

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

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, Bryon Hale, Missy Fallert, Mike Mahoney, Sue Sharp, and Connie Tan

Members Absent:

Todd Gentry and Missy Palitzsch

Agenda Approval

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

Mission Moment:

St. Louis Arc - LAUNCH

J.R. Johnson, St. Louis Arc shared some recent success stories with the Board about participants in St. Louis Arc's LAUNCH program. Currently there are 12 participants and participants ages range from 16 -30. One participant's mother said, thank you for letting my son have age appropriate problems, her son was having issues at college with getting to classes on time and turning assignments in on time. With help from the program, he is now using assistive technology to aid in the successful outcome of these tasks. The participant is happily reporting that he is passing all his classes and looking for a job.

Another story involved a young man going through family changes that were outside of his control. The individual was feeling a lot of pressure and anxiety from the situation. The participant needed a way to self-regulate to create mental stability using mindful moments and practices. The participant reports he is using the self-regulating skills that he learned and his mom and him are moving out on their own.

There was a similar story about a young woman having anxiety about her new roommates and herself getting along. After working through where those anxieties stemmed from, the young lady is thriving in the situation and enjoying spending free time with her roommates.

Finally, there was a young man who got a job on November 1. He was comfortable with learning tasks but had lots of worries about being social with co-workers. Not only was he able to increase his social skills to be successful in the workplace with co-workers, but he has also increased his number of work hours and is looking at starting to work on social skills outside of work.

Public Comments and Announcements:

None

Executive Director Report

Denise Cross's Executive Director Report included the following:

Strategic Plan Update

Progress Overview: As of Year 1/Quarter 2, the strategic plan has achieved notable progress. Of the 49 tactics slated for completion in FY25, 27 have been initiated, and 14 are fully completed. A more detailed progress report is attached.

Organizational Update: The DDRB has completed its review of the organizational structure based on our strategic plan, and changes are now underway. All employees have been informed, and the new organizational chart is attached. We're pleased to share that all current employees remain with us, though some have taken on new roles or moved to different departments. The restructuring has been accomplished within budget, with only minor transitional adjustments.

The DDRB is currently recruiting an Assistant Director of Finance and Operations and plan to hire an Agency Relations Specialist this spring. All other positions have been filled by existing staff or contracted employees.

Congratulations, Joyce! Joyce Eichelberger has accepted the role of Director of Finance and Operations after serving as Interim Director of Finance with great success. We have begun recruiting for a supporting role in this growing department, with the goal of identifying Joyce's future successor. Please join us in congratulating and thanking Joyce for her dedication to DDRB's mission!

Legislative Update

House Bill 237: Representative Gallick (District 062) has pre-filed House Bill 237. A similar bill introduced in the 2024 legislative session did not progress, likely due to general legislative inaction. HB237 proposes amendments to enabling legislation, mandating county Boards to fund sheltered workshops. This removes local discretion to allocate resources based on community needs and eliminates additional certification requirements for these workshops, thereby reducing oversight and accountability.

MACDDS opposes HB237 because it prioritizes funding for sheltered employment over other critical services. MACDDS supports local flexibility to ensure tax dollars meet evolving community needs and individual preferences. While MACDDS and DDRB are not opposed to sheltered workshops or facility-based work, mandating funding for one service type threatens other essential services. DDRB proudly partners BCI, Inc., whose innovative employment services, including facility-based work, set a high standard. However, the approach in HB237 undermines balanced resource allocation.

Recent Advocacy Efforts: MACDDS is actively opposing HB237. Representative Hinman (District 103) invited DDRB and Emmaus Homes to meet with him and Representative Gallick to discuss the bill. This meeting will occur before the DDRB Board meeting, and updates will be provided at that time.

Coffee with the Coalition: The Gateway Coalition hosted a Coffee with the Coalition event at the DDRB in early December. While turnout was strong, the event coincided with the legislature's Freshman tour. Community members shared powerful personal stories about the impact of the current waitlist on their families. Efforts are underway to preserve and amplify these narratives.

Common Legislative Priorities:

1. Eliminate the current waitlist by supporting a supplemental FY2025 budget and adequate FY2026 funding (DD Division Budget, HB10, Sec. 10.410).
2. Increase funding for Targeted Case Management services, which have not seen a rate increase since 2015 (DD Division Budget, HB10, Sec. 10.410).
3. Raise the wage for Direct Support Professionals (DD Division Budget, HB10, Sec. 10.410).
4. Protect county property tax levies for DD Boards (SB40).
5. Oppose HB237, talking points attached.

DMH/DDD Update

In mid-December, Governor-elect announced the appointment of Jessica (Jess) Bax as Director of the Missouri Department of Social Services (DSS), effective January 13, 2025. Jess previously served as the DMH Division of Developmental Disabilities Director, leaving this position vacant. Deputy Director Angie Brenner will serve as Acting Director until a national search is conducted next summer to fill the role.

Vision St. Charles Update

The next Vision Day, focused on Quality of Life, Health Care, and Human Services, is scheduled for January 23. In addition to participating as a class member, Denise will present on the DDRB's history, activities, support needs, and future plans. In February, the class will visit Jefferson City to explore state government and tour correctional facilities.

Finance Director's Report:

Joyce Eichelberger's Finance Report included the following:

FY25 Finance Reports : November 2024 Statements and Bank Activity
 December 2024 Statements and Bank Activity
 Quarter 2 Agency Operation and Other Expenses

DDRB Statement of Revenues and Expenses Summary

As expected, tax revenue is low for both months. The majority of real and personal property taxes, collected by the St. Charles County Assessor's office by December 31, will be reflected on January 2025.

Case Management Statement of Revenues and Expenses

No TCM revenue is recorded on the November or December statements. Billing for October and November was delayed pending finalization of the MMAC – Missouri Medicaid Audit and Compliance 5-year revalidation process. All revalidation requirements have met.

FY24 Audit: View Points, Financial Statements and Single Audit

For a lighter read and basic overview of the audit and results, it is suggested you focus on the ViewPoints document and the Management's Discussion and Analysis beginning on page 5 of the Financial Statements

RubinBrown presented the June 30, 2024 audit documents to the Finance Committee during their meeting on January 7. The DDRB received an unmodified audit opinion from RubinBrown. This clean opinion means that the audit team believes the financial statements are reasonably stated and they did not identify any major issues with the internal control framework.

The Single Audit is required as a result of receiving federal ARPA funding from St. Charles County. The DDRB will again have a Single Audit for FY2025.

ARPA - American Rescue Plan Act

On December 15, 2022 the DDRB approved its budget to distribute \$2,100,000 ARPA funds allocated by St. Charles County to the DDRB for services and projects meeting the ARPA guidelines. St. Charles County has been invoiced and has paid the full \$2,100,000 allocated ARPA funds.

Bryon Hale motioned to accept the November, December 2024 & 2nd Quarter Finance Reports as presented. Sue Sharp 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 1,425 individuals, reflecting a reduction of two since the November 2024 report. While a decrease in customers is atypical, this decline is attributed to the revised requirements of the Eastern Missouri Autism Project (EMAP) and the ongoing transition to the new Family Flexible Assistance Program (FFAP). Under the new FFAP system, funding responsibility is removed from case managers and will no longer be tied to the Individual Support Plan (ISP). The annual application process will transition to an online system, opening on January 15th, 2025. Individuals and families will complete the application independently, with the system available only once per year. With the introduction of the new program and the removal of case management as a requirement, individuals without Medicaid have been advised to apply for Medicaid. Otherwise, they will be transitioned to an Information Specialist. During these conversations, many customers have opted to apply for Medicaid in order to retain their case manager. Others have chosen to proceed with closing their case as they are confident managing the new system independently.

Since the last report, one Case Manager has resigned, with her last day of employment on January 2. A new case manager, Jada Frazier, has been hired and will begin on January 8.

Columbus Group conducted our annual Targeted Case Management Review December 11-13. The results were positive, with the program achieving scores ranging from 82% to 100% across 15 review categories. The reviewers provided positive remarks on our annual satisfaction survey ratings, quality assurance processes in place, and the positive team culture.

Division Updates

The Department of Mental Health's wait list dashboard for January 2025 has been released. The dashboard indicates there are currently 424 individuals waiting for in home services statewide, with 40 of them residing in St. Charles County. There are 57 on the wait list for residential services, with 15 of them residing in St. Charles County.

Consent Agenda

1. Minutes of Board Meeting – October 17, 2024
2. Minutes of Board Meeting – November 21 2024
3. Minutes of Executive Committee Meeting – December 3, 2024
4. Minutes of Finance Committee – January 6, 2025 (with correction to fiscal year date)
5. Minutes of Nominating Committee – January 9, 2025

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

Old Business

None

New Business

1. Audit Approval

The DDRB FY2024 Audit was presented during the Finance Report.

Bryon Hale motioned to approve DDRB's FY2024 Audit as presented. Mike Mahoney seconded the motion. Motion passed unanimously.

2. Election of Officers

Dan Dozier reported the Nominating Committee has nominated the following Board Members to serve on the Executive Committee in 2025: Bryon Hale, President; Missy Fallert, Vice-President; Mike Mahoney, Treasurer and Terry Elmendorf, Secretary. The Executive Committee will take office on February 1, 2025.

Connie Tan motioned to approve the following members to serve as the 2025 Executive Committee: Bryon Hale, President; Missy Fallert, Vice-President; Mike Mahoney, Treasurer and , Secretary. Sue Sharp seconded the motion. Motion passed unanimously.

3. Corporate Compliance Report & Resolution

Denise Cross, reported there were no reports of suspected fraud, waste or abuse in 2024. Nikki Rogers read aloud Resolution Number FY25 01-01, which will document how the DDRB will comply with all state, federal and local laws and to appoint a primary point of contact who will recommend, create, implement and oversee strategies for compliance.

Bryon Hale motioned to approve the Corporate Compliance Report as presented, adopt the Corporate Compliance Resolution Number FY25 01-01 as read aloud and appoint Denise Cross, DDRB Executive Director, as the Corporate Compliance Officer. Missy Fallert seconded the motion. Motion passed unanimously.

4. Sunshine Law Resolution

Nikki Rogers read aloud Resolution Number FY25 01-02, which states that a public governmental body shall provide access to and, on request, copies of public records. A custodian must be appointed to maintain those records. The board recommended the fees to be charged for access to or furnishing copies of records shall be reasonable and consistent with the Sunshine law.

Bryon Hale motioned to adopt the Sunshine Law Resolution Number FY25 01-02 as read aloud. The DDRB Executive Director was appointed as custodian of the records for the DDRB. Missy Fallert seconded the motion. Motion passed unanimously.

5. Bank Signatures Resolution

Nikki Rogers read aloud Resolution Number FY25 01-03, which authorizes members of the DDRB Board Executive Committee to sign checks, power to perform banking transactions, and power to delegate banking responsibilities.

Bryon Hale motioned to adopt the Bank Signatures Resolution Number FY25 01-03 as read aloud. Sue Sharp seconded the motion. Motion passed unanimously.

6. Accessibility Plan 2024 Report

Denise Cross presented the 2024 Accessibility Plan Report.

Bryon Hale motioned to accept the 2024 Accessibility Plan Report as presented. Missy Fallert seconded the motion. Motion passed unanimously.

7. Diversity, Equity and Inclusion Plan 2024 Report

Denise Cross presented the 2024 Diversity, Equity, and Inclusion Plan Report.

Bryon Hale motioned to accept the 2024 Diversity, Equity, and Inclusion Plan Report as presented. Connie Tan seconded the motion. Motion passed unanimously.

8. Human Resource Plan 2024 Report

Vicki Amsinger presented the 2024 Human Resource Plan Report.

Bryon Hale motioned to accept the 2024 Human Resource Plan Report as presented. Missy Fallert seconded the motion. Motion passed unanimously.

9. Risk Management Plan 2024 Report

Denise Cross presented the 2024 Risk Management Plan Report.

Bryon Hale motioned to accept the 2024 Risk Management Report as presented. Missy Fallert seconded the motion. Motion passed unanimously.

10. Technology & Systems Plan 2024 Report

Denise Cross presented the 2024 Technology & Systems Plan Report.

Bryon Hale motioned to accept the 2024 Technology & Systems Plan Report as presented. Sue Sharp seconded the motion. Motion passed unanimously.

Adjournment

Bryon Hale motioned to adjourn. Sue Sharp seconded the motion. Motion passed unanimously.

Respectfully Submitted: *Nikki Rogers*