

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

**Members Absent:**

Bryon Hale

**Dan Dozier motioned to open the public hearing for FY2020 Financial Projections and Funding Requests. Jim Rhodes seconded the motion. Motion passed unanimously. A roll call of members present was taken: Joe Barton, yes; Dan Dozier, yes; Missy Fallert, yes; Mike Mahoney, yes; Jim Rhodes, yes; Sue Sharp, yes; Connie Tan, yes.**

**Public Hearing: FY2020 Financial Projections & Funding Requests**

Peg Capo, DDRB Executive Director gave a summary of past public hearings.

John Thoelke, DDRB Finance Director gave a summary of the FY2019 budget, FY2019 lapse projection and FY2020 requests.

There were no public comments.

**Jim Rhodes motioned to close the public hearing for FY2020 Financial Projections and Funding Requests. Dan Dozier seconded the motion. Motion passed unanimously. A roll call of members present was taken: Joe Barton, yes; Dan Dozier, yes; Missy Fallert, yes; Mike Mahoney, yes; Jim Rhodes, yes; Sue Sharp, yes; Connie Tan, yes.**

**Mission Moment:**

Robyn Peyton, DDRB Case Management Director, introduced the following people to present the April Mission Moment: Laura Altman, DDRB Assistant Case Management Director; David Gould, Customer; Denise Gould, Parent.

Denise shared David's story about how remote monitoring has improved David's independence. David has lived on his own for 15 years. He has always wanted as much independence as possible. For approximately a year, David has been using a remote monitoring system run by a company out of Springfield, MO. They have people available 24/7 to contact David should he push his red button, which is located in his house. The company will first try to assist David in what his needs may be and, only if necessary will call David's on-call staff or parents to go to his house. Denise admitted that at first she was skeptical that the remote monitoring system would do a quality job of assisting with David's needs. Denise no longer has those worries. Not only is David happier having so much more independence (not having someone in his home for assistance), the system has saved \$45,000 per year.

**Public Comments and Announcements:**

None

Todd Gentry joined the meeting.

**Minutes of Board Meeting:**

**Dan Dozier motioned to accept the March 21, 2019 Board meeting minutes as presented. Jim Rhodes seconded the motion. Motion passed unanimously.**

**Minutes of Kick-off Meeting:**

**Jim Rhodes motioned to accept the March 28, 2019 Board Kick-off/Working Session meeting minutes as presented. Sue Sharp seconded the motion. Motion passed unanimously.**

**Finance Director's Report:**

John Thoelke's April 2019 Financial Report included the following:

**FY2019 Revenue**

- **Taxes** – The negative variance to prior year is one month of revenue from the County that has not been received by the DDRB yet. The amount not yet received is \$365,000 and will ensure the DDRB will exceed the FY19 budget for Tax Revenue.
- **Case Management Billings** – Billings are processed one month in arrears.

**FY2019 Expenses**

- DMH Operations – The DDRB is only funding Partnership for Hope in FY2019.
- DDRB Operations – Building Maintenance and Utility and Insurance variances were discussed in the January report.
- Capital / One Time – Funds disbursed to date are for Building B renovation and Direct Support Initiative.

**3<sup>rd</sup> Quarter** – John included in the report, the lapse report that is in the FY2020 application books.

**Jim Rhodes motioned to accept the March 2019 & 3<sup>rd</sup> Quarter Finance Reports as presented. Connie Tan seconded the motion. Motion passed unanimously.**

**Executive Director Report**

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

**Board Assessment Results**

Included in the Board packet was, a copy of the 2019 Board Assessment results. Although survey participation was lower this year, the results are consistent with previous years'. Two follow-up actions are highlighted. The first is related to the length of Board meetings. The comment indicated that, when Board meetings go long, the board, staff and public can lose focus. Peg will work with Missy to identify opportunities to time agenda items without limiting productive conversation. The second action is related to my providing more feedback to new Board members. Peg will commit to checking in more regularly with new Board members to talk about how things are going and to identify additional training and support needs.

**State Budget Update**

The Senate Appropriations Committee reviewed the Department of Mental Health FY2020 Budget. Senator Eigel (R – St. Charles) was instrumental in keeping the budget item related to Rate Rebasing 'open' which now allows for a pending request to increase the item to \$30 Million. This is \$10 Million more than the House position, but still well below the \$76.6 Million needed to get direct support staff wages to competitive levels. This week they will continue the budget mark-up process. The Targeted Case Management Supplemental and FY2020 Budgets are still in the budget. The Missouri Constitution requires that the FY2020 budget be

completed and sent to the Governor by Friday, May 10. The Missouri legislature will adjourn at 6:00 pm on Friday, May 17.

### **Acronym of the Month**

NASDDDS is the National Association of State Directors of Developmental Disabilities Services. The mission of NASDDDS is to assist member state agencies in building person-centered systems of services and supports for people with intellectual and developmental disabilities and their families. They are instrumental in defining and supporting best practices in service delivery. They host two conferences annually focused on critical issues. Their next conference (June, 2019) theme is "The Future in Now: Using Technology in I/DD Services". Included in the Board packet, was an overview. Robyn Peyton will attend on behalf of the DDRB and will share information upon her return.

### **Case Management Director Report**

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

- The case management program is currently serving 1,183 customers. There are 27 individuals with extended start dates of May 1, 2019.
- Christy Graves has joined the case management program. Christy comes to us from a program called Bringing Families Together where she was a Family Development Specialist for several years. Her first day with the program is April 8, 2019. In addition, two other candidates have been offered case management positions and we are waiting to confirm start dates. This will return the team to 39 case managers.
- As we continue to add new case management staff, the fourth team added with system redesign has already grown to seven people. It has been determined that it is time to add a mentor to this fourth team. Madeleine Moore has been promoted to that mentor position. Madeleine has been a case manager with the DDRB for almost five years and will bring knowledge and experience to the team.
- Recently, Robyn presented to the staff in the Family Partner Program at FACT. Robyn was asked to speak about the various waiver programs as well as services provided directly through MoHealthnet. In the ongoing partnership with the Family Partner Program, cross training of staff has proven beneficial to assure no duplication of services occurs.
- The annual customer satisfaction surveys will be going out to our customers in May. This will be the second year of using the revised survey tool. This tool focuses more on individual skills and characteristics of a good case manager as described by individuals/families themselves.

### **Finance Committee**

John Thoelke reviewed the April 2, 2019 Finance Committee minutes.

### **Human Resource Committee**

Peg Capo recapped the Human Resource meeting held directly before the Board meeting.

### **Program Committee**

Connie Tan reviewed the April 4, 2019 Finance Committee minutes

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

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

#### **Guest Speakers**

Todd Gentry, University Project Potential

- SLU and Washington U graduate students conduct projects not for profits based on submit applications. Todd suggested submitting applications for St. Louis metro area transportation and DSP shortage crisis solutions. The Coalition is surveying member agencies to determine what issue and which agencies will take lead. There is also discussion about doing a project with Brown School who is looking for a political project.

Shima Rostami: Director of Gateway Human Trafficking, Making the Invisible Visible Project gave a presentation on human trafficking.

#### **Legislative Committee:**

The Coalition went to the capital on April 10. The day was considered a success and everyone was hopeful at our April 15 committee meeting because the senate had 30 million for rate basing in the budget but by the following day that was pulled out and the discussion is between 12-20 million

#### **Training Committee**

Spring AAIM training registration is posted on the Coalition website. Theme is Managing with Accountability. When: Friday, May 10, 2019; Where: DDRB Office; Time: 8:30 am to 12:30 pm; Cost: Member \$25.00; Non-member \$50.00.

#### **Old Business**

##### **1. SB40 Alignment & Integration Agreement**

Peg Capo gave an update on the SB40 Alignment & Integration Agreement. The Agreement will come before the Board for approval in May.

**No motion needed.**

#### **New Business**

##### **1. Annual CARF Conformance to Quality**

The DDRB is required to annually submit a Conformance to Quality Report indicating the DDRB's continued commitment to quality through conformance to CARF standards. Peg Capo read aloud the Annual Conformance to Quality Report.

**Jim Rhodes motioned to endorse the Annual CARF Conformance to Quality Report as read aloud. Connie Tan seconded the motion. Motion passed unanimously.**

##### **2. Technology First RFP**

Peg Capo presented the Technology First Request for Proposals. This RFP is to encourage agencies to submit proposals where using technology first to increase the independence of individuals with developmental disabilities, assist DSP's to be more efficient and/or effective, and/or reduce staffing needs for individuals.

**Jim Rhodes motioned to approve the Technology First RFP as presented. Joe Barton seconded the motion. Motion passed unanimously.**

##### **3. Bank Resolution**

John Thoelke read aloud Resolution Number FY19 04-01 pertaining to opening an account with Enterprise Bank.

**Jim Rhodes motioned to approve the Bank Resolution Number FY19 04-01 as read aloud. Sue Sharp seconded the motion. Motion passed unanimously.**

**Adjournment**

**Jim Rhodes motioned to adjourn. Sue Sharp seconded the motion. Motion passed unanimously.**

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