

Developmental Disabilities Resource Board of St. Charles County  
Board Meeting Minutes  
August 17, 2017

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

**Members Present:**

Dan Dozier, Missy Fallert, Bart Haberstroh, Bryon Hale, Margaret Kelpé, Mike Mahoney, John Morse and Jim Rhodes

**Members Absent:**

None

**Mission Moment:**

Joy Steele, Executive Director of Willows Way, thanked the Board for their equity funding approval for renovations to expand Willows Way's Day Program. Joy introduced Kristen Rusbaeski, Associate Director of Community Services. Kristen updated the Board on the success of RISE, Willows Way's new day program since the expansion. RISE already has 13 participants and is expected to be at full occupancy by the end of the year. This is a very fast timeline for implementation of a new program, but Joy and Kristen feel it will be successful. Joy and Kristen invited everyone to the Open House at Willows Way on November 2, 2017 from 3:00 – 7:00pm. Kristen introduced the Board to Ranay LeRiche, participant in RISE. Ranay started at the new program in July and participates Monday-Friday from 9:00am-3:00pm. Ranay explained that before starting the program she just stayed at home. Ranay described all the new things she has been doing while in RISE.

Karen Craven, DDRB Community Resource Specialist, shared a story about the Conference Stipend for Individuals and Families. Using the DDRB's Conference Stipend, the family was able to attend a conference in Maine called Camp Communicate. This was an opportunity for the family to learn and familiarize themselves with the individual's new communication device. The device would now allow the individual to communicate to others in the community. The family wrote a letter giving thanks for the opportunity describing it as the "best thing they've gone to in years." The communication device has opened the individual up to having more opportunities to be fully included in society.

**Public Comments and Announcements:**

None

**Minutes of Board Meeting:**

**Jim Rhodes motioned to accept the June 15, 2017 Board meeting minutes as presented. Bart Haberstroh seconded the motion. Motion passed unanimously.**

**Finance Director's Report:**

John Thielke's June and July 2017 Finance Reports included the following:

**FY18 Revenue**

- **Taxes** – All tax revenue received in July and August will be recorded in FY17 so revenue will be minimal until December or January.
- **Case Management Billings** – Billings are processed one month in arrears so July billings will show up in the August Financial Report.

- **Rent** – Revenue is consistent with the budget.

#### **FY18 Expenses**

- Minimal expenses have been recorded in FY18, as agencies are unable to bill for FY18 until August 16, 2017. DDRB operations are low due to the accrual timelines of payroll.

**John Morse motioned to accept the June and July 2017 Finance Reports as presented. Jim Rhodes seconded the motion. Motion passed unanimously.**

#### **Executive Director Report**

Peg Capo's Executive Director Report included the following:

#### **FY2018 Missouri Budget Update**

The Governor vetoed House Bill 3, the bill that would have established the Senior Protection Fund. In addition to funding in home supports for individuals at risk of nursing home placement, this fund would have provided funding for the FACT Parent Partner Demonstration Project. Although it is possible, it is unlikely that the legislature will overturn the Governor's veto. The transfer of \$75,000 from the FACT Advocacy Program to the Parent Partner Project approved at the June DDRB meeting will sustain the program through the end of September. Alternative funding sources are being explored. A funding plan will be presented at the September DDRB meeting.

#### **Systems Change**

The Governor also cut approximately \$2 Million from the Department of Mental Health, Division of Developmental Disabilities. As a result, the Division has announced that they will no longer provide Service Coordination to individuals not eligible for Medicaid, effective no later than June 30, 2018. Robyn and Peg met with our local Regional Office Leadership – Julia Hillyer and Alison Haney – to discuss the transition plan. They are committed to create a plan that supports the DDRB Vision "People have what they need to live the lives they choose."

#### **Case Management Contract Negotiations**

Progress continues to be made on the FY2018 Case Management Contract. Non-Medicaid Case Management will not be included. This allows individual counties to structure the service to the needs in their communities. Some technical details are being worked out and it is expected that the contract will be finalized prior to our 90-day deadline (September 30, 2017).

#### **Division of Developmental Disabilities Update**

Included in the Board packet was the July report from the Division of DD. Notice that the consensus revenue growth for FY2018 has been reduced to 3%, which is higher than the 2.6% growth in FY2017. The reduction in the estimate resulted in additional Governor withholds. Restrictions include provider rates and rate rebasing funds. Finally, Dr. Karl Wilson, former Executive Director of Crider Center, has been named as the Missouri Mental Health Commission Chair. The Mental Health Commission oversees the Department of Mental Health.

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

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

- The case management program is currently serving 1,230 customers.
- The August Board meeting will also include the Case Management Program end of the year Service Delivery Improvement Plan. This report will include outcomes and results from this past fiscal year as well as satisfaction survey results.

- Judy and Robyn will be presenting at the Community Services Summit in October. The summit is being hosted by the St. Charles Community Council and includes individuals from school districts, social services agencies, mental health professionals, government agencies, etc. They will be presenting information on transition services from school to adult life. Several useful tools will also be included in the presentation.
- Robyn completed the interview portion and on-line testing to become a CARF surveyor. The final phase is an on-site training in Tucson, Arizona next month. She is very excited about the opportunity to become a surveyor in order to gain more knowledge about what other agencies are doing around the country as well as share what the DDRB does.
- Michael, John and Robyn have met with several electronic records software providers in order to review their systems and gather information. The next step will be to take the information they have learned and determine what software would best meet the needs of our agency.

### **Coalition Report**

Robyn Peyton reported on the following:

- **Training Committee** - Jessie Hautly is the new head of the training committee. They have created new member packets which are ready for disbursement. They are working on soliciting more members. AAIM will be attending a Coalition meeting to discuss the benefits of the membership.
- **DSP Award Nominations** - The DSP award nomination forms have been distributed to each agency. Each agency will have an opportunity to nominate one employee. The criterion have been slightly modified to encourage more agencies to participate. Last year there were 9 agencies that participated. The award ceremony will be held at 5:30 on November 16, 2017. Nomination forms are due at the end of September.
- **Legislative Update** - There was no July meeting however the committee did draft a letter to Senator Blunt asking him to not vote for the healthcare bill. The legislative committee is scheduled to meet to determine this year's legislative priorities. The FACT project will be one as they are hoping to get their state funding restored. With the three percent cuts to many agencies, and especially the additional cuts that the independent living centers lost when HCB3 didn't pass, there are many people working to restore funding. As the FACT project was wrapped up in that same bill, they are continuing to work with legislators to ensure that if the funding is restored, the FACT section of the bill be included.
- **Program Committee** - Speakers have been booked for the next year.

### **Finance Committee**

Mike Mahoney reviewed the August 15, 2017 Finance Committee meeting minutes.

### **Human Resource Committee**

Peg Capo reviewed the June 15, 2017 Human Resource Committee meeting minutes.

### **Program Committee**

Missy Fallert reviewed the August 3, 2017 Program Committee meeting minutes.

## **Old Business**

### **1. FY2017 Carry Over Budget Authorization**

At the June 15, 2017 Board meeting the Board approved FY2017 Carry Over requests for TREE House of Greater St. Louis, Center for Specialized Services and DDRB Home Maintenance. The final amounts have been submitted. TREE House's request will remain the same at \$30,000. Center for Specialized Services' request has been lowered to \$3,248. DDRB Home Maintenance did not need any carryover for FY2017.

**Jim Rhodes motioned to approve the FY2017 Carry Over Budget as presented and to amend the FY2018 budget. Missy Fallert seconded the motion. The motion passed unanimously.**

## **New Business**

### **1. FY2017 Emergency Housing Assistance Program Annual Report**

Karen Craven presented the FY2017 Emergency Housing Assistance Program Annual Report. The report is available to the public on the DDRB website, [www.ddrb.org](http://www.ddrb.org).

**Missy Fallert motioned to accept the FY2017 Emergency Housing Assistance Program Annual Report as presented. Jim Rhodes seconded the motion. Motion passed unanimously.**

### **2. Future Stars Audit Extension Request**

Future Stars Academy is requesting a six-month audit extension for their 2016 calendar year audit. This audit extension would extend their deadline to December 31, 2017. The Board was not comfortable granting this request without the following: 1) Review of current billings for verification that services were received as billed, 2) Plan for future compliance with DDRB timelines and 3) Future Stars' Executive Director, Finance Director and Board Chair present at the September Board Meeting. In order for invoices to be paid they will have to be verified by DDRB staff until the audit is complete.

**Michael Mahoney motioned to approve the payment of invoices until audit is submitted with DDRB staff verification and a presentation to the Board as discussed. Bryon Hale seconded the motion. Motion passed unanimously.**

### **3. FY2017 Case Management Annual Report: Service Delivery Improvement Plan**

Robyn Peyton presented the FY2017 Case Management Annual Report and the FY2018 Service Delivery Improvement Plan. This report is available on the DDRB website, [www.ddrb.org](http://www.ddrb.org).

**Missy Fallert motioned to accept the FY2017 Case Management Annual Report and the FY2018 Service Delivery Improvement Plan as presented. Jim Rhodes seconded the motion. Motion passed unanimously.**

### **4. Systems Change Update**

Peg Capo gave a Systems Change Update.

**No motion needed.**

### **5. FY2018/FY2019 Memorandum of Agreement**

John Thielke reviewed the FY2018 Memorandum of Agreement between the DDRB and DMH. Peg discussed options for changing FY2019's Memorandum of Agreement with DMH. The Board agreed to submit a letter giving a year's notice that they will no longer be providing match dollars to DMH in FY2019, except for Partnership for Hope.

**Michael Mahoney motioned to approve FY2018 Memorandum of Agreement as read aloud and to send notice to DMH that a match will not be provided in FY2019, except for Partnership for Hope as presented. Dan Dozier seconded the motion. Motion passed unanimously.**

**6. FY2017 Strategic Plan Annual Report**

Peg Capo presented the FY2017 Strategic Plan Annual Report. The report is available to the public on the DDRB website, [www.ddrb.org](http://www.ddrb.org).

**Jim Rhodes motioned to accept the FY2017 Strategic Plan Annual Report as presented. Bryon Hale seconded the motion. Motion passed unanimously.**

**7. FY2018 Draft Strategic Plan**

Peg Capo Presented the FY2018 Draft Strategic Plan. The plan will come before the Board in September for approval.

**No motion needed.**

**8. FY2017 Carry Over Request – Rainbow Village**

Rainbow Village is requesting to carryover equity funds approved by the Board in December 2016 in the amount of \$38,750. The reason the equity funding was not used in FY2017 is that a fourth person was not identified for the home by June 30, 2017.

**Jim Rhodes motioned to approve Rainbow Village's FY2017 Carry Over Request as presented and to amend the FY2018 budget. Missy Fallert seconded the motion. Motion passed unanimously.**

**Adjournment**

**Missy Fallert motioned to adjourn. Bart Haberstroh seconded the motion. Motion passed unanimously.**

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