

Developmental Disabilities Resource Board of St. Charles County
Board Meeting Minutes
January 15, 2026

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 7:00p, with the reading of the mission statement and a moment of silent reflection.

Members Present:

Marc Debrick, Terry Elmendorf, Missy Fallert, Todd Gentry, Bryon Hale, Mike Mahoney, Missy Palitzsch, and Sue Sharp

Members Absent:

Connie Tan

Agenda Approval

Sue Sharp motioned to approve the agenda as presented. Marc Debrick seconded the motion. Motion passed unanimously.

Mission Moment:

Denise gave a presentation on Tax Reform, Communication, and Education. The DDRB has begun to launch an awareness campaign on the possible consequences to the DDRB should Prop RT pass in St. Charles County. The awareness campaign involves the Board, staff, agency partners, community partners, and the public at large.

Public Announcements/Comments: None

Reports:

Executive Director Report

Denise Cross's Executive Director Report included the following:

Legislative & Funding Environment

SB3 remains on the ballot, with no apparent movement in the courts. While there is consistent feedback that it may not survive legal challenge, staff continue to plan as if it will be implemented until greater certainty exists. This approach is informing both budget planning and public awareness efforts.

Discussions are underway with St. Charles County legislators regarding potential restoration options should tax reform impact the DDRB's revenues. MACDDS' lobbyist is actively engaged in this work, including coordination with state legislators.

Planning is underway for a public awareness campaign, with a proposed plan and budget scheduled for Board consideration on January 15.

Leadership Development & Organizational Capacity

The Executive Leadership Team recently participated in a retreat and is now engaged in leadership development training focused on improving team functioning, efficiency, and organizational impact. This work directly supports a strategic plan goal related to leadership development.

Assistant Directors have completed a similar version of this training, and Case Management supervisors will participate as well, creating alignment across leadership levels.

Employee Engagement & Recognition

The DDRB's Annual Employee Gathering was held on December 11 and was well attended and successful. During the event, the DDRB was honored by the St. Louis Arc with a Bravo Award as part of its 75th Anniversary celebration, recognizing partners in its mission. The DDRB extends appreciation to the St. Louis Arc for this recognition and for its ongoing work in the disability community. Thank you for Vicki and the rest of the employees who pulled this off. It was a great look back on the accomplishments of the year.

Case Management Audit Update

The Case Management department recently completed an external audit of service delivery and HR-related practices. The exit meeting included a strong number of affirmative findings and compliments. A small number of management-level remediation items were identified, but they were limited in scope.

Congratulations to the Case Management team and to Morgan, who led the department through this process in her new role as Director.

Upcoming Dates & Reminders

March is Developmental Disabilities Awareness Month, and the DDRB is planning several awareness activities. Additional details will be shared soon. There will be no Board meeting in February. The March Board meeting will be held as a strategy session.

Finance Director Report

Joyce Eichelberger's Finance Director Report included the following:

Financial Statements included with Report:

- November 2025 Financial Statements and Bank Activity
- December 2025 Financial Statements and Bank Activity
- FY2026 2nd Quarter

December 31, 2025, Statement of Revenues and Expense Notes:

Revenue:

- Taxes: Minimal receipts, as expected.
- Case Management: Revenue (for November services) decreased from October, this is a typical trend as there are three holidays and staff use vacation time a bit more.
- Investment Income: Positive variance from prior year.
- Miscellaneous: Year To Date (YTD) is high, MODOT 20% Match funds repayment was recorded to this line.

Expenses:

- Agency Operations: Expenses are slightly lower compared to the prior year. A YTD variance in this line is typically due to the agency invoice submissions and DDRB payments. DDRB pays agencies once per month. December payments recorded are for November services.
- DDRB Operations: Expenses are trending slightly higher than budgeted. The case management and administration statements provide line-item trends. Staff are monitoring costs in the areas of public awareness, service contracts, utilities, and building repairs.
- Quarterly Agency Operations Expenses: This report provides detail by service and on average 58% of the budget (7 months) should remain. A few services are right at 58% remaining and other services have wider fluctuations in the provision and billing of their services. Agency Relations staff monitor agency billing, and as the end of the year gets closer, they will consult with agencies about utilization.

DDRDB FY25 Audit:

Alisha Barnum, RubinBrown auditor, attended the January 6 Budget and Finance Committee meeting and provided an overview of the June 30, 2025, Financial Statements, the Single Audit and Viewpoints. The DDRB received a 'clean' audit. Prep work by both the Human Resources and Finance departments staff helped make this audit successful.

Please read the Management's Discussion and Analysis (MD &A) page 5 to 9 which provide an overview of DDRB financial activities for the fiscal year ending on June 30, 2025.

The Budget and Finance Committee recommends the board approve the audit as submitted.

Terry Elmendorf motioned to approve the November 2025, December 2025, and FY2026 2nd Quarter financial statements as presented. Missy Fallert seconded the motion.

Consent Agenda:

1. Minutes of Board Meeting – November 20, 2025
2. Minutes of Executive Committee – November 20, 2025
3. Minutes of Nominating Committee – December 8, 2025
4. Minutes of Budget & Financial Oversight Committee Meeting – January 6, 2026

Marc Debrick motioned to approve the consent agenda as presented. Mike Mahoney seconded the motion. Motion passed unanimously.

Old Business: None

New Business:

1. MoDOT Vehicle Requests

Emmaus Homes has invoiced for one of four MoDOT vehicles, which were previously notified to the DDRB to potentially be receiving prior to the deadline of June 30, 2024. The invoiced match amount is for \$14,718.00.

Community Living had also invoiced for three additional vehicles, these vehicles were part of the deadline to notify the DDRB by June 30, 2024. The invoiced match amount is for \$45,064.20.

The Budget & Financial Oversight Committee recommended funding the Emmaus Homes MoDOT vehicle as requested. The Committee did not recommend funding Community Living's request.

Terry Elmendorf motioned to approve the MoDOT Vehicle Requests as recommended by the Budget & Financial Oversight Committee. Todd Gentry seconded the motion. Motion passed unanimously.

2. Audit Approval

The full audit was presented to the Budget & Financial Oversight Committee and was recommended for approval by the Committee. The full audit was included in the Board packet.

Missy Fallert motioned to approve the FY2025 Audit as presented. Sue Sharp seconded the motion. Motion passed unanimously.

3. Election of Officers

Bryon Hale reported the Nominating Committee has nominated the following Board Members to serve on the Executive Committee in 2026: Missy Fallert President; Connie Tan Vice-President; Terry Elmendorf, Treasurer and Mike Mahoney, Secretary. The Executive Committee will take office on February 1, 2026.

Missy Palitzsch motioned to approve the following members to serve as the 2026 Executive Committee: Missy Fallert, President; Connie Tan, Vice-President; Terry Elmendorf, Treasurer; and Mike Mahoney, Secretary. Marc Mahoney seconded the motion. Motion passed unanimously.

4. DDRB Administration Budget Request

DDRB Staff are requesting an increase to the Awareness budget for up to \$41,000.00 to complete the PR and Marketing plan presented earlier in the meeting. The Executive Committee recommended funding this request.

Missy Fallert motioned to approve the DDRB Administration Budget Request for up to \$41,000.00 as presented and amend the FY2026 budget. Sue Sharp seconded the motion. Motion passed unanimously.

5. By-Laws Revision Approval

Nikki Rogers presented the By-Law revisions for approval. The Executive Committee recommended approval of the By-Law changes.

Missy Fallert motioned to approve the By-Laws revisions as presented. Sue Sharp seconded the motion. Motion passed unanimously.

6. Governance Policy & Procedure Revision Approval

Nikki Rogers presented the Governance Policies and Procedures revisions for approval. The Executive Committee recommended approving the policies and procedures changes.

Missy Fallert motioned to approve the Governance Policies and Procedures revisions as presented. Terry Elmendorf seconded the motion. Motion passed unanimously.

Missy Fallert motioned to go into closed session, announcing the intent to discuss Property: (S.B. 2, Section 610.021 (2) RSMo) and Legal: (S.B. 2, Section 610.021 (1) RSMo). Sue Sharp seconded the motion. Motion passed unanimously. Roll call of the members physically present was taken: Marc Debrick, yes; Terry Elmendorf, yes; Missy Fallert, yes; Todd Gentry, yes; Bryon Hale, yes; Mike Mahoney, yes; Missy Palitzsch, yes; Sue Sharp, yes.

Closed Session:

- 1. Property: (S.B. 2, Section 610.021 (2) RSMo)**
- 2. Legal: (S.B. 2, Section 610.021 (1) RSMo)**

Terry Elemendorf motioned to end the closed session and return to open session. Missy Fallert seconded the motion. Motion passed unanimously. Roll call of the members physically present was taken: Marc Debrick, yes; Terry Elmendorf, yes; Missy Fallert, yes; Todd Gentry, yes; Bryon Hale, yes; Mike Mahoney, yes; Missy Palitzsch, yes; Sue Sharp, yes.

Adjournment

Missy Fallert motioned to adjourn. Terry Elmendorf seconded the motion. Motion passed unanimously.