

Developmental Disabilities Resource Board of St. Charles County  
Board Meeting Minutes  
February 15, 2018

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

**Members Present:**

Joseph Barton, Dan Dozier, Missy Fallert, Byron Hale, Michael Mahoney, John Morse, Jim Rhodes, Sue Sharp and Connie Tan

**Members Absent:**

None

**New Board Member Welcome:**

Dan Dozier, DDRB President welcomed new Board members, Connie Tan and Joseph Barton. Joseph is a pharmacist who has two daughters that have attended United Services for Children. Connie is a nurse at Zion Lutheran and is excited to give back to her community.

**Mission Moment:**

Nikki Rogers, DDRB Senior Administrative Assistant – Administration, gave an overview of the program, Partners in Policymaking that she was chosen to be part of in January 2018. The program runs from February to September and meets one weekend per month. The purpose of the program is to teach best practices and competencies needed to influence public policy and to develop productive partnerships between people who need and use services and those who are in a position to make policies and laws. Each month there are national speakers on the topic of the month. Some of which include key areas of discussion like:

- Inclusive and Quality Education
- Employment, Housing & Person-Centered Planning
- Positive Behavior Supports
- State & Federal Policy and Legislative Issues
- Supported Decision Making/Guardianship Issues
- Assistive Technologies
- Community Organizing & Coalition Building

Nikki thanked the Board and Peg Capo for this opportunity, and she hopes to bring back useful information to further the DDRB mission.

**Public Comments and Announcements:**

Denise Gould, F.A.C.T. Executive Director, welcomed the new Board members. Denise spoke to the Board about the importance of a market rate adjustment as both a mother and a service provider. Denise agrees that direct support staffing is in a crisis but believes that staffing is difficult for everyone right now. Insurance increases and keeping wages competitive are two areas that are important for all agencies. Denise thanked the Board for all of their hard work.

**Minutes of Board Meeting:**

**Bryon Hale motioned to accept the January 18, 2018 Board meeting minutes as presented. Missy Fallert seconded the motion. Motion passed unanimously.**

### **Finance Director's Report:**

John Thaelke's January 2018 Financial Report included the following:

#### **FY18 Revenue**

- **Taxes** – Debbie Salvo from the County Finance office informed John that \$10.3 million dollars in tax revenue has been received by the County but has not yet been recorded on the monthly reconciliation received from the County on January 31, 2018. This is due to timing of receipt of taxes paid by the Collectors office. Based on this information, John is predicting the DDRB will exceed the FY2018 tax revenue budget by about \$150,000. This number will be updated throughout the FY2019 funding cycle.
- **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**

- Agency Operations – Expenses are in line with budgetary expected lapse.
- Case Management – Expenses are slightly higher due to a higher staffing level in FY2018.

**Jim Rhodes motioned to accept the January 2018 Finance Reports as presented. Missy Fallert seconded the motion. Motion passed unanimously.**

### **Executive Director Report**

John Thaelke gave Peg Capo's Executive Director Report, which included the following:

#### **New Board Members!**

County Executive Steve Ehlmann, with the concurrence of the St. Charles County Council, has reappointed Missy Fallert and Mike Mahoney to the DDRB for another term of three years (expiring January 31, 2021). He also appointed Joseph Barton for a partial term expiring January 31, 2019 and Connie Tan for a term expiring January 31, 2021.

#### **DDRB Strategic Plan**

Included in the Board packet was the Strategic Plan Second Quarter Report. Details were reviewed in the Finance and Program Committee meetings.

#### **Legislative and Budget Update**

The Missouri House of Representatives Budget Committee is slowly working its way through the various state departments budget requests. They are meeting with each state department director and working through the requests line by line. Developmental disabilities provider networks, including MACDDS and MARF, are strongly advocating for a Medicaid rate increase and restoration of rate rebasing funds. Rep. Justin Hill has reaffirmed his commitment to lead the effort to fund the FACT Parent Partner Pilot Project. Included in the Board packet was the most recent MARF legislative report available to us as MARF members.

#### **Federal Medicaid Reform**

In 2016-17, block grants and per capita caps were considered by Congress as a mechanism to reduce federal spending by controlling Medicaid costs. Those efforts failed, but entitlement reform continues to be a priority in Washington. Included in the Board Packet was a graph of the impact the block grants would have had on long term services and supports, by state. According to these projections, Missouri would have had over 3,200 individuals lose their Medicaid-funded services by 2025. Since Medicaid and

Medicaid Waivers are the primary funding source for long-term services and supports, this discussion is critical.

### **CARF**

The DDRB has been informed that our CARF survey will be held April 12-13. We will plan to review governance information at the Board Kick-off meeting on April 5. Board members will be invited to meet with our administrative surveyor the morning of April 12, generally immediately following the introduction meeting.

### **Case Management Director Report**

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

- The case management program is currently serving 1,264 customers.
- One of our original case managers who started with the program day one has resigned. Millie Woody has been with the program twelve years! She had been a mentor for the last ten years. Millie was a great case manager and strong advocate for individuals with developmental disabilities in St. Charles County. With her departure, interviews will be held to replace her mentor role. This position requires the candidate to have been a case manager with the DDRB for two years. Case management positions have also been posted.
- In addition, the quality enhancement position that was included in the budget this fiscal year will be filled. The most recent report received from DMH indicates that the DDRB Case Management Program serves almost 700 customers with a Medicaid waiver slot. Historically there have been at least quarterly Medicaid waiver audits, annual targeted case management review audits, quarterly plan review audits and various other requests from DMH. In order to assure that the program remains compliant with the highest level of quality as we grow our Medicaid customer base, this position is crucial.
- Peg and Robyn met with Julie Hillyer, Assistant Division Director-East District to begin discussion regarding the timeline and implementation strategies regarding system redesign.
- Results were received for our annual Targeted Case Management review from the Division of DD. Results were great! Robyn included her response as well as DDRB's action plan on items identified with her report.
- Robyn participated in the annual MARF legislative dinner in January. This is always a very well attended, successful event with great opportunities to have conversations with legislators.

### **Coalition Report**

Heather Lytle, Coalition President reported on the following:

Cherie Montgomery from Easter Seals will be the next coalition president.

- **Training Committee:** The Direct Support conference will be held on March 14 and 15 at the community college. We will also have the annual AAIM training on April 27 at the DDRB, 8:30-noon. It will be a training entitled "Motivational Skills for Leaders" which is a topic that was voted on by coalition members via survey monkey.
- **Legislative Committee:** The legislative committee members went to legislative day on January 31, 2018. There were 23 scheduled appointments. We broke into groups in order to see all the

legislators. The focus on conversation related to the legislative priorities which are restoring funding to the FACT program, asking them to restore the 3% funding that was cut last year, and if they couldn't restore the funding that they prevent any more cuts, and to express that we as providers thought that block grants and using a managed care system would not be beneficial for Missouri.

- **Program Committee:** Richard Coleman and Craig Strohbeck talked about UCP Heartland's services that include employment, residential adult day services, and summer camp.
- **People First:** Has been presenting "People First Language" to Fort Zumwalt and Francis Howell school staff members. They are also working on the campaign for this year.
- **Piers group:** Eight agencies are working through the "HealthMatters" Program.

### **February 8, 2018 Working Session Recap**

Peg has drafted an email to send to agencies as a recap of the February 8, 2018 Working Session. The email, states that the Board will entertain Letters of Intent to help with the direct support staffing crisis. Because of the quick turnaround, staff is recommending extending the FY2019 Letters of Intent deadline until Tuesday, April 3, 2018.

**Jim Rhodes motioned to extend the FY2019 Letters of Intent deadline to Tuesday, April 3, 2018. Bryon Hale seconded the motion. Motion passed unanimously.**

### **Finance Committee**

Mike Mahoney reviewed the February 6, 2018 Finance Committee meeting minutes.

### **Program Committee**

Missy Fallert reviewed the February 1, 2018 Program Committee meeting minutes.

### **Old Business**

#### **1. 2018 Accessibility Plan Approval**

John Thaelke presented the 2018 Accessibility Plan for final approval, there were no changes since the January Board meeting presentation.

**Missy Fallert motioned to approve the 2018 Accessibility Plan as presented. Jim Rhodes seconded the motion. Motion passed unanimously.**

#### **2. 2018 Cultural Competency & Diversity Plan Approval**

John Thaelke presented the 2018 Cultural Competency & Diversity Plan for final approval, there were no changes since the January Board meeting presentation.

**Jim Rhodes motioned to approve the 2018 Cultural Competency & Diversity Plan as presented. Missy Fallert seconded the motion. Motion passed unanimously.**

#### **3. 2018 Human Resource Plan and Succession Plan Approval**

John Thaelke presented the 2018 Human Resource Plan and Succession Plan for final approval, there were no changes since the January Board meeting presentation.

**Bryon Hale motioned to approve the 2018 Human Resource Plan and Succession Plan as presented. Jim Rhodes seconded the motion. Motion passed unanimously.**

#### **4. 2018 Risk Management Plan Approval**

John Thaelke presented the 2018 Risk Management Plan for final approval, there were no changes since the January Board meeting presentation.

**Jim Rhodes motioned to approve the 2018 Risk Management Plan as presented. Bryon Hale seconded the motion. Motion passed unanimously.**

#### **5. 2018 Technology Plan Approval**

John Thaelke presented the 2018 Technology Plan for final approval, there have been no changes since the January Board meeting presentation.

**Bryon Hale motioned to approve the 2018 Technology Plan as presented. Jim Rhodes seconded the motion. Motion passed unanimously.**

#### **New Business**

##### **1. FY2017 DDRB Annual Report**

The printing of the DDRB FY2017 Annual Report has not yet been completed.

**Missy Fallert motioned to table FY2017 DDRB Annual Report until the March Board meeting. Bryon Hale seconded the motion. Motion passed unanimously.**

##### **2. EasterSeals Midwest – STEP Transportation Request**

EasterSeals Midwest was informed by their transportation provider that their fee will be increased beginning the summer of 2018. The projected increase is \$12,000 for the entire program, which crosses two DDRB fiscal years. The Program Committee recommended funding the increased transportation expenses. The Finance Director is recommending funding up to \$6,000 in FY2018 for additional transportation expenses and for EasterSeals to include the additional transportation needs in their FY2019 funding application.

**Jim Rhodes motioned to approve EasterSeals Midwest's STEP Transportation Request for up to \$6,000 for transportation expenses only and to amend the FY2018 budget. Sue Sharp seconded the motion. Motion passed unanimously.**

John Morse left the meeting.

##### **3. Market Rate Adjustment**

John Thaelke reviewed current projections of FY2018 lapse, FY2019 projected requests and reserve funds. The Board recommended providing a 3% Market Rate Adjustment.

**Jim Rhodes motioned to approve a 3% Market Rate Adjustment for FY2019. Missy Fallert seconded the motion. Motion passed unanimously.**

#### **Adjournment**

**Jim Rhodes motioned to adjourn. Missy Fallert seconded the motion. Motion passed unanimously.**

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