The target is a March kick-off for our awareness campaign, which will coincide with Developmental Disability Awareness Month. This campaign is designed to raise public awareness and foster a deeper understanding of our work and the individuals we serve. In addition, the DDRB has partnered with an expert in digital media accessibility who brings both lived experience and certifications in best practices, ensuring that our outreach efforts are inclusive and accessible to all.

#### **DDRB Halloween Celebrations**

The DDRB team embraced the Halloween spirit this year with a fun dog party the Friday before Halloween and a festive display of human costumes on Halloween itself. These activities were a lighthearted way to foster community and celebrate our great team.

#### **System of Care Presentation**

Denise was recently invited to present on the DDRB, our strategic plan, and the various ways our organization supports the community to the *System of Care* group. This collaborative group, which includes school districts, mental health providers, and other stakeholders, works to collaboratively support children and families in our community. Our participation in this meeting is an important opportunity to further our

outreach efforts, build partnerships, and deepen our involvement in the broader system of care for children and families.

### **Legislative Update**

Looking ahead to the legislative session, the Gateway Coalition will again host a series of Legislative Coffees across the region to facilitate dialogue between legislators and community members. The St. Charles County Legislative Coffee will take place on December 10, from 10:00am to 12:00pm at the DDRB. This will be an excellent opportunity for Coalition members to engage with elected officials and discuss key legislative issues affecting our community, as identified by Coalition members. MACDDS and Starling are also busy establishing legislative priorities and strategies. There is more to come as that work progresses.

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

Joyce Eichelberger's Finance Report included the following:

#### **FY25 Finance Reports - October 2024:**

##### **DDRB Statement of Revenues and Expenses Summary**

Reminder: real and property taxes collected in St. Charles County by 12/31 will be reflected on our January 2025 and February 2025 statements.

##### **Case Management Statement of Revenues and Expenses**

TCM/Medicaid revenue recorded in October is for September services provided by case management, YTD actual reflects 3 months and re-billing of previously unpaid services. October services will be billed via the new Setworks system.

##### **Administration Statement of Expenses**

The service contracts line is overbudget. FY24 investing fees paid to the county were recorded in FY25. This expense was not budgeted. This expense will be included in the FY26 budget.

#### **Checkbook Balance Inquiry Report – October 2024 Transactions**

#### **FY24 Audit:**

The draft is currently being reviewed. The audit will be presented at the next board meeting.

#### **FY26 Budget Planning:**

The Finance Committee reviewed tax revenue history and FY26 budget scenarios at their November 5 meeting and a recommendation is in the meeting information.

**Bryon Hale motioned to accept the October 2024 Finance Reports as presented. Missy Palitzsch seconded the motion. Motion passed unanimously.**

### **Case Management Director Report**

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

#### **Case Management Program General Updates**

The Case Management Program is currently serving 1,427 individuals. This represents an increase of 8 customers since last month's report.

Interviews for the one remaining open Case Manager position have concluded and the position has been filled. The new Case Manager will join our team on December 2.

Columbus Group has scheduled our annual Targeted Case Management review for December 11-13. Preparations are underway, with customer documents already shared with Columbus, as the primary review occurs prior to their arrival for the in-person portion. The program will have the same lead reviewer assigned to work with us again this year. Results of the review will be shared at the January board meeting.

### **St. Charles County Community Health Steering Committee**

Laura has been picked to serve as a member of the newly established St. Charles County Community Health Steering Committee, led by St. Charles County Department of Public Health. The committee is dedicated to aligning county resources across various sectors to help assess and enhance the health of the St. Charles County community. The committee is comprised of executive leadership from hospital systems, leaders in the behavioral health field, first responders, representatives from Lindenwood University, and many others. The group will be utilizing the framework called Mobilizing for Action through Planning and Partnerships (MAPP) to guide the process. The committee has convened twice thus far and is currently working on defining our community and developing a mission and values. Ultimately, the goal is to develop a comprehensive Community Health Improvement Plan. The group will continue to meet monthly on an ongoing basis with the first phase of our work expected to be completed in June 2025.

### **Division Updates**

Laura previously reported that the Department of Mental Health would be launching a dashboard on their website to keep stakeholders informed about the number of individuals waiting for new waiver slots to access funding. The dashboard is now active and can be accessed by visiting [www.dmh.gov](http://www.dmh.gov) > Developmental Disabilities > Waiting List Information.

The dashboard numbers will be updated monthly. Currently, there are 409 individuals waiting for in home services via the Partnership for Hope and Community Support waivers. There are 76 waiting for Comprehensive waiver slots for residential services.

The Division has identified two new value based payments for Case Management related to training completed in connection with the Health Risk Screening Tool. Our Case Managers are currently completing the first training, which will be finished by the end of the calendar year.

### **FY2024 Annual Report**

Kathy Robb presented the FY2024 Annual Report.

### **Nominating Committee Appointment**

Dan Dozier appointed the following Board members to the Nominating Committee as past presidents:

- Missy Fallert
- Bryon Hale
- Sue Sharp
- Connie Tan

### **Consent Agenda**

1. Minutes of Finance Committee – November 3, 2024
2. Minutes of Ad Hoc Property Committee – November 6, 2024
3. Minutes of Program Committee – November 8, 2024

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

## **Old Business**

### **1. FY2026 Priorities & Timeline Approval**

Kathy Robb presented the FY2026 Funding Priorities & Timeline. The Program and Finance Committee's did not agree on the level of priority for service growth requests that will be entertained during the FY2026 application process. The Finance Committee recommended a service growth requests for critical priority level only. The Program Committee recommended service growth for critical and essential priority levels. After discussion the members came to agreement for critical priority level only.

**Bryon Hale motioned to approve the funding priority in service growth requests to be at a critical priority level only. Missy Palitzsch seconded the motion. Discussion was had, no vote was taken.**

**Bryon Hale motioned to withdraw the motion on the table and approve the FY2026 Priorities & Timeline as presented and with changes discussed by members present and recorded in the minutes. Mike Mahoney seconded the motion. Motion passed unanimously.**

## **New Business**

### **1. United Services for Children – Early Intervention Emergency Request**

In recent months, United Services has experienced an increase in referrals to the Early Intervention program, prompting the request for additional units to serve children in the current fiscal year. Currently there are 75 children on the wait list as of October 18, 2024; 18 of those will have a placement in the next two months as children in the program turn three. Fifty-Six children remain on the wait list. The request is to add two classes, a Monday/Wednesday session and a Tuesday/Thursday session. This would be an additional 1,556 units at a \$82.39 unit cost, for a total of \$128,198.84. DDRB staff are recommending the change be for FY2025 only and that United Services come back in during FY2026 to request growth if needed.

**Mike Mahoney motioned to approve the United Services for Children - Early Intervention Emergency Request as presented and amend the FY2025 budget. Bryon Hale seconded the motion. Motion passed unanimously.**

### **2. FY2025 Condition of Funding: Audit Extension**

#### **a. Disabled Athletes Sports Association**

DDRБ Staff are requesting that DASA be exempt from submitting an FY2025 audit and unit cost report. In the FY2026 Partner Funding Manual DASA would become exempt from submitting them as they are funded less than \$75,000. DASA currently spends \$24,000 for an audit. The DDRB staff feels this money would be better used to provide more services to individuals in FY2025. DASA will still submit an unaudited unit cost report.

**Mike Mahoney motioned to approve the Disabled Athlete Sports Association's audit exemption for FY2025. Bryon Hale seconded the motion. Motion passed unanimously.**

#### **b. GatewayITN**

Gateway ITN is requesting exemption from completing a FY2024 audit and submitting an AUP (Agreed Upon Procedures) in lieu of an audit. Their funding is below the \$75,000 threshold.

**Bryon Hale motioned to approve GatewayITN's FY2024 audit exemption request as presented. Missy Palitzsch seconded the motion. Motion passed unanimously.**

#### **c. Latitude Therapy**

Latitude Therapy is requesting an exemption from completing a FY2024 and FY2025 audit. Their funding is below the \$75,000 threshold.

**Bryon Hale motioned to approve Latitude Therapy's FY2024, and FY2025 audit exemption requests as presented. Missy Palitzsch seconded the motion. Motion passed unanimously.**

### **3. Knaust Renovation Bid Approval**

Knaust Renovation Bids have been received and reviewed by the Ad Hoc Property Committee. The two lowest bids were very close, and the Property Committee interviewed both Aspire Construction and A. Eilers Construction. After interviews, the Property Committee is recommending awarding the bid to Aspire Construction for up to \$405,185.00 for the overall budget with room to add alternates, as needed. The Board discussed the pros and cons of renovating the Knaust house at this large of a budget.

**Bryon Hale motioned to table this item until the next Board meeting when more members were available to discuss. Mike Mahoney seconded the motion. The motion received 2 yays and 2 nays the President made a tie breaking vote of nay. The motion was denied.**

**Connie Tan motioned to approve awarding the Knaust renovation bid to Aspire Construction for a total budget of up to \$405,185.00 as presented and amend the FY2025 budget. Missy Palitzsch seconded the motion. The motion received 2 yays and 2 nays, the President made a tie breaking vote of yay. The motion passed.**

### **4. December Board Meeting Cancellation**

**Bryon Hale motioned to cancel the December Board meeting. Missy Palitzsch second the motion. Motion passed unanimously.**

### **Closed Session**

Dan announced that there was no longer a need for a closed session.

### **Adjournment**

**Bryon Hale motioned to adjourn. Connie Tan seconded the motion. Motion passed unanimously.**

Respectfully Submitted: *Nikki Rogers*