

Developmental Disabilities Resource Board of St. Charles County
Board Meeting Minutes
December 21, 2017

The Board meeting was held at the DDRB Office, 1025 Country Club Road, St. Charles, MO 63303. Dan Dozier, DDRB Vice-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, Michael Mahoney, John Morse and Jim Rhodes

Members Absent:

Byron Hale

Mission Moment:

Randy Woods, Director for Preferred Employment Services thanked the Board for funding of the Summer Teen Employment Program (STEP) as well as the Board's ongoing Supported Employment Follow Along funding and long-time partnership with Preferred Employment Services (formally Alternative Opportunities Employment Services). Randy introduced Justin, STEP participant and Beth Ching, Justin's mother to the Board.

Beth shared with the Board Justin's positive experience with the STEP program, utilizing Preferred Employment Services as an agency. Justin participated in STEP for two summers, enjoyed it and had a positive experience. Justin always wanted to work at a hotel, and was very happy when STEP offered him the opportunity to work at the Hampton Inn, where he worked in housecleaning. When the summer was over Justin was sad that he would no longer get to work at Hampton Inn. The general manager offered Justin a position.

Beth was able to advocate with the school district and Justin now works 3 days per week from 7:30-10:30am. Justin is happy to have this job opportunity and it is because of STEP and Preferred Employment Services.

DDRB FY2017 Audit:

Michelle Graham from Botz, Deal & Company presented the DDRB FY2017 Audit.

Public Comments and Announcements:

None

Minutes of Board Meeting:

Jim Rhodes motioned to accept the November 16, 2017 Board meeting minutes as presented. John Morse seconded the motion. Motion passed unanimously.

Finance Director's Report:

John Thaelke's November 2017 Finance Report included the following:

FY18 Revenue

- **Taxes** – Tax revenue received will be minimal until January 2018.
- **Case Management Billings** – Billings are processed one month in arrears. Revenue appears consistent with budget and current staffing levels.
- **Rent** – Revenue is consistent with the budget.

FY18 Expenses

- **Expenses** – Expenses appear consistent with the projected budget. A detailed projection will accompany the six-month reports in January 2018.

John Morse motioned to accept the November 2017 Finance Report as presented. Jim Rhodes seconded the motion. Motion passed unanimously.

Executive Director Report

Peg Capo's Executive Director Report included the following:

Board Update

The DDRB received notice that Dr. Sue Sharp has been appointed to the Board to fill Neil Whipple's seat. Dan and Peg met with Sue and welcomed her to the Board. Additionally, Bryon Hale and Jim Rhodes were reappointed to the Board with terms that expire in 2020. Included in the Board packet, was the Appointment Memo from Country Executive Steve Ehlmann.

HR Update

As mentioned last month, the DDRB Health Insurance renewal came in with an increase over 40%. Vicki and John, with the support of our brokers, were able to contain costs by putting our business out to bid. The DDRB has a new health care provider and offer two plans – a high deductible/HSA plan and a Buy Up Traditional Plan. The HSA plan premiums are 14% higher than last year and the Buy Up Plan increase is 36%. Although this was not the greatest news to staff, we are still able to provide access to high quality affordable health insurance for our employees and their families.

Legislative Update

Included in the Board packet was the pre-session update from Gamble & Schlemeier. Key issues for 2018 include the impact of Federal Tax Reform on Missouri and a projected \$800 Million shortfall in the FY2019 budget.

Update on SUCCEED Program

Although there are no current participants in this year's SUCCEED program class at UMSL, the DDRB received great news. The participants are now eligible to apply for Pell Grants and other similar grant programs. This will enable individuals to participate who have not been able to afford the cost of the program. More information is available on the SUCCEED website – umsl.edu/succeed/

Missouri Business Acumen Workgroup

Peg was asked to serve on the statewide Business Acumen Group. The purpose of the group is preparing for Managed Care in the Developmental Disabilities provider community. Included in the Board packet, was more information about the vision for the group. Although there are no specific plans for Managed Care, it is commonly believed that this approach will be the future of service delivery throughout the country. Peg will provide information to the Board as she learns more.

Case Management Director Report

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

- The case management program is currently serving 1,257 customers.
- The annual Targeted Case Management review was recently completed by the Division of Developmental Disabilities. This review includes a file review of one customer per case manager as well as a personnel file review of any new hires within the year. The purpose of the review is to ensure all Medicaid Waiver documentation has been completed and that staff meet the

qualifications as established by Medicaid. A preliminary exit conference was held with positive results. The final report should be received within 30 days.

- Robyn has officially completed her first CARF survey as an intern surveyor. It was a great experience with a tremendous amount of learning. Reviewing best practices for an agency from another state was valuable in looking at a different perspective of service delivery.
- A draft recommendation regarding case management system redesign will be presented to the Board later this meeting. Information regarding service delivery, costs and planning will be included.

Coalition Report

Heather Lytle, Coalition President reported on the following:

There was no December Coalition meeting, instead the Coalition held a Legislative Breakfast. There were four Representatives and one Senator in attendance. The Legislative Committee is hosting a legislative day and they will visit Jefferson City on January 31, 2018. Richard Coleman, Coalition Member was going to give a presentation on the new Nexxus group, but was not able to attend the Board meeting.

Finance Committee

Mike Mahoney reviewed the December 12, 2017 Finance Committee meeting minutes.

Program Committee

Peg Capo reviewed the December 20, 2017 Program Committee meeting minutes.

Nominating Committee

Dan Dozier appointed Jim Rhodes, past president and Missy Fallert, past Vice-President to the Nominating Committee. They will meet directly after this meeting. To prepare a slate of officers for 2018.

Old Business

1. Electronic Data Management RFP

DDRDB Staff is recommending an Electronic Data Management Contract with Sumner One Data Max based on per user upfront cost, lower annual maintenance expenses and discussion with the company's references. Sumner One Data Max's bid was for 60 users with an initial cost of \$52,115 and with an annual maintenance fee of \$7,290.

Jim Rhodes motioned to approve a contract with Sumner One Data Max for up to \$52,115 as presented. Missy Fallert seconded the motion. Motion passed unanimously.

New Business

1. System Redesign Recommendation

Robyn Peyton presented a general recommendation to the Board for System Redesign. The System redesign will come before both the Finance and Program Committees in detail and to the full Board in January for approval.

No motion needed.

2. FACT – Parent Support Partner Request

In September 2017, FACT requested \$216,000 from the DDRB to continue providing the Parent Support Partner service through FY2018. At that time, the Board approved the request up to \$60,000, in hopes that the State would agree to not withhold FACT's funding. With no vote to overturn the Governor's veto on the Parent Support Partner line item, FACT will not be receiving that funding from the State. At this time, FACT is requesting the remaining \$116,000 to fund the program through the rest of the fiscal year.

A total overall program budget would be \$360,309 The budget would need to be amended by \$76,000 due to \$40,000 included in the budget previously, as the State funded \$40,000 for UMKC research directly.

John Morse motioned to approve FACT's Parent Support Partner Request for up to \$116,000 and to amend the FY2018 budget by \$76,000 as presented. Jim Rhodes seconded the motion. Motion passed unanimously.

3. FY2017 Audit Approval

Missy Fallert motioned to approve the FY2017 Audit as presented. Jim Rhodes seconded the motion. Motion passed unanimously.

4. Draft 2018 Governance Policies

Peg Capo presented the 2018 Draft Governance Policies. There were no changes to the Governance Policies as of this month.

No motion needed.

5. Draft By-Laws

Peg Capo presented the 2018 Draft By-Laws. The By-Laws will come before the Board in January for approval.

No motion needed.

Adjournment

Jim Rhodes motioned to adjourn. Michael Mahoney seconded the motion. Motion passed unanimously.

Respectfully Submitted: Nikki Rogers _____