

Developmental Disabilities Resource Board of St. Charles County  
Board Meeting Minutes  
February 21, 2019

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

**Members Present:**

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

**Members Absent:**

Dan Dozier

**Mission Moment:**

Robyn Petyon, Case Management Director gave the following mission moment:

"Dan's mission, much like the mission of DDRB, is to have the ability to live his life free of those fears and to be fully included in his community.

Just a year ago, Dan had a great decline in his health and was faced with his greatest fear. Dan went from living his mission to being faced with the words, "we can't help you anymore." Dan was faced with the fact that despite his wishes, he was to be moved hours from his home and admitted to a nursing home. Following this move, Dan soon transitioned to receiving case management services through the DDRB. In the nursing home, Dan became depressed and his health only continued to decline to the point of almost losing his life. Great efforts were made to help Dan fulfill not only the DDRB mission, but Dan's life mission as well. Dan soon moved from a nursing home where he felt isolated and neglected to an ISL of his choice, with a providing agency who works diligently to help meet all of Dan's needs. Today, a year later, Dan is happy and thriving, living the DDRB mission.

The following is an email received from Dan's brother:

Karah has been Dan's case worker now for a number of months. She has seen him through two nursing home stays, two hospitalizations and into the Austen Dooley program. Since our parents passed in early 2000's, we have never experienced the level of professionalism, understanding and compassion in any other administrative personnel that we have in Karah. We discuss, among our family, that if Karah had been Dan's case manager in Springfield, he would still be in the home he helped start and for which he was awarded a Department of Disabilities Hero Award.

Karah is, without a doubt, the finest case manager we have experienced and we are grateful to your organization for providing her services."

**Public Comments and Announcements:**

Heather Lytle, FACT Executive Director, spoke to the board about how much she (as an agency) was thankful to be able to give input on the current Alignment & Integration project with the area SB40 Boards.

**Minutes of Board Meeting:**

**Jim Rhodes motioned to accept the January 17, 2019 Board meeting minutes as presented. Bryon Hale seconded the motion. Motion passed unanimously.**

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

John Thoenke's January 2019 Financial Report included the following:

#### **FY2019 Revenue**

- **Taxes** – An additional \$10.6 million was received by the County but not distributed to the DDRB since the cash receipts coordinator at the County has not completed the breakdown for final distribution yet. By the end of March, John will be able to make a projection on FY19 revenue.
- **State Funding** – A billing to the State was made at the end of January for \$192,207 for DDRB FACT expenses. DDRB records revenue upon receipt. \$84,000 of the State budget is earmarked for the St. Louis County Parent Partner program.
- **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 – Billings and payments have remained consistent throughout FY19.
- Capital / One-Time – First and second quarter payments for the Emmaus DSP contract were paid in January.

**Jim Rhodes motioned to accept the December 2018 & 2<sup>nd</sup> Quarter Finance Reports as presented. Bryon Hale seconded the motion. Motion passed unanimously.**

### **Executive Director Report**

Nikki Rogers presented Peg Capo's Executive Director Report, which included the following:

#### **Legislative Update**

Included in the Board packet was the MARF Legislative Activity report for the week of February 4. It includes discussion of House Bill 445, which is intended to expand the reach of the Clean Missouri referendum that passed by popular vote in November 2018. This bill would apply the regulations to local officials and members of political subdivisions governing bodies.

The House Appropriations and Senate Budget Committees are reviewing the FY2020 State Department Budget Requests including Supplemental Appropriations. The Parson administration continues to be confident that the 7% drop in revenue to-date will be made up in additional tax revenues. Those additional taxes will be due and paid by Missourians who had too little withheld from paychecks because of faulty tax tables. The legislature is skeptical that the year-to-date drop will be fully covered. Any shortfall is expected to create additional withholds between now and June 30. FY2020 and FY2019 Supplemental budget approvals may be delayed until FY2019 revenue projections have achieved consensus.

#### **Employment First Missouri**

In 2011, the DMH Division of Developmental Disabilities enacted an "Employment First" policy. It reads "The Division believes that all individuals with developmental disabilities who want to work CAN work and contribute to their community when given opportunity, training, and supports that build on an individual's strengths. Our *expectation* is that everyone of working age and those supporting them should consider work as their first option as fully participating members of their community, and should build on career planning and engage in work that makes sense to them." Since that time, the Division has added a variety of employment training and support services to Medicaid Waiver services to assist in the effort. Additionally, County Boards fund an array of services that assist individuals in becoming employed in our communities.

A Community of Practice is being formed to share information across the state and around the county about successful community employment efforts. Kathy Williams will be representing the DDRB in this community and will bring information back to our community and providers.

### **Technology First: Missouri's Assistive Technology Initiative**

The Department of Mental Health, at their February 14 Mental Health Commission Meeting, will designate Missouri as a "Technology First" state. This means that the Developmental Disabilities network will look to technology first to provide services, instead of direct support staffing. Several other states have joined a consortium to share successes and challenges with Missouri. More information is included in the Division of Developmental Disabilities Direct Connection. Robyn will attend the Mental Health Commission Meeting and bring back information and resources. Peg will be recommending that the DDRB set aside "Technology First" funds in FY2020 to assist our local providers in taking advantage of opportunities to utilize technology first.

### **Acronym of the Month: APSE**

The Association of People Supporting Employment First (APSE) is "the only national, non-profit organization dedicated to Employment First, a vision that all people with disabilities have a right to competitive employment in an inclusive workforce." (apse.org)

The national APSE conference "Gateway to Inclusive Employment" will be held June 18-20, 2019 in St. Louis. Most, if not all, of the employment providers serving St. Charles County will be attending.

### **Case Management Director Report**

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

- The case management program is currently serving 1,197 customers. This past quarter, a monthly average of 18 new referrals have been received. The Medicaid eligibility rate remains consistent at 90%.
- Colleen Lefholz will join the case management team, replacing Del Lubbering, who left in December. Her first day will be February 25, 2019. Colleen worked with one of our partner agencies in the past and has several years' experience in the field. In addition, Kendra Hunt joined the team. Kendra started on February 4 as the new Senior Administrative Assistant-Case Management.
- Theresa Roberts, Case Manager, has resigned from the DDRB. Theresa's last day with the program was February 14, 2019. She accepted a position with the Division as the Coordinator of DD State-Operated Crisis Services and Behavioral Programs. Interviews are scheduled to hire her replacement.
- With the influx of new intakes and the resignation of Theresa, the program is approaching capacity with the current level of staffing. As new customers come through intake, an extended start date of April 1 will be given. This will allow time for a new case manager to be hired. As always, if a customer presents with an extreme emergency, a temporary case manager will be assigned until a permanent staff becomes available.
- Another transportation provider choice has been offered to those who work at Boone Center, Inc. Reports indicate that at least half of the individuals who work there have chosen to change to this new provider. The Division of DD provider relations department reports they are currently working to enroll another transportation provider who will be an additional option in St. Charles County.

### **Finance Committee**

John Thaelke reviewed the February 5, 2019 Finance Committee minutes.

### **Human Resource Committee**

Vicki Amsinger reviewed the January 17, 2019 Human Resource Committee minutes.

### **Program Committee**

Kathy Williams reviewed the February 7, 2019 Program Committee minutes.

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

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

#### **Training Committee:**

The Coalition received a donation from Everspring Pharmacy of \$1500 for purchase of gift cards for the direct support professionals that attend the conference.

#### **Legislative Committee:**

The committee met with Bill Gamble to discuss priorities. Bill thought that was too soon to visit Jefferson City again, because not enough will be known about the budget to make clear requests of the legislators.

#### **Program Committee:**

Eric Schneider, Gateway EITC Community Coalition was the presenter at the last Coalition meeting.

### **Committee Appointments**

Missy Fallert appointed Board members to the following committees:

#### **Finance Committee**

Bryon Hale (Chair)  
Dan Dozier  
Mike Mahoney  
Jim Rhodes

#### **Human Resource Committee**

Sue Sharp (Chair)  
Dan Dozier  
Jim Rhodes

#### **Program Committee**

Connie Tan (Chair)  
Joe Barton  
Todd Gentry  
Sue Sharp

### **Old Business**

#### **1. 2019 Accessibility Plan Approval**

Nikki Rogers presented the 2019 Accessibility Plan for final approval, some changes were submitted since the January Board meeting. The plan was updated and reviewed by the Program Committee.

**Bryon Hale motioned to approve the 2019 Accessibility Plan as presented. Jim Rhodes seconded the motion. Motion passed unanimously. No motion needed.**

#### **2. 2019 Cultural Competency & Diversity Plan Approval**

Vicki Amsinger presented the 2019 Cultural Competency & Diversity Plan for final approval, there were no changes since the January Board meeting.

**Jim Rhodes motioned to approve the 2019 Cultural Competency & Diversity Plan as presented. Bryon Hale seconded the motion. Motion passed unanimously.**

### **3. 2019 Human Resource Plan Approval**

Vicki Amsinger presented the 2019 Human Resource Plan for final approval, there were no changes since the January Board meeting.

**Jim Rhodes motioned to approve the 2019 Human Resource Plan as presented. Sue Sharp seconded the motion. Motion passed unanimously.**

### **4. 2019 Risk Management Plan Approval**

John Thaelke presented the 2019 Risk Management Plan for final approval, there were no changes since the January Board meeting.

**Sue Sharp motioned to approve the 2019 Risk Management Plan as presented. Jim Rhodes seconded the motion. Motion passed unanimously.**

### **5. 2019 Technology Plan Approval**

John Thaelke presented the 2019 Technology Plan for final approval, there have been no changes since the January Board meeting.

**Bryon Hale motioned to approve the 2019 Technology Plan as presented. Jim Rhodes seconded the motion. Motion passed unanimously.**

## **New Business**

### **1. Recreation Council – Recreation Vouchers Request**

The Recreation Council of Greater St. Louis is requesting an additional \$5,000 for their Recreation Vouchers Program for FY2019. The increase will allow individuals to attend camp in June 2019. This will allow more funds available in June 2020. At this time, most individuals attend camp in July using recreation vouchers because July 1 begins the new fiscal year. This causes issues with staffing at municipal summer camps due to the increase in people attending in July instead of June. The Finance Committee is recommending funding this one-time request.

**Jim Rhodes motioned to approve the Recreation Council – Recreation Vouchers request for up to \$5,000 to be used in the month of June and to amend the FY2019 budget as presented. Mike Mahoney seconded the motion. The motion passed unanimously.**

### **2. Minimum Wage Resolution**

John Thaelke read aloud Resolution number FY19 02-01 pertaining to Minimum Wage.

**Jim Rhodes motioned to approve Resolution Number FY19 02-01 pertaining to Minimum Wage as read aloud. Bryon Hale seconded the motion. Motion passed unanimously.**

### **3. DDRB Annual Report**

Kathy Williams presented the FY2018 DDRB Annual Report.

**Jim Rhodes motioned to accept the DDRB Annual Report as presented. Bryon Hale seconded the motion. Motion passed unanimously.**

## **Adjournment**

**Jim Rhodes motioned to adjourn. Bryon Hale seconded the motion. Motion passed unanimously.**

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