Developmental Disabilities Resource Board of St. Charles County
Board Meeting Minutes
October 18, 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, Todd Gentry, Missy Fallert, Bryon Hale, Mike Mahoney, Jim Rhodes, Sue Sharp and Connie Tan.

Members Absent:
None

Jim Rhodes motioned to open the hearing for public comment on the FY2020 Funding Policies & Priorities. Bryon Hale seconded the motion. Motion passed unanimously. Roll call of the members present was taken: Joe Barton, yes; Dan Dozier, yes; Todd Gentry, yes; Missy Fallert, yes; Bryon Hale, yes; Mike Mahoney, yes; Jim Rhodes, yes; Sue Sharp, yes; Connie Tan, yes.

Public Hearing- FY2020 Funding Policies & Priorities:
Peg Capo reviewed a summary of public comments. There were no public comments.
Bryon Hale motioned to close the hearing for public comment on the FY2020 Funding Policies & Priorities. Jim Rhodes seconded the motion. Motion passed unanimously. Roll call of the members present was taken: Joe Barton, yes; Dan Dozier, yes; Todd Gentry, yes; Missy Fallert, yes; Bryon Hale, yes; Mike Mahoney, yes; Jim Rhodes, yes; Sue Sharp, yes; Connie Tan, yes.

Mission Moment:
Vicki Amsinger, DDRB Human Resource Director, presented the following Mission Moment:

"From June through September, we had the privilege to present a management training series to front line supervisors and up and coming leaders of partner agencies and the DDRB.

The idea for this training series was generated during conversations with Peg, myself and the Executive Directors of several partner agencies. When we were discussing what the DDRB could do in partnership to assist agencies with the direct support workforce crisis, training for supervisors that would assist them in better managing staff and possibly retaining staff longer was mentioned several times.

This was something we knew we could implement quickly and at a low-cost using e-learning and a bit of live training. With the help of our partner agencies and in a spirit of partnership with the PLB, we identified top items to be addressed and presented trainings on the following topics over 4 months:

- Management fundamentals
- Leadership styles
- Performance appraisals
- Constructive feedback
- Employee performance issues
- Communicating with empathy
- Dealing with Conflict
- Teamwork strategies
- Low and no cost ways to reward employees
- Avoiding burnout

We were able to implement this training using training resources the DDRB already had access to, my time and a bit of printing for the handouts. About $50 for snacks was the only cash outlay for this series.

62 individuals from 15 organizations attended one or more of these sessions. A survey was conducted after the last session and the attendees indicated that the material was relevant and that there were takeaways from each session that they could use. An interest was also expressed for more trainings in the future, such as HR101 for Non-HR Leaders. We are looking forward to more opportunities to partner with agencies on the training needs in the future."

Public Comments and Announcements:
None

Minutes of Board Meeting:
Jim Rhodes motioned to accept the September 20, 2018 Board meeting minutes as presented. Bryon Hale seconded the motion. Motion passed unanimously.

Minutes of Closed Session: Personnel:
Jim Rhodes motioned to accept the June 21, 2018 Closed Session Board meeting minutes as presented. Missy Fallert seconded the motion. Motion passed unanimously.

Finance Director's Report:
John Thoelke's September 2018 Financial Reports and 1st Quarter Reports included the following:

FY2019 Revenue

- **Taxes –** Taxes currently received are accruing to FY2019.
- **Case Management Billings** – Billings are processed one month in arrears.
- **Rent** – Variance to prior year is due to timing of rent checks deposited and a reduction in rent received due to the sale of the Respite Care Home on June 29, 2018.

FY2019 Expenses

- Increase in Agency payments is expected based on budget increases.
- The increase for Case Management is mostly due to increased staffing levels.

1st Quarter FY19 Yearend Reports
Audit adjustments, made every year for taxes receivable and pension related issues, are pending.

- **Agency Operations –** It is early to make any changes to FY2019 projections.
- **DMH** – Expenses for the quarter seem low but keep in mind many expenses that are funded are seasonal or more one-time in nature instead of year-round services.
- **DDRB Operations** – Benefits have seen a reduction in premiums in medical due to a change in carrier at the start of 2018. This is not reflected in Case Management due to an increase in staff and participants in various coverages. The insurance line had a change in allocation % in FY2019 to better reflect expenses.
- **Capital / One-Time** – Only expense is preliminary planning work for Building B renovation. The Budget included $500,000 for Pilot Projects and Direct Support. As Pilot Projects were authorized the

budget authority has been transferred to Agency Operations for the specific programs. To date $222,000 has been contracted for Pilot Projects.

Jim Rhodes motioned to accept the September 2018 and 1st Quarter Finance Reports as presented. Bryon Hale seconded the motion. Motion passed unanimously.

Executive Director Report

Peg Capo's Executive Director Report included the following:

Transportation Update

There continues to be significant issues with transportation services, especially in St. Charles County. LogistiCare contracted with DMH to provide transportation to 400 of the 650 individuals who were served by TMA prior to October 1. LogistiCare has not yet been successful in recruiting and/or hiring transportation providers to meet the full needs. Distributed at the Board meeting, was an email for an update. The Regional Office and LogistiCare continue to work on this issue, but it is expected this interruption may last for a while. Most affected in St. Charles County are those who work at BCI or attend RHD, Community Living or Willows Way Day Programs. Families are frustrated at the lack of resolution and are beginning to contact legislatures and the media.

State TCM Budget

The TCM match allocations per county have not yet been received. It is not known when the information will be available, but the MACDDS TCM Contract Committee is meeting with Val Huhn and her team at the Division of DD on October 29 to discuss the contract's requirement and funding status. The Division has requested $1.5 million in the State supplement budget, which is currently under review by the Governor's staff. There will hopefully be an update at the November 6 Finance Committee meeting.

Pre-Election Report

Distributed at the meeting was John Bargett's Pre-Election report to MARF members.

St. Louis DD Board Alignment & Integration Project

The four SB40 Board have agreed to pursue policy and practice alignment in areas of common interest. Primary alignment work will take place in January – May 2019. Consultation funds are available in the DDRB administration budget and have been discussed in committee.

The initial cost estimate to develop and manage a common application portal connection to our accounting systems was received. John, Michael and Peg will be reviewing the estimate and evaluating the cost/benefit of participating in this innovative collaboration with the St. Louis Region SB40 Boards. An initial analysis will be reviewed with the Finance Committee on November 6 and, hopefully, a recommendation will be made at the November Board meeting.

Case Management Director Report

Laura Altman, Case Management Assistant Director, gave the Case Management Director Report which included the following:

- The case management program received 17 new customers since last report. The program is currently serving 1,153 customers, with a Medicaid eligibility rate 0f 90%.

- Several interviews are scheduled this week to replace the case management team administrative assistant. It is anticipated that a new staff will be in place by the beginning of November.

- The annual MACDDS conference will be held in October. Several case management staff will be attending this year. Peg and Robyn will be part of a presentation with FACT regarding the Family

Support Partner Program. In addition, Judy Naeger will be presenting on the topic of transition to adult services during the "Brag and Steal" session of the conference.

- Transportation services remain a high priority for the case management team. Although many customers are getting where they need to go, many more are still waiting to secure a set route. Families have been very frustrated often calling leadership at DMH, media or their legislator. Common frustrations noted are inconsistency of drivers, timeliness, type of car does not meet the customer's needs, drivers are not the right fit for the customer, and a variety of other issues. Case managers are working diligently with LogistiCare and DMH in order to resolve any unmet needs of their customers.

Finance Committee
Mike Mahoney reviewed the October 2, 2018 Finance Committee minutes.

Human Resource Committee
Peg Capo reviewed the September 20, 2018 Human Resource Committee Minutes.

Program Committee
Missy Fallert reviewed the October 4, 2018 Program Committee minutes.

St. Charles County Coalition Report
Cherie Montgomery, Coalition President, gave the Coalition of St. Charles County Report which included the following:

Training Committee
The DSP Conference will be in March 2019. It will be a two-day conference but a slightly different format. There will not be two identical days this year. The second day will be a half day for DSPs with the afternoon session being for customers. Staff will not be allowed in this seminar so customers can speak freely. Each agency can have two people attend. The cost is currently being discussed.

Legislative Committee
This year the Coalition will not host a legislative breakfast due to changes in allowable gifts. Instead there will be a Legislative meeting that invites representatives for coffee and information sharing. This will be at our December 6, 2018 Coalition meeting.

Program Committee
The DSP awards ceremony scheduled for November 15. There are nine DSPs being recognized that evening.

Coalition Meeting
Autism Speaks was scheduled to present at the October meeting but unfortunately, cancelled that morning.

Old Business
None

New Business

1. Direct Support Innovation Proposals

a. Community Living, Inc.

Community Living, Inc. is requesting up to $56,000 for a full-time Residential Trainer. The cost for the FY2019 budget would be up to $28,000, an additional $28,000 would be needed in FY2020.

Jim Rhodes motioned to approve Community Living, Inc. Direct Support Innovation request for up to $28,000 for FY2019 as presented. Missy Fallert seconded the motion. Motion passed unanimously.

b. Easterseals Midwest

Easterseals Midwest is requesting up to $93,314 for a consultant pertaining to the Direct Support Staffing Crisis. DDRB staff is recommending funding $61,761 of the request. For the FY2019 budget, DDRB staff is recommending funding up to $44,550. An additional $17,211 would be needed in FY2020. The decrease from the original request is a result of the percentage of individuals served across all Direct Support Innovation Proposals.

Jim Rhodes motioned to approve Easterseals Midwest's Direct Support Innovation request for up to $44,550 for FY2019 as presented. Missy Fallert seconded the motion. Motion passed unanimously.

c. Emmaus Homes, Inc.

Emmaus Homes, Inc. is requesting up to $250,000 to offset the loss of redesigning their Residential Program structure and increasing DSP wages. This redesign began July 1, 2018 and the request is only for FY2019.

Jim Rhodes motioned to approve Emmaus Homes, Inc.'s Direct Support Innovation request for up to $250,000 as presented. Sue Sharp seconded the motion. Motion passed unanimously.

d. Willows Way

Willows Way is requesting up to $54,900 for a full-time Staffing Coordinator. The cost for the FY2019 budget would be up to $27,450, an additional $27,450 would be needed in FY2020.

Jim Rhodes motioned to approve Willows Way's Direct Support Innovation request for up to $27,450 for FY2019 as presented Missy Fallert seconded the motion. Motion passed unanimously.

2. In-Home Respite Authorization

The request is to increase the active authorization of In-Home Respite total authorization from $1.3 million to $1.5 million. The DDRB budget will not change from its current $900,000 amount.

Missy Fallert motioned to increase the In-Home Respite authorization to $1.5 million as presented. Jim Rhodes seconded the motion. Motion passed unanimously.

3. F.A.C.T. – Parent Support Partner Resolution

John Thoelke read aloud Resolution number FY19 10-01. The resolution authorizes signing a contract with DMH in order for DDRB to pass through funds from the State to FACT for their Family Support Project.

Sue Sharp motioned to adopt resolution FY19 10 01 as read aloud. Jim Rhodes seconded the motion. Motion passed unanimously.

4. Draft Policies

A. 2019 Case Management Policies

Laura Altman reviewed the 2019 Case Management Draft Policy changes. Case Management Policies will be presented to the Board in November for approval.

No motion needed.

B. 2019 General Operations Policies

Nikki Rogers reviewed the 2019 General Operations Draft Policy changes. General Operations Policies will be presented to the Board in November for approval

No motion needed.

C. 2019 Human Resource Policies

Vicki Amsinger reviewed the Human Resource and Job Description Draft Policy changes. Human Resource Policies and Job Descriptions will be presented to the Board in November for approval.

No motion needed.

D. FY2020 Funding Policies

John Thoelke reviewed the FY2020 Funding Draft Policy changes. Funding Policies will be presented to the Board in November for approval.

No motion needed.

Adjournment

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

Respectfully Submitted: Nikki Rogers _____