

Developmental Disabilities Resource Board of St. Charles County
Board Funding Cycle Meeting Minutes
April 17, 2025

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.

Bryon Hale, DDRB President, called the meeting to order at 7:00 p.m. with the reading of the mission statement and a moment of silent reflection.

Members Present:

Marc Debrick, Terry Elmendorf, Todd Gentry, Bryon Hale, Mike Mahoney, Sue Sharp, and Connie Tan

Members Absent:

Todd Gentry, Missy Fallert, and Missy Palitzsch, and Connie Tan

New Member Introduction

Marc Debrick, a new DDRB Board member introduced himself. The Board and staff introduced themselves to Marc. Bryon welcomed Marc to the Board.

Agenda Approval

Sue Sharp motioned to approve the agenda as presented. Terry Elemndorf seconded the motion. Motion passed unanimously.

Emergent Business:

1. Family Advocacy and Community Training – Educational Advocacy Request

Bryon Hale abstained from discussion or presiding over the vote for this agenda item. Mike Mahoney presided over the vote taken. FACT has requested to bill the remainder of FY2025 as a reimbursement grant. They are requesting this because of a projected loss of revenue of \$300,468.48. This loss of revenue is due to the promotion of staff and the hiring of 4 new advocates that cannot be billed at the same level as a fully trained advocate. Also, during their training time, the advocates are mentored by experienced advocates, so while two advocates are present only one can bill for that time with DDRB. The Finance Committee recommended that the DDRB reimburse 50% of the total actual revenue loss, not to exceed \$150,234, after all FY2025 units have been invoiced, as of June 30, 2025.

Sue Sharp motioned to approve the Family Advocacy and Community Training – Educational Advocacy Request as recommended by the Finance Committee. Terry Elemndorf seconded the motion. Motion passed unanimously.

FY2026 Funding Cycle Board Kick-off

1. Board Governance Training

Denise Cross presented a training for the Board on Board Governance. This is an annual training.

2. FY2026 Funding Cycle Overview

Kathy Robb gave an overview of Funding Cycle dates and FY2026 Priorities.

FY2026 Working Session

1. United Services Growth Request

a. Early Intervention

Kathy presented the United Services Growth request for Early Intervention. This request was presented to both the Finance and Program Committee's. They are requesting an overall budget increase outside of the MRA of \$220,913.80. They have, however,

lowered their unit rate by 2.4%. The Board asked to keep the increase in the budget, and they will change later at the meeting if cuts need to be made.

b. Therapeutic Interventions in the Classroom

Kathy presented the United Services Growth request for Therapeutic Intervention in the Classroom. They are requesting an overall budget increase outside of the MRA of \$27,364.26. They have, however, kept their unit rate the same as FY2025. This request was presented to both the Finance and Program Committee's. The Board asked to keep the increase in the budget, and they will change later at the meeting if cuts need to be made.

2. DDRB (Admin/CM) Budget

Denise presented the FY2026 DDRB Budget to the Board. The Board requested additional information on the increase to benefits. Updated information will be presented to the Finance Committee.

3. Funding Summary

Kathy reviewed the Funding Summary with the Board.

a. Funding Updates and Recommendations

During Kathy's review of the Funding Summary, she presented any changes and/or recommendations for changes to the Funding Summary from FY2025 to FY2026. Cuts were made to lapsing projects or projects not utilizing funds enough to require a higher level of agency oversight.

b. Service Category Review

Kathy reviewed the Service Category funding as a whole. She also presented the recommendations for the service category growth funds.

c. Conditions of Funding

Kathy reviewed a draft set of FY2026 Contract Conditions of Funding. Changes were outlined for the Board. The staff is still working on finalizing the FY2026 Conditions of Funding. They will be presented at the May meeting in final form.

4. Budget Summary

Joyce presented the Budget Summary sheet and reserves sheet.

a. FY2026 Projected Surplus/Deficit

The Board reviewed the reserves, lapses, and projected revenues. The Board asked that projected revenues, including rent, TCM rate, and taxes be reviewed and analyzed by the Finance Committee. They also want the Committee to review actual versus projected expenses.

b. Reserves

The Board removed the committed funds for Transportation in the reserves for FY2026.

5. FY2026 Final Recommended Budget

The Board asked the Finance Committee to review specific items and as long as the committee recommends it move forward with the budget presented with the recommendations of staff.

Adjournment

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

Respectfully Submitted: *Nikki Rogers*