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, Jim Rhodes and Sue Sharp

**Members Absent:**
Todd Gentry and Connie Tan

**Mission Moment:**
Robyn Peyton, DDRB Case Management Director, shared a story about one of DDRB’s customers, Johanna. Johanna has become a strong advocate over the past few years. Her personal growth in self-advocacy was demonstrated at the recent Coalition Legislator event on January 11. Johanna advocated to the legislators, but also encouraged her direct support staff to advocate to legislators, regarding DSP wages. Johanna coached her staff in advocating, making a true impact on the legislators. The Coalition Legislative Committee met and have invited Johanna and her staff to join them to visit legislators in Jefferson City on January 23, 2019.

**Public Comments and Announcements:**
Heather Lytle, Executive Director for F.A.C.T., introduced F.A.C.T.’s new Program Director, Angie Rhodes.

**Minutes of Board Meeting:**
Jim Rhodes motioned to accept the December 20, 2018 Board meeting minutes as presented. Sue Sharp seconded the motion. Motion passed unanimously.

**Finance Director’s Report:**
John Thoelke’s December 2018 & 2nd Quarter Financial Reports included the following:

**FY2019 Revenue**
- **Taxes** – No significant tax receipts will be received until January 2019.
- **Case Management Billings** – Billings are processed one month in arrears.
- **Rent** – Variance to prior year is due to reduction in rent received due to the sale of the Respite Care Home on June 29, 2018.

**FY2019 Expenses**
- **Agency Operations** – FY19 Pilot Projects are starting to expend funds. Historically new projects do not expend the full budget in their first year. John highlighted and explained significant variances for individual programs.
- **DMH Operations** – The DDRB is only funding Partnership for Hope in FY2019.
- **DDRB Operations** – Building Maintenance and Utility increases are due to upgrading the electronic key card software and installing electronic key card readers for the Library, cabling the Library for cubicles, and some sewer issues in the staff bathrooms. Insurance increased by $5,300 in FY2019, which included a rate increase and some increased coverages. Due to the System Redesign the allocation of insurance for Administration was reduced and TCM increased.
• Capital / One-Time – Funds disbursed to date are solely for Building B renovation.

Jim Rhodes motioned to accept the December 2018 & 2nd Quarter Finance Reports as presented. Missy Fallert seconded the motion. Motion passed unanimously.

Executive Director Report
Peg Capo’s Executive Director Report included the following:

TCM Budget Update
Governor Parson released his proposed FY2020 Budget at his State of the State address on Wednesday, January 16. MACDDS advocated for the Governor to support the Supplemental Budget, which would allow counties to continue to expand case management services without having to pay matching funds to the state. Peg sent a letter to the Governor from the DDRB, after reviewing the content with the Finance Committee.

Legislative Update
Missouri’s 100th General Assembly convened January 9 at noon. The Capitol is undergoing a full exterior renovation, the first since the building was constructed in 1917. The project is scheduled to be completed in December 2020 and cost nearly $27 Million. More information is available at www.senate.mo.gov

The St. Charles County Coalition will make its first legislative visit of the year on Wednesday, January 23.

TCM Contract Committee
The MACDDS TCM Contract Committee continues to meet with the Division of Developmental Disabilities’ staff to negotiate the TCM contract. Specifically, the case manager’s required monitoring duties are being discussed. In principle, the case manager’s role is to monitor the services which are included in the Individualized Service Plan and funded through Medicaid. They are advocates for the consumers to help ensure needed services are provided according to the contract. In recent years, the case manager’s role has expanded to include some broader oversight to the agencies, as well. This includes measuring water temperature and evaluating the condition of the home and environment. This DMH contract oversight should be provided by the St. Louis Regional Office Provider Relations staff. Since the state is currently unable to adequately fund the case management services, this realignment of duties will help reduce required case management monitoring time. It is expected that the new case management contract will be effective July 1, 2019.

MACDDS
Les Wagner, a founding member of MACDDS and its first Executive Director, has resigned his position, effective mid-February, 2019. A search committee has formed to identify the needs of the organization moving forward and conduct a national search. Les’ work has made a lasting impact on the state, most notably his leadership on the development of the Partnership for Hope Waiver and the expansion of county-based case management.

Case Management Director Report
Robyn Peyton’s Case Management Director’s Report, included the following:

• The case management program added 18 new customers again this past month. Our Medicaid eligibility rate remains consistent at 90%.

• Robyn announced that Courtney Hodges has joined the DDRB team replacing Alyssa Blattel. Courtney is coming to us from the St. Charles School District. Her first day was January 7, 2019. In
addition, interviews will begin next week to replace another case manager who recently left the program.

- Interviews were completed to replace the Senior Administrative Assistant - Case Management. Kendra Hunt will start February 4.

- The DDRB received the results from the annual Targeted Case Management review completed by the Division. Included in the packet was a copy of The DDRB response to findings noted. There were 45 files reviewed and the results were outstanding. Diligence by both the quality enhancement position as well as the case management support specialist review of log notes for billing has strongly contributed to these outstanding results.

- Electronic records implementation continues to be a priority for the case management team. There are currently 10 case management staff participating on the implementation committee including a train the trainer component as well.

**Finance Committee**
Mike Mahoney reviewed the January 8, 2019 Finance Committee minutes.

**Nominating Committee**
Dan Dozier reviewed the December 20, 2018 Nominating Committee minutes.

**Program Committee**
Missy Fallert reviewed the January 10, 2019 Program Committee minutes.

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

**Legislative Meeting January 11:**
The meeting was well attended despite several time/date changes. There were approximately 25 Coalition members in attendance.

Five St. Charles County Representatives attended:
- Justin Hill
- Tony Lovasco
- Phil Christofanelli
- Tom Hannegan
- Adam Schnelting

The Coalition Legislative Committee will be going to Jefferson Cty on January 23, to meet again with legislators to share stories and requests for the upcoming year.

**Old Business**
1. **By-Laws**
   There were no changes to the By-Laws for 2019. The By-Laws will be marked as “Reviewed January 17, 2019.”

   **No motion needed.**
2. **2019 Governance Policies**
There were no changes to the 2019 Governance Policies. The 2019 Governance Policies will be marked as “Reviewed January 17, 2019.”

**No motion needed.**

**New Business**

1. **Building B Renovation Authorization**
   The DDRB received public bids on January 8, 2019 for Building B renovations and additional parking.
   Wade Welch, an architect from Hoener Associates, Inc., made a formal recommendation of using Wachter, Inc. Wachter, Inc. was the lowest bidder coming in at $602,395 as well as the lowest bid of $726,501 with bid alternates. Hoener Associates, Inc. has experience working with Wachter, Inc.

   **Bryon Hale** motioned to approve the contract with Wachter, Inc. for up to $726,501 to include all bid alternates and authorize the President to sign the contract. **Jim Rhodes** seconded the motion. The motion passed unanimously.

2. **Election of Officers**
   Dan Dozier reported the Nominating Committee has nominated the following people to serve on the Executive Committee in 2019: Missy Fallert, President; Jim Rhodes, Vice-President; Mike Mahoney, Treasurer and Bryon Hale, Secretary. The Executive Committee will take office on February 1, 2019.

   **Sue Sharp** motioned to approve the following members to serve as the 2019 Executive Committee: Missy Fallert, President; Jim Rhodes, Vice-President; Mike Mahoney, Treasurer; Bryon Hale, Secretary. **Jim Rhodes** seconded the motion. Motion passed unanimously.

3. **Corporate Compliance Report & Resolution**
   Peg Capo, reported there were no reports of suspected fraud, waste or abuse in 2018. John Thoelke, read aloud Resolution Number FY19 01-01, which will document how the DDRB will comply with all state, federal and local laws and to appoint a primary point of contact who will recommend, create, implement and oversee strategies for compliance.

   **Jim Rhodes** motioned to approve the Corporate Compliance Resolution Number FY19 01-01 as presented and appoint Peg Capo, DDRB Executive Director, as the Corporate Compliance Officer. **Missy Fallert** seconded the motion. Motion passed unanimously.

4. **Sunshine Law Resolution**
   John Thoelke read aloud Resolution Number FY19 01-02, which states that a public governmental body shall provide access to and, on request, copies of public records. A custodian must be appointed to maintain those records. The board recommended the fees to be charged for access to or furnishing copies of records shall be reasonable and consistent with the Sunshine law.

   **Jim Rhodes** motioned to approve the Sunshine Law Resolution Number FY19 01-02 as read aloud. The DDRB Executive Director was appointed as custodian of the records for the DDRB. **Missy Fallert** seconded the motion. Motion passed unanimously.

5. **Bank Signatures Resolution**
   John Thoelke read aloud Resolution Number FY19 01-03, which authorizes members of the DDRB Board Executive Committee to sign checks.

   **Missy Fallert** motioned to approve the Bank Signatures by Officers Resolution Number FY19 01-03 as read aloud. **Jim Rhodes** seconded the motion. Motion passed unanimously.
6. **St. Charles County Investment Inter-Governmental Agreement Resolution**

John Thoelke provided a historical review of investments. There were questions about the yield to portfolio variance and changes to the county investment policy that will be investigated. John Thoelke read aloud Resolution Number FY19 01-04, which is an agreement regarding investment custodian procedures between St. Charles County and the Developmental Disabilities Resource Board of St. Charles County.

**Sue Sharp motioned to approve the St. Charles County Investment Inter-Governmental Agreement Resolution Number FY19 01-04 as presented. Jim Rhodes seconded the motion. Motion passed unanimously.**

7. **FY2020 Market Rate Adjustment**

The Finance Committee is recommending a 3% Market Rate Adjustment for FY2020. John Thoelke presented updated information on DDRB reserves and FY2020 preliminary projections.

**Jim Rhodes motioned to approve a 3% Market Rate Adjustment for FY2020 as presented. Missy Fallert seconded the motion. Motion passed unanimously.**

8. **Center for Specialized Services Audit Extension Request**

The Center for Specialized Services is requesting a 30-day extension for their FY2018 Audit. The audit is scheduled to be complete by January 31, 2019. John Thoelke is recommending extending the audit due date to February 28, 2019.

**Jim Rhodes motioned to the Center for Specialized Services Audit Extension Request as presented. Sue Sharp seconded the motion. Motion passed unanimously.**

9. **BCI – Skills Center Request**

BCI is requesting to increase the Skills Center rate for the remaining of FY2019. The original Pilot Project proposal was based on receiving funding from Vocational Rehabilitation (VR). VR notified BCI that funding would not be available until the program was accredited by CARF. For CARF to accredit a program, it must have been in operation for at least 6 months before they will survey the program. The request would increase the rate for FY2019 from $155.55 to $311.10 per week. BCI will be undergoing a CARF survey in September/October 2019 and will be able to receive VR funding should the Skills Center receive accreditation.

**Jim Rhodes motioned to BCI – Skills Center Request as presented. Missy Fallert seconded the motion. Motion passed unanimously.**

10. **Accessibility Plan**

   a. **2018 Yearend Report**

   Peg Capo presented the 2018 Accessibility Plan Yearend Report.

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

   b. **Draft 2019 Plan**

   Peg Capo presented the Draft 2019 Accessibility Plan. This plan will come before the Board for approval on February 21, 2019.

   **No motion needed.**

11. **Cultural Competency & Diversity Plan**

   a. **2018 Yearend Report**

   Vicki Amsinger presented the 2018 Cultural Competency & Diversity Plan Yearend Report.

   **Missy Fallert motioned to accept the 2018 Cultural Competency & Diversity Plan Yearend Report as presented. Jim Rhodes seconded the motion. Motion passed unanimously.**
b. **Draft 2019 Plan**  
Vicki Amsinger presented the Draft 2019 Cultural Competency & Diversity Plan. This plan will come before the Board for approval on February 21, 2019.  

| **No motion needed.** |

12. **Human Resource & Succession Plan**  
   a. **2018 Yearend Report**  
      Missy Fallert motioned to accept the 2018 Human Resource Plan Yearend Report as presented. Jim Rhodes seconded the motion. Motion passed unanimously.  

   b. **Draft 2019 Plan**  
      Vicki Amsinger presented the Draft 2019 Human Resource Plan and Draft 2019 Succession Plan. This plan will come before the Board for approval on February 21, 2019.  

| **No motion needed.** |

13. **Risk Management Plan**  
   a. **2018 Yearend Report**  
      Missy Fallert motioned to accept the 2018 Risk Management Yearend Report as presented. Jim Rhodes seconded the motion. Motion passed unanimously.  

   b. **Draft 2019 Plan**  
      John Thoelke presented the Draft 2019 Risk Management Plan. This plan will come before the Board for approval on February 21, 2019.  

| **No motion needed.** |

14. **Technology Plan**  
   a. **2018 Yearend Report**  
      John Thoelke presented the 2018 Technology Plan Yearend Report.  
      Jim Rhodes motioned to accept the 2018 Technology Plan Yearend Report as presented. Missy Fallert seconded the motion. Motion passed unanimously.  

   b. **Draft 2019 Plan**  
      John Thoelke presented the Draft 2019 Technology Plan. This plan will come before the Board for approval on February 21, 2019.  

| **No motion needed.** |

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

Respectfully Submitted: Nikki Rogers _________________________________