

Developmental Disabilities Resource Board of St. Charles County  
Board Meeting Minutes  
April 21, 2016

The Board meeting was held at the DDRB Office, 1025 Country Club Road, St. Charles, MO 63303. Jim Rhodes, DDRB President, called the meeting to order at 7:00 p.m. with a moment of silent reflection.

**Members Present:**

Dan Dozier, Missy Fallert, Margaret Kelpé, Mike Mahoney, John Morse and Jim Rhodes

**Members Absent:**

Bart Haberstroh and Neil Whipple

**Dan Dozier motioned to open the public hearing for FY2017 Financial Projections and Funding Requests. Margret Kelpé seconded the motion. Motion passed unanimously. A roll call of members present was taken: Dan Dozier, yes; Margaret Kelpé, yes; Mike Mahoney, yes; John Morse, yes; Jim Rhodes, yes.**

**Public Hearing: FY17 Financial Projections and FY17 Funding Requests:**

Peg Capo, reviewed the public hearing comments from the last three public hearings. John Thaelke reviewed the FY2016 Financial Projections and FY2017 Funding Requests.

There were no public comments.

**Mike Mahoney motioned to close the public hearing for FY2017 Financial Projections and Funding Requests. Dan Dozier seconded the motion. Motion passed unanimously. A roll call of members present was taken: Dan Dozier, yes; Margaret Kelpé, yes; Mike Mahoney, yes; John Morse, yes; Jim Rhodes, yes.**

**Mission Moment:**

Sherry Jefferies, Project HEART Coordinator gave an overview of the Project HEART program. The Project HEART program teaches individuals life, cooking, relationship and fitness skills. Project HEART also has a class called Heart at Home. This is a class that is taught by participants in their homes. Sherry introduced the Board to two families.

Holly Ritter and her mother Jeanne Ritter spoke to the Board about Holly's involvement in the Project HEART program and the impact the program has had on Holly. She enjoys the cooking class the most and has learned a lot of life skills as well as social skills. Holly has also hosted a Heart at Home class to teach others about her pillow making business. All participants in that class made pillows with the direction of Holly. Holly passed around pictures of the night to the Board.

Ryan Vetter and his mother Vicki Vetter spoke to the Board about the impact the Project HEART program has had on Ryan. He has been participating in Project HEART for over three years and takes up to 12 classes a month. One of Ryan's goals is to get his driver's license, he took a series of classes through Project HEART to assist him in passing the written test to get his learners permit. Ryan has obtained his learners permit and has moved closer to obtaining his goal. Vicki shared with the Board the growth in Ryan's confidence because of Project HEART. Ryan has also made a goal to live on his own in two to four years. Ryan continues to make personal goals and chooses the path to which he achieves his goals.

**Public Comments and Announcements:**

Peg Capo read aloud a letter submitted by Leslie Tucker, Director of Therapy for United Services for Children.

" As a recent recipient of the DDRB Training Stipend, I attended a conference titled, *Developmental Disabilities, Controversies in the Classroom and Clinic*, at Johns Hopkins Hospital in Baltimore, MD. There were 8 lectures over 2 ½ days, presented by researchers (MD & PhD's) who are leaders in their fields. Some of the topics included: Identifying Genetic Contributions, Optimizing Outcomes: A Life Course Perspective and Interventions for Young Adults with ASD.

All of the lectures were content rich and applicable to providing intervention to those with delays. As an Occupational Therapist, I was inspired by the latest research. Information gained will be used as we serve families now and as we plan for our future. I am so appreciative to have been able to attend this conference. Your ongoing support is instrumental in the fulfillment of our mission!

Thank you for all of the work that your agency does for our entire community!"

**Minutes of Board Meeting:**

**John Morse motioned to accept the March 17, 2016 Board meeting minutes as presented. Mike Mahoney seconded the motion. Motion passed unanimously.**

**Board Kick-Off Meeting Minutes:**

**Margaret Kelpé motioned to accept the April 7, 2016 Board Kick-Off meeting minutes as presented. Mike Mahoney seconded the motion. Motion passed unanimously.**

**Finance Director's Reports:**

John Thoenke's March 2016 & 3<sup>rd</sup> Quarter Finance Reports included the following:

**FY16 Revenue**

- **Taxes** – John is projecting the DDRB will exceed the FY16 budgeted tax revenue by \$240,000, which is a 2.2% increase.
- **Case Management Billings** – The DDRB records revenue on a cash basis throughout the year. Revenue through February has been received and recorded.
- **Rent** – Revenue is consistent with the budget.

**FY16 Operating Expenditures**

- **Agency Operations** – Based on a March 31, 2016 projection it appears that agency billings will lapse at a 9.56% level versus the 8% budgeted. This will result in less than planned Reserve usage in FY2016.
- **DMH Trust Fund** – Billings are similar to FY2015. Based on the March 31, 2016 projection it appears that DMH Billings will have a 15.7% lapse versus the FY2015 budgeted.
- **DDRB Operations** – DDRB case management operations are consistent with the budget for the number of case managers currently on staff. The budget is based on a team of 36 case managers and currently the DDRB has 32. There will be a significant lapse in both the TCM Billings and Case Management line items.

- **Capital / One-Time** – Projected lapse of 12.36% is up slightly from the budgeted 7.75%. Due to the small budget, the additional lapsed dollars is not significant.

**Dan Dozier motioned to accept the March 2016 and 3<sup>rd</sup> Quarter Finance Report as presented. John Morse seconded the motion. Motion passed unanimously.**

### **Executive Director's Report**

Peg Capo's Executive Director Report included the following:

#### **Funding Cycle Update and Board Meeting Schedule**

Board Hearings with agencies began Monday, April 18 and another one will be held on Monday, April 25. The Working Session will be held Monday, May 2. Following the working session, agencies will be notified of the Board's recommended FY2017 Budget, which will receive final Board Approval at the May 19 Board meeting.

Per DDRB funding policy, new projects are reviewed if they meet a priority need and funds are available after existing operations and one-time requests are considered.

#### **Legislative Update**

HB 1565, which raises the MO HealthNet asset limit for individuals with disabilities, has passed the House of Representatives and it was heard on Thursday, April 14 in the Senate Committee on Veterans' Affairs and Health. Senator Bob Onder ([Bob.Onder@senate.mo.gov](mailto:Bob.Onder@senate.mo.gov)) from St. Charles County is a member of the committee. Included in the board packet was an excellent policy brief on this issue prepared by Paraquad.

#### **Non-Medicaid Case Management Reimbursement Update**

A MACDDS Workgroup continues to work on identifying potential funding sources for Non-Medicaid case management. Since there is now a line item state budget for case management Medicaid match, MACDDS has requested that funds remaining at the end of the year be allocated out to counties on a pro-rated basis for unfunded (non-Medicaid) case management services. Although this is expected to be a minimal amount in FY2016, it would create a mechanism for funding. Afterwards it could be advocated that the legislature increase the line item funding.

#### **Val Huhn Update**

Included in the board packet was a copy of Director Val Huhn's update presented at March's MACDDS meeting. Slide two gives a state revenue update. Slides 19 and 20 show that Missouri lags the nation in employing people with disabilities. Peg will continue to provide the Board with Val's monthly presentation. Please let Peg know if more information is needed on any of the items covered.

#### **NASDDDS Newsletter**

Peg will now forward these newsletters to the Board via email, to save paper.

#### **Case Management Director Report**

Robyn Peyton's Case Management Director Report included the following:

- The case management program is now serving 1,178 customers.
- The Case Management Program Ten Year Anniversary is right around the corner. The program began accepting referrals on May 1, 2006. Post cards announcing the open house celebration were sent out the week of April 11. The celebration will be on May 12 from 5:30 to 8:00pm with a brief program beginning at 6:30pm.

- Robyn announced that Tiffany Daniels, one of the DDRB case managers, has accepted the position of Case Management Support Specialist. She will begin training with Diane Diehl on April 25 so that she is ready to take over Diane's billing duties as of her retirement. Tiffany has been with the program for less than a year but has almost seven years' experience in case management.
- It is time once again for the annual customer satisfaction surveys. Surveys will be sent out to all customers in May. Results will be included the Case Management Program End of the Year Report in August.
- As reported previously, a committee has been established with key stakeholders from both the mental health community as well as the developmental disability community in order to address service gaps with individuals who have co-occurring diagnosis. The first meeting was held last month. Priorities were established and action steps will be developed. The key component is the collaboration and communication that needs to occur in order to support individuals. Robyn is excited about the resources that could be developed as a result of the committee's work.
- Robyn recently had an opportunity to present information about DDBB and the case management program to staff at the Criminal Justice Center. They work with youth involved with the court systems. Staff reported that they sometimes work with individuals/parents who may have a developmental disability but are not connected to services. Resources and contact information was provided.

### **Coalition Report**

Michelle Peters, President of the Coalition, reported on the following:

### **Training Committee Update**

- The AAIM training, "Coaching and Managing Performance," will be held on May 20, 2016.

### **Legislative Committee Update**

- The Legislative committee met Monday, April 18, 2016. Links for the budget conferences were provided by the legislative consultant so the committee can keep tabs on the Coalition's priorities. The committee discussed hosting another event such as the legislative breakfast.

### **Program Committee Update**

- The guest speaker for our April meeting was Emily Johnson from the EmmausLink program.
- The DSP conference was held March 23-24, 2016 at the St. Charles Community College. It was an excellent turn out, with exceptional feedback about the keynote speaker. The surveys will be reviewed from the entire conference at our next meeting.
- The DSP awards committee resumed their meetings to begin preparations for the next celebration which will be held in November this year. The committee also honored the award winners at the DSP conference last month.

### **Finance Committee**

Mike Mahoney reviewed the April 12, 2016 Finance Committee meeting minutes.

Missy Fallert joined the meeting.

### **Human Resource Committee**

Dan Dozier reviewed the April 13, 2016 Human Resource Committee meeting minutes.

**Old Business**

None

**New Business**

**1. Recreation Council Funds Transfer Request**

Recreation Council is requesting to use FY2016 carryover funds to purchase laptop computers for the additional staff needed to support the Parks and Recreation Partnership. The Finance Committee recommended funding only the cost of the computers and related software for a total of \$779.97.

**John Morse motioned to approve Recreation Council's Funds Transfer Request for a total of \$779.97 as presented. Mike Mahoney seconded the motion. Motion passed unanimously.**

**2. OATS Vehicle Request**

OATS, Inc. is requesting a local match for MoDOT vehicles that were awarded to OATS. The local match is for a total of \$42,183.60. The Finance Committee recommended funding this request.

**Dan Dozier motioned to approve OATS, Inc. Vehicle Match Request for a total of \$42,183.60 and to amend the FY2016 budget as presented. Margaret Kelpel seconded the motion. Motion passed unanimously.**

**3. Rainbow Village Equity Request**

Rainbow Village requested Equity Funding for a home with three DDRB eligible clients. The request included the purchase and renovations to the home for a total of \$41,735. The Finance Committee recommended funding only the equity portion of the cost of the home, which is up to \$35,000.

**John Morse motioned to approve the Rainbow Village Equity Request as recommended for up to \$35,000 and to amend the FY2016 Budget. Missy Fallert seconded the motion. Motion passed unanimously.**

**4. MERS/Goodwill Transportation Stipend Exception**

MERS Goodwill is requesting a reimbursement for two Transportation Stipend requests that were submitted late. The consumers were not at fault for the late submission and MERS has taken full responsibility. MERS will not be allowed to request this type of exception again. The Finance Committee recommended granting the exception.

**Missy Fallert motioned to grant MERS/Goodwill Transportation Stipend Exception Request as presented. Dan Dozier seconded the motion. Motion passed unanimously.**

**5. Annual CARF Conformance to Quality**

The DDRB is required to annually submit a Conformance to Quality Report indicating the DDRB's continued commitment to quality through conformance to CARF standards. Peg Capo read aloud the Annual Conformance to Quality Report.

**Missy Fallert motioned to endorse the Annual CARF Conformance to Quality Report as read aloud. Mike Mahoney seconded the motion. Motion passed unanimously.**

**Adjournment**

**Missy Fallert motioned to adjourn. Dan Dozier seconded the motion. Motion passed unanimously.**

Respectfully Submitted: Nikki Rogers \_\_\_\_\_