

Developmental Disabilities Resource Board of St. Charles County  
Board Meeting Minutes  
September 20, 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, Bryon Hale, Mike Mahoney, Sue Sharp and Connie Tan.

**Members Absent:**

Todd Gentry and Jim Rhodes

**Bryon Hale motioned to open the hearing for public comment on the 2018 proposed property tax rate as proposed by the Developmental Disabilities Resource Board of St. Charles County. Missy Fallert seconded the motion. Motion passed unanimously. Roll call of the members present was taken: Joe Barton, yes; Dan Dozier, yes; Missy Fallert, yes; Bryon Hale, yes; Mike Mahoney, yes; Sue Sharp, yes; Connie Tan, yes.**

**Public Hearing- 2018 Tax Rate:**

John Thaelke reviewed the proposed tax rate calculations. There were no public comments.

**Bryon Hale motioned to close the hearing for public comment on the 2018 proposed property tax rate as proposed by the Developmental Disabilities Resource Board of St. Charles County. Bart Haberstroh seconded the motion. Motion passed unanimously. Roll call of the members present was taken: Joe Barton, yes; Dan Dozier, yes; Missy Fallert, yes; Bryon Hale, yes; Mike Mahoney, yes; Sue Sharp, yes; Connie Tan, yes.**

**Mission Moment:** Nikki Rogers, DDRB Senior Administrative Assistant-Administration

In the past seven months Nikki had the privilege of going through the Partners in Policymaking Program through the MO DD Council. As was reviewed in February, the program is for self-advocates and parents of children to learn how to advocate for themselves and for others. It does this by teaching best practices in many subjects that may affect people with developmental disabilities. The program starts with 32 people from all over the state of Missouri. They meet one weekend a month, each month having a different topic and a nationally recognized presenter in the subject or subjects of the weekend. Some of Nikki's favorite topics were: Legislative Advocacy, Life Course, Positive Behavior Supports, Mo ABLÉ accounts, Disabilities History and Philosophy, Employment First, Guardianship and Supported Decision Making.

Nikki's two major take-aways from Partners were:

1. "We don't know what we don't know." – this seemed to be the class motto, she heard it every day in class. Self-advocates and parents have access to a lot of information, especially with the internet, but it is hard to know if it is correct and if that is the best information or service. Access to good information is critical to individuals and families.
2. The DDRB rocks. Nikki heard many horror stories about all different service areas, but it only solidified, that our mission and what the DDRB does, is of the utmost importance to our fellow St. Charles County citizens.

Because of these things is why Nikki choose to put together a MO ABLÉ Account Information Session on Monday, October 1, 2018 at 2:00 and 5:00pm here at the DDRB. The MO State Treasurers office will be here to present on the subject. Anyone is invited to join.

Nikki was recently able to attend the MO Symposium for Supported Decision Making. This symposium was to begin work on what the new Guardianship Law (passed last legislative session) means to MO, and how to

implement Supported Decision Making across all I/DD services. There was great discussion and a lot of different perspectives brought to the table and she is looking forward to future meetings and working through what Supported Decision Making means to Missouri.

Partners was an experience that you could not get in any other setting. Nikki thanked the Board and Peg for the opportunity. She hopes to put the new knowledge to work for the DDRB.

**Public Comments and Announcements:**

Barb Griffith, Community Living, Inc., announced Community Living's annual fundraising sale of poinsettias. There were fliers available to the Board and public and information is available on Community Living's websites [www.communtiylivingmo.org](http://www.communtiylivingmo.org).

**Minutes of Board Meeting:**

**Sue Sharp motioned to accept the August 16, 2018 Board meeting minutes as presented. Bryon Hale seconded the motion. Motion passed unanimously.**

**Finance Director's Report:**

John Thielke's August 2018 Financial Reports and FY2018 Yearend Reports included the following:

**FY2019 Revenue**

- **Taxes** – July and August taxes accrued to FY2018 to comply with audit standards.
- **Case Management Billings** – Billings are processed one month in arrears.
- **Rent** – Budget has been adjusted to account for the sale of the Respite Care Home June 29, 2018.

**FY2019 Expenses**

- Agencies started billing for July operations in August.
- The increase for Case Management is mostly due to increased staffing levels.

**FY2018 Yearend Reports**

Audit adjustments, made every year for taxes receivable and pension related issues, are pending.

**DDRB Statement of Revenue and Expenses:**

- Tax revenue increased significantly compared to budget, but was consistent with April 30, 2018 projection.
- Miscellaneous revenue variance is due to Respite Care Home sale.

**Expenditures**

- A detailed report of all program expenses, compared to the April 30, 2018 expected lapse, was included in the Board packet.
- DMH Trust Fund Match variance is high due to only having 11 months of billing in FY2018 for Day Support, Group Home, and Residential Habilitation line items. This is a result of ending our contract as of June 30, 2018. The State (DMH) bills on a cash basis and the DDRB records expenses on the accrual basis which meant the first bill in FY2018 received from the State (DMH) was accrued to FY2017.

- Administration and Case Management had significant lapse in benefits due to a change in carrier and plan election changes effective January 1, 2018. There is also saving in the Case Management budget for positions that were not hired during this fiscal year.

Allocation of Administration to Case Management for the audited unit cost report have not been made yet. This will take place during the audit.

- Capital / One-Time – A majority of the lapse is for DDRB Administration and Case Management. The DDRB requires budget authority to make purchases as needed but historically does not use the entire budget.

**Bryon Hale motioned to accept the August 2018 and FY2018 Final Finance Reports as presented. Connie Tan seconded the motion. Motion passed unanimously.**

### **Executive Director Report**

Peg Capo's Executive Director Report included the following:

#### **Transportation Update**

The DMH announced that, after an additional period of negotiation, TMA (Bi State) decided to discontinue their transportation contract with the department. Four other current DMH providers in the region have agreed to increase their services to fill the void. A letter was sent to individuals, families and providers last week. DDRB case managers are getting many calls. To date, however, the details have not been finalized, although the regional office is confident there will be no interruption in services.

#### **State TCM Budget**

The state provides the matching funds for Targeted Case Management. In FY2018, the cost for units of service delivered exceeded the TCM budget (\$24,700,000) by approximately \$800,000. As a result, county boards were required to payback matching funds. The DDRB's share of the payback was approximately \$113,000. We have been notified that the budget for FY2019 has not been substantially increased, even though it is expected that the number of consumers will continue to increase. The MACDDS TCM Contract Committee, which Peg co-chairs, met on September 13 to discuss strategies to advocate for additional funding. In the meantime, Val Huhn, Division of DD Director, has agreed to approach the state budget office to discuss a supplemental appropriation for FY2019 to help fill the gap. John, Robyn and Peg have met to discuss the potential shortfall and budget strategies to reduce the impact. The Finance Committee and the full Board will be updated as information comes in.

#### **Interim Legislative Update**

Included in the Board packet was the Gamble & Schlemeir Interim Legislative Update, highlighting the Veto Session underway, issues on the ballot in November and key issues for the 2019 legislative session.

#### **St. Louis DD Board Alignment & Integration Project**

The DDRB received an initial report from consultant Sarah Buek on the SB40 collaboration project. Sarah and Glen Goldstein from the PLB reviewed information from the county boards and met with key staff to identify opportunities for alignment and possible integration of key policies, practices and infrastructure. Peg shared a Powerpoint presentation that summarized the key findings and recommended next steps.

### **Case Management Director Report**

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

- The case management program received 35 new referrals this past month. We are currently serving 1,144 customers. The program currently has an 88% Medicaid eligibility.

- The case management team administrative assistant, Maddy Seguinot has resigned effective September 17. Maddy has been with DDRB for 4 years now and has been a huge asset to the team. The interview process will begin within the next week.
- The case management team will be implementing a system change around the service monitoring documentation process. As the program grows in the number of customers who have Medicaid and Medicaid waivers, the amount of documentation grows as well. There are currently 772 customers receiving a waiver service. Of those 772, 438 of those customers receive residential services. The waiver requirements for a person receiving residential services is a monthly visit and for other services, the requirement is quarterly. Documentation requirements for visits include a review of five areas: health, environment/safety, services, rights, and money. The process will be streamlined in order to reduce the amount of time spent on the documentation allowing more time to be spent reviewing services with the customer. A visit verification form will be used in order to document the visit with the customer.
- Electronic records implementation continues to be a priority. An implementation committee has been established that includes both case managers and senior staff. This committee will be charged with making recommendations regarding strategies for input and training rollout. This committee will also be our staff trainers.

### **St. Charles County Coalition Report**

Heather Lytle, past Coalition President, gave the St. Charles County Coalition Report which included the following:

#### **Training Committee**

- DSP Conference Committee began meeting to plan the conference this spring.
- The Committee reviewed the final results of coalition survey.

#### **Legislative Committee**

- Executive Committee discussed the budget for the upcoming Legislative breakfast.
- Katie Jones is no longer the committee chair. Going forward there will be co-chairs on this committee, currently these positions are held by Heather Lytle and Jim Reudin.

#### **Program Committee**

- The Committee has speakers lined up through the end of the calendar year.
- Carol Callahan with Recreation Council continues to chair the Program Committee for FY2019.

#### **Coalition Meeting**

- The August presenter, Autism Speaks was not able to attend the meeting as scheduled.
- Survey results were discussed, Wellness Committee discontinued as a result. Discussion was had around potentially of having one specific meeting annually with wellness as the theme.
- Five Coalition agencies sent teams to the training on potential solutions to the DSP Staffing Crisis, that all agencies are experiencing, on September 4 and 5. DDRB provided the training space for both days.

#### **Finance Committee**

Mike Mahoney reviewed the September 4, 2018 Finance Committee minutes.

#### **Human Resource Committee**

Peg Capo reviewed the August 16, 2018 Human Resource Committee Minutes and reviewed what was discussed at the Human Resource Committee meeting held directly before the Board meeting.

## **Program Committee**

Missy Fallert reviewed the September 6, 2018 Program Committee minutes.

## **Old Business**

### **1. FY2018 OATS Vehicle Match**

OATS Inc.'s requested a 20% local match for three MoDOT funded vehicles at the August Board meeting. The Board tabled this item. The request was for \$48,271.20. Since the August Board meeting, an agreement has not been reached between TMA (Bi State) and DMH. OATS will no longer be a Medicaid provider for transportation in St. Charles County.

**Missy Fallert motioned to approve OATS, Inc.'s Vehicle Match request as presented. Bryon Hale seconded the motion. Motion was denied unanimously.**

### **2. FY2019 Strategic Plan Approval**

Peg Capo presented the FY2019 Strategic Plan.

**Bryon Hale motioned to approve FY2019 Strategic Plan as presented. Missy Fallert seconded the motion. Motion passed unanimously.**

## **New Business**

### **1. FY2019 Pilot Projects**

#### **a. BCI – Skills Center**

BCI is requesting approval of their Skills Center Pilot Project. The funding requested for the Pilot Project is for up to \$193,833. The request includes the hiring of a Benefits Counselor, which will be accessible to all individuals in St. Charles County regardless of affiliation with BCI.

**Missy Fallert motioned to approve BCI's Skills Center Pilot Project request for up to \$193,833 as presented. Bryon Hale seconded the motion. Motion passed unanimously.**

#### **b. Direct Support Staffing Innovation RFP**

After review in both Finance and Program Committees a Request for Innovative Proposals was release on September 7, 2018. The RFP is meant to bring innovative ideas about the Direct Support Staffing crisis. Proposals are due September 24, 2018 by 4:30pm.

**Sue Sharp motioned to approve the Direct Support Staffing Innovation RFP as presented. Missy Fallert seconded the motion. Motion passed unanimously.**

### **2. Tax Rate Resolution**

John read aloud resolution number FY19 09 01 pertaining the 2018 tax rate.

**Bryon Hale motioned to adopt the tax rate at \$0.1350 per \$100 assessed property valuation for 2018 and to adopt resolution FY18 09 01 as read aloud. Connie Tan seconded the motion. Motion passed unanimously.**

### **3. Shared Leave Human Resource Policy**

In 2017, several staff requested consideration of a shared leave policy which would allow them to voluntarily and anonymously donate accrued but unused vacation time to fellow employees who experienced catastrophic medical events that result in extended time away from work without pay. A policy has been developed and has been reviewed by the DDRB's employment law attorney. The DDRB Human Resource Committee and the DDRB Finance Committee support the approval of this policy which would be retroactive to July 1, 2018.

**Missy Fallert motioned to approve the Shared Leave Human Resource Policy as presented. Sue Sharp seconded the motion. Motion passed unanimously.**

**4. FY2018 Outcome Summary Report**

Kathy Williams gave an overview of the FY2018 Outcome Summary Report.

**Bryon Hale motioned to accept the FY2018 Outcome Summary Report as presented. Connie Tan seconded the motion. Motion passed unanimously.**

**5. FY2018 Supported Employment Report**

Kathy Williams gave an overview of the FY2018 Supported Employment Report.

**Sue Sharp motioned to accept the FY2018 Supported Employment Report as presented. Bryon Hale seconded the motion. Motion passed unanimously.**

**Adjournment**

**Missy Fallert motioned to adjourn. Bryon Hale seconded the motion. Motion passed unanimously.**

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