

Developmental Disabilities Resource Board of St. Charles County
Board Meeting Minutes
August 16, 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:

Joe Barton, Dan Dozier, Missy Fallert, Todd Gentry, Bryon Hale, Mike Mahoney, Jim Rhodes, Sue Sharp and Connie Tan.

Members Absent:

None

Mission Moment:

Michelle Godbee, DDRB Case Manager II/Mentor introduced the Board to Jessica and Cindy Eisenbeis. Jessica is a recipient of the Partnership for Hope waiver. With Partnership for Hope funding, Jessica was able hire support staff for creating and selling dog treats. This has now allowed Jessica to open her own dog treat business, Yadi's Yummies. Jessica began making dog treats and selling them at local fairs. Her business has been so successful, she will be opening a storefront in September located at 1251 Jungermann Road, St. Peters, MO 63376. Jessica is hoping for it to be a place where owners can bring their dogs and both can have a treat. Jessica's business plan involves hiring employees with developmental disabilities. She also donates 10% of her profits to a foundation she created to help fund local charities that focus on animals.

Public Comments and Announcements:

Katie Jones, BCI Director of Programs & Political Action, announced to the Board that TMA, a transportation management company, has given notice to DMH to terminate their contract. TMA is the primary provider for Medicaid transportation in St. Charles County. TMA does not directly provide the transportation, they sub-contract with OATS, Inc. This issue directly affects a large number of employees at BCI. TMA has agreed to continue providing transportation until September 30, 2018.

At this time, there are no other DMH transportation providers St. Charles County that can take the entire contract. DMH has told BCI there are three options for outcomes: 1) Negotiations will go through before September 30 and there will be no lapse in service, 2) There are currently six other providers interested in becoming DMH providers, but will most likely not be in place by September 30, 3) Individuals, families and agencies come up with innovative alternatives for transportation.

Losing this transportation provider will also result in individuals losing transportation to their day habilitation services.

Minutes of Board Meeting:

Jim Rhodes motioned to accept the July 19, 2018 Board meeting minutes as presented. Bryon Hale seconded the motion. Motion passed unanimously.

Finance Director's Report:

John Thielke's July 2018 Financial Report included the following:

FY2019 Revenue

- **Taxes** – July and August taxes will accrue to FY2018 to comply with audit standards.
- **Case Management Billings** – Billings are processed one month in arrears. Revenues that were received in July were recorded in the FY2018 financial statements.

- **Rent** – Budget currently includes rent from the Respite Care Home which was sold on June 29, 2018. This is a new item of business at tonight’s meeting.

FY2019 Expenses

- Agencies start billing for July operations in August. This means the only expenses shown are DDRB Administrative and Case Management expenses along with reimbursement for some of the DDRB Community Programs funded like Start-Up and Emergency Housing.
- The variance for Administration is due to insurance payments for July 2017 not being allocated to Case Management while the Finance Director was on vacation. This issue was corrected later in the fiscal year. The increase for Case Management is mostly due to increased staffing levels.
- As agencies have until August 15, 2018 to bill for FY2018 expenses; final yearend FY2018 financial statements were not available for the Board meeting.

Jim Rhodes motioned to accept the July 2019 Finance Report as presented. Bryon Hale seconded the motion. Motion passed unanimously.

Executive Director Report

Peg Capo’s Executive Director Report included the following:

IDDHelp Update

IDD help was launched on July 30.

Included in the Board packet was, a promotional flyer with more information. The Community Connectors are excited to be taking calls.

Health Care Home Pilot Project

Missouri was the first state in the nation to receive approval from CMS (Centers for Medicare & Medicaid Services) to establish health care homes (HCHs) for behavioral health and primary care. Compass Health (Pathways and Crider) launched Behavioral Health HCHs on January 2, 2012. HCHs identified individuals with chronic health and serious mental health conditions and provide comprehensive care management, health promotion and individualized supports utilizing state of the art technology. Goals include improved health outcomes, decreased emergency room visits and hospital stays and cost reductions. Compass has achieved outstanding results over the last six plus years.

Discussions are underway for a pilot project to include individuals with developmental disabilities and chronic health conditions. Compass will partner with the Division of DD, Emmaus Homes and Easterseals Midwest to identify individuals for the pilot. The intention is to demonstrate that a comprehensive approach can be used to reduce health care costs with at-risk populations.

Reinventing Quality Conference

Peg attended the Reinventing Quality Conference last month in Baltimore, MD. Of particular interest were topics on Managed Care and Direct Support Workforce. As Managed Long-Term Services and Supports (MLTSS) systems for individuals with developmental disabilities are being rolled out in a few states, the key learning is to spend time before the rollout to create a detailed implantation plan. There were terrible stories of the negative impact moving too quickly has on individuals and families. Those of us from Missouri reaffirmed our commitment to continue the Business Acumen Workgroup to learn from other states’ mistakes. Also, the Direct Support Workforce crisis is national and is expected to get worse as more Baby Boomers retire and need assistance.

Primary Results in Missouri

Included in the Board packet were, reports from MACDDS and MARF Legislative Consultants on the results of the primary election, with projections on the November general election.

Case Management Director Report

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

- The case management program received 29 new referrals this past month. The program is currently serving 1,139 individuals. The Medicaid eligibility percentage to date is 87.45%
- Robyn announced Michelle Godbee has been promoted to Mentor, replacing Bethanie Berg who was recently promoted to Supervisor. Michelle has been a Case Manager with the DDRB for six years. Two additional Case Managers, Meghan Tomten and Shanique Clark, will start on August 20. Meghan comes to us from a partner agency and Shanique has previous case management experience with the St. Louis Regional Office.
- It was determined through feedback gathered from the school districts, that the title "School Transition Specialist," was confusing due to being a similar title to some of the school's positions. A new title has been identified as "Transition Liaison." This will be Judy Naeger's new title with the school districts beginning this school year. In addition, Judy is in her final phase of completing the benefits planning training series provided by the Division of DD. This will allow her to be more of a resource to students entering adult life services, especially in the area of employment.

St. Charles County Coalition Report

Training Committee

- A survey was sent to Coalition members. The Final results will be reviewed at the September Executive Committee and Membership meetings.
- Jessie Hautly with Pathways to Independence will continue to chair the Training Committee for FY2019.

Legislative Committee

- This committee did not meet in July. The next meeting is Monday, August 20.
- The Executive Committee discussed the budget for the upcoming Legislative breakfast.
- Katie Jones with BCI will continue to chair the Legislative Committee for FY2019.

Program Committee

- Robyn Peyton was our featured speaker in August. Robyn presented the system redesign and the adjustments they have made through the process. Several member agencies that support children are engaging with families when they do not understand letters from DMH Regional Offices. There was discussion on how to possibly reduce confusion for families going forward.
- The Committee has speakers lined up through the end of the calendar year.
- Carol Callahan with Recreation Council will continue to chair the Program Committee for FY2019.

Coalition Meeting

- New Officers for FY19 in place:
 - Cherie Montgomery, Easterseals Midwest, President
 - Heather Ward, Lifebridge Partnership, President Elect
 - Suzanne Yardley, Easterseals Midwest, Secretary
 - Michelle Peters, Emmaus, Treasurer

Finance Committee

Mike Mahoney reviewed the August 7, 2018 Finance Committee minutes.

Program Committee

Kathy Williams reviewed the August 2, 2018 Program Committee minutes.

Human Resource Committee

Peg Capo reviewed what was discussed at the Human Resource Committee meeting held directly before the Board meeting.

Old Business

None

New Business

1. FY2018 OATS Vehicle Match

OATS's is requesting a 20% local match for three MoDOT funded vehicles. The request is for \$48,271.20. The FY2018 Vehicle budget was \$100,000 for vehicle matching funds. Funding this request would exceed the budget by \$5,300. With recent DMH transportation provider issues, the Board suggested tabling this item until the September Board meeting.

Bryon Hale motioned to table this request until the September 20, 2018 Board meeting. Jim Rhodes seconded the motion. Motion passed with 7 yeas and 1 nay.

2. FY2019 Pilot Projects

a. Down Syndrome Association – Research and Development

The Down Syndrome Association is requesting funding for two projects: Research and Needs Assessment for up to \$3,167 and Resource and Service Development for up to \$5,392. The total request is for up to \$8,559. The Program Committee recommended funding this pilot project request.

Sue Sharp motioned to approve the Down Syndrome Association's Pilot Project request for up to \$8,559 as presented. Jim Rhodes seconded the motion. Motion passed unanimously.

b. BCI – Skills Center Update

An update was given on the BCI – Skills Center proposed pilot project. It will continue to be reviewed in Finance and Program Committees.

No motion needed.

c. Direct Support Staffing Innovation Update

An update was given on the Direct Support Staffing Innovation proposed pilot project. It will continue to be reviewed in Finance and Program Committees.

No motion needed.

3. FY2019 Budget Changes

a. F.A.C.T. Family Support Partner

F.A.C.T.'s Family Support Partner Project was awarded \$300,000 of State of Missouri money for services in St. Charles and St. Louis counties. Like in FY2016 and FY2017, DDRB will be the fiscal agent for this program. Due to this change, the following FY2019 budgetary changes will need to be made:

1) DDRB Revenue budget – State Revenue line item will need to be added for a total of \$291,000. This includes a 3% withhold from the State of Missouri.

- 2) DDRB Expense budget – Family Support Partner St Louis County line item will need to be added for up to \$84,000 for services provided in St. Louis County.
- 3) F.A.C.T. Family Support Partner Budget – will need to increase from \$235,309 to the original application request for up to \$735,309 to combine the \$500,000 set aside in the original FY2019 budget and the \$235,309 approved for the Family Support Partner in the original budget.

Jim Rhodes motioned to approve the F.A.C.T. Family Support Partner request and to amend the FY2019 budget as presented. Missy Fallert seconded the motion. Motion passed unanimously.

b. Rent/Home Maintenance

The DDRB sold the Respite Care Home on June 29, 2018. Due to the Sale, the following FY2019 budgetary changes will need to be made:

- 1) Reduction in the Revenue Rent line item from \$116,400 to \$98,400. An \$18,000 reduction.
- 2) Reduction in the Expense Home Maintenance line item from \$116,400 to \$98,400. An \$18,000 reduction.

Jim Rhodes motioned to approve the Rent/Home Maintenance request and amend the FY2019 budget as presented. Missy Fallert seconded the motion. Motion passed unanimously.

4. FY2018 Emergency Housing Assistance Program Annual Report

Karen Craven, DDRB Community Resource Specialist presented the FY2018 Emergency Housing Assistance Program Annual Report. The report is available to the public on the DDRB website, www.ddrb.org.

Jim Rhodes motioned to accept the FY2018 Emergency Housing Assistance Program Annual Report as presented. Sue Sharp seconded the motion. Motion passed unanimously.

5. FY2018 Case Management Annual Report: Service Delivery and Improvement Plan

Robyn Peyton presented the FY2018 Case Management Annual Report and the FY2019 Service Delivery Improvement Plan. This report is available on the DDRB website, www.ddrb.org.

Jim Rhodes motioned to accept the FY2018 Case Management Annual Report and the FY2019 Service Delivery Improvement Plan as presented. Missy Fallert seconded the motion. Motion passed unanimously.

6. FY2018 Strategic Plan Annual Report

Peg Capo presented the FY2018 Strategic Plan Annual Report. The report is available to the public on the DDRB website, www.ddrb.org.

Bryon Hale motioned to accept the FY2018 Strategic Plan Annual Report as presented. Sue Sharp seconded the motion. Motion passed unanimously.

7. FY2019 Draft Strategic Plan

Peg Capo presented the FY2019 Draft Strategic Plan. The plan will be discussed at the September Committee meetings and will come before the Board in September for approval.

No motion needed.

Adjournment

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

Respectfully Submitted: Nikki Rogers _____