

Developmental Disabilities Resource Board of St. Charles County
Board Meeting Minutes
May 15, 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 a moment of silent reflection.

Members Present:

Terry Elmendorf, Missy Fallert, Todd Gentry, Bryon Hale, Mike Mahoney, Sue Sharp, and Connie Tan

Members Absent:

Missy Palitzsch

Agenda Approval

Bryon Hale requested to add October Board Meeting Date Change to New Business.

Missy Fallert motioned to approve the agenda with changes requested. Sue Sharp seconded the motion. Motion passed unanimously.

Mission Moment:

Kathy Robb, DDRB Agency and Community Relations Director introduced Sydney Keppler, Pathways to Independence to the Board. Sydney introduced Jessica and her mother Susan to the Board. Sydney used Pathways to Independence Social Skills program to increase her social skills among her peers. Sydney was successful in creating friends among her peers. The social skills learned also translating into her place of employment. Sydney saw an increase in communication with her coworkers and was able to navigate social situations with them easier.

Public Comments and Announcements:

None

Executive Director Report

Denise Cross's Executive Director Report included the following:

Strategic Plan Update

The Executive Committee is preparing for a formal review of year one of the DDRB's strategic plan. This review will serve as the foundation for developing targeted tactics for year two. Significant groundwork was successfully laid during the first year, creating strong momentum for continued progress.

Key accomplishments include:

- Board Operations: New operational measures were implemented to allow the Board to focus more effectively on high-level strategic planning.
- Staff Restructuring: Adjustments to the organizational structure have better positioned DDRB to meet its strategic goals and improve overall capacity.
- Marketing and Public Relations: DDRB made a notable entry into marketing and PR, aimed at increasing public awareness of the organization and promoting the abilities and needs of individuals we serve.

Focus Areas for Year Two:

- The primary focus for year two will be on Goals 1 and 2 of the strategic plan, which center on fiscal responsibility and stewardship of taxpayer funds. Specifically:

- Funding Practices: Evaluation and enhancement of DDRB's funding methodologies.
- Case Management: Implementation of the case management business plan, with an emphasis on efficiency and sustainability.

These efforts will set the stage for a comprehensive assessment and potential refinement of all strategic areas in year three.

Legislative Update

Property Tax Legislation

Several bills under consideration in the Missouri Legislature may affect public revenues, including those that support services for individuals with developmental disabilities:

- House Bill 859: Proposes allowing taxpayers to deduct 100% of personal property tax from their adjusted gross income, effective January 1, 2026.
- House Bill 903: Passed by the Missouri House, this measure seeks to reduce the assessed value of personal property from 33.3% to 18% over three years. While easing taxpayer burdens, this may lead to significant revenue reductions for local services.
- Senate Joint Resolution 46: Approved by legislature, this resolution proposes a constitutional amendment granting full property tax exemptions to veterans with total service-connected disabilities and their surviving spouses. It now awaits voter approval.

Budget Allocations (FY2026):

- \$6.4 million proposed for Targeted Case Management (TCM) to support capacity-building and workforce retention.
- A 3.2% rate increase for Day Rehabilitation Services.
- A 1.7% cost-of-living adjustment (COLA) for developmental disability service providers.

Community Engagement: Vision Leadership St. Charles

The recent graduation ceremony from the Vision Leadership program capped off a year of growth and engagement. Participation in this county-wide leadership initiative created valuable connections across sectors—healthcare, education, emergency services, media, tourism, and social services—helping to amplify awareness of the DDRB and our mission. The relationships built through Vision will serve as a meaningful resource for advocacy, collaboration, and community support moving forward.

Finance Director's Report:

Joyce Eichelberger's Finance Report included the following:

FY2025 Finance Statements and 3rd Quarter Agency Operations Report:

- March 2025 Statements - Bank Activity – 3rd Quarter Report
- April 2025 Statements - Bank Activity

The Finance committee met May 6 and reviewed the March 2025 reports; the April report was not available at that time.

DDRB Statement of Revenues and Expenses:

FY2025 Revenues:

- Taxes: With two months remaining, the budgeted tax revenue may be met, which if met would be a 1.6% increase from FY2024 actual.
- State GR (General Revenue) Family Support: The 3rd quarter bill has been sent and 100% of revenue will be received by fiscal yearend.
- Case Management: The April report includes revenue for March 2025 services. Revenue is trending higher than last year but is expected to be less than the budgeted amount.
- Investment Income: Investment receipts for FY2023 and FY2024 were over. \$300k each year. The FY2025 budget may have been aggressive as interest rates have declined.

FY25 Expenses:

- Agency Operations/Community Programs: Agency payments may lag for a month, with year-to-date actuals possibly through March. Staff estimate 90-92% of the agency operations budget will be expended.
- Case Management and Administration: Both departments have expenditures less than budgeted. Benefit expenses were higher in April compared to March due to LAGERS contributions for both months being paid in April.

Missy Fallert motioned to accept the March and April 2025 3rd Quarter Finance Reports as presented. Terry Elmendorf 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 1,411 reflecting an increase of 9 since the last report.
- Effective April 30, Judy Naeger retired, marking the conclusion of nearly 19 years of service. In response, Mandy Elden has been promoted to the Team Lead position.
- Another valued team member, Sandy Paul, a long-standing Case Manager/Intake Specialist, resigned on April 30. Following this transition, Madeleine Moore, formerly a Team Lead, moved into the Intake Specialist role on May 1. To fill the vacancy left by Madeleine, Colleen Lefholz has been promoted to Team Lead.
- These shifts within the team, combined with the resignation of a Case Manager, resulted in three open Case Manager positions. Two new Case Managers are set to begin on June 1, while the hiring process remains underway for the third vacancy.

Partnership/Community Network Updates

Our annual Provider Fair took place May 14 from 9:30 – 11:30 a.m. There were 61 agencies registered to host vendor tables, and the event was successful.

On May 6, the DDRB hosted a "Benefits and Work Made Simple" workshop, welcoming over 80 participants from across the St. Louis region. This session provided attendees with a clear understanding of the key differences between Supplemental Security Income (SSI) and Social Security Disability Insurance (SSDI). Participants also learned how individuals can work and have more income, and how to respond to common fears about work and benefits.

Several members of the Case Management Leadership Team, had the opportunity to present to two classes of Community Paramedics at the St. Charles County Ambulance District. The Community Paramedic certification allows paramedics to provide care and services beyond traditional emergency responses. They receive training to address the needs of patients in their homes or other non-urgent settings, often working with individuals who need help with accessing other healthcare services. The first presentation was specifically for St. Charles County paramedics and the second presentation included paramedics from across the St. Louis Region and Columbia, MO. The connection needed between our two services was evident and a continued partnership and education platform for future classes will be developed.

Division Updates

The Department of Mental Health has updated their waitlist dashboard for May 2025. The latest data indicates that 592 individuals are currently awaiting in-home services, reflecting a decrease from 628. The number of individuals on the residential services waitlist has decreased from 90 to 51. Our team has secured waiver slots for 6 individuals entering residential services and waiver slots for 33 individuals to receive in-home services.

Consent Agenda

1. Minutes of Board Meeting – March 20, 2025
2. Minutes of Program Committee Meeting – April 4, 2025
3. Minutes of Finance Committee Meeting – April 8, 2025
4. Minutes of Funding Cycle Meeting – April 17, 2025
5. Minutes of Finance Committee Meeting – May 6, 2025

Missy Fallert motioned to approve the consent agenda with changes to April 17, 2025, minutes as discussed. Terry Elmendorf seconded the motion. Motion passed unanimously.

Old Business

None

New Business

1. FY2026 DDRB Combined Budget Approval

Denise presented the DDRB Combined Budget for approval. There were minimal changes since April 17, 2025, Funding Cycle Meeting. The benefits line was decreased as a mistake was identified when reviewing the benefits budget. The presented combined DDRB budget total for FY2026 was \$7,434,572.00.

Mike Mahoney motioned to approve the DDRB combined budget as presented. Sue Sharp seconded the motion. Motion passed unanimously.

2. FY2026 Budget Approval

Joyce presented the FY2026 Budget, Kathy Robb reviewed changes since the April 17, 2025, Funding Cycle meeting. The General Fund Reserve was also reviewed no changes were made. General/Agency Operations Budget Changes were discussed with the Finance Committee and the Finance Committee recommended moving forward with the changes. Changes included:

Unit Rate Decreases (after a unit rate to unit cost review was completed)

- BCI – Sheltered Workshop and
- Willows Way – ISLA and Pre-ISLA

Agency Initiated Decreases

- BCI – Transportation Support Services
- EasterSeals Midwest – STEP Program Coordination and STEP Summer Program

One-Time Funding

- Community Living Bathroom Remodel – to be completed in FY2026 rather than FY2025.
- DDRB One-Time – Funded out of General/Agency Operations rather than DDRB Budget

The presented overall budget includes budgeted revenues of \$21,464,113.00 and budgeted expenses of \$23,419,233.00 for FY2026.

Sue Sharp motioned to approve the FY2026 Budget as presented. Connie Tan seconded the motion. Motion passed unanimously.

3. ITN FY2026 Audit Exemption

ITN has requested an audit exemption for FY2026, noting the financial burden it would place on the operations of ITNGateway.

Missy Fallert motioned to approve ITN's FY2026 Audit Exemption Request as presented. Sue Sharp seconded the motion. Motion passed unanimously.

Terry Elendorf left the meeting.

4. FY2026 Contract(s) Conditions of Funding Approval

Kathy presented the FY2026 Contract Conditions of Funding for approval.

Sue Sharp motioned to approve the FY2026 Contract Conditions of Funding as presented. Terry Elendorf seconded the motion. Motion passed unanimously.

5. DDRB Administered Programs Policies Change

Kathy presented DDRB Administered Program Policy Changes as a result of the FY2026 budget set earlier in the meeting. Changes would be effective July 1, 2025, at the start of the fiscal year. Changes include:

- *Residential Living Assistance Fund* – change policy to require preapproval, approval is based on fund availability.
- *Transportation Reimbursement Fund* - change policy to require preapproval, approval is based on fund availability.
- *Emergency Housing Assistance Program* – approval is based on fund availability.
- *Conference Reimbursement Fund for Individuals and Families* - change policy to require preapproval, approval is based on fund availability.
- *Discontinued Policies*
 - o Best Practice Conference Reimbursement
 - o Conference Reimbursement for Direct Support Professionals and their Immediate Supervisors

Sue Sharp motioned to approve changes to the DDRB Administered Programs Policies as presented. Missy Fallert seconded the motion. Motion passed unanimously.

6. Annual Agreements Authority

The DDRB staff is requesting the Board grant authority to the Executive Director to execute contracts and agreements for day-to-day operations that are needed to conduct business within the fiscal year budget. These contracts and/or agreements would include but are not limited to: Targeted Case Management, Election Authority, Maintenance Agreements, Consultant contracts, St. Charles County Government Agreements. This agreement authority would take the place of the annual agreement resolution read aloud at the Board meeting where the budget is set. A procedure would be added to the Governance Authority policy, as outlined in the policy.

Marc Debrick motioned to approve the Annual Agreements Authority as presented. Mike Mahoney seconded the motion. Motion passed unanimously.

7. Autism Statement Resolution

This item was discussed at the Executive Committee directly prior to this meeting. The Committee did not recommend moving forward with an Autism Statement Resolution. Bryon Hale addressed the public, affirming that the Board wholeheartedly supports individuals with autism spectrum disorder. He emphasized the Board's recognition that every person on the spectrum brings unique strengths, talents, and perspectives that enrich our entire community.

No motion needed.

8. June Board Meeting Canceled

The Executive Committee is recommending cancellation of the June 19, 2025, Board meeting to allow time for committees to work on special projects given by the Executive Committee to prepare for the August 21, 2025, Board meeting.

Missy Fallert motioned to cancel the June 19, 2025, Board meeting as recommended. Todd Gentry seconded the motion. Motion passed unanimously.

9. October Board Meeting Rescheduling

Due to a conflict with the MACDDS Conference, the Executive Committee is recommending rescheduling the October Board meeting to October 23, 2025.

Sue Sharp motioned to approve rescheduling the October Board meeting to October 23, 2025, as recommended. Connie Tan seconded the motion. Motion passed unanimously.

Adjournment

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

Respectfully Submitted: *Nikki Rogers*