

.Developmental Disabilities Resource Board of St. Charles County  
Board Meeting Minutes  
September 19, 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, Missy Fallert, Todd Gentry, Jim Rhodes, Sue Sharp and Connie Tan

**Members Absent:**

Bryon Hale and Mike Mahoney

**Jim Rhodes motioned to open the hearing for public comment on the 2019 proposed property tax rate as proposed by the Developmental Disabilities Resource Board of St. Charles County. Dan Dozier seconded the motion. Motion passed unanimously. Roll call of the members present was taken: Joe Barton, yes; Dan Dozier, yes; Missy Fallert, yes; Todd Gentry, yes; Jim Rhodes yes; Sue Sharp, yes; Connie Tan, yes.**

**Public Hearing- 2019 Tax Rate:**

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

**Jim Rhodes motioned to close the hearing for public comment on the 2019 proposed property tax rate as proposed by the Developmental Disabilities Resource Board of St. Charles County. Sue Sharp seconded the motion. Motion passed unanimously. Roll call of the members present was taken: Joe Barton, yes; Dan Dozier, yes; Missy Fallert, yes; Todd Gentry, yes; Jim Rhodes yes; Sue Sharp, yes; Connie Tan, yes.**

**Mission Moment:**

Laura Altman, DDRB Case Management Assistant Director, introduced Lupe a customer of Courtney Hodges, DDRB Case Manager. Lupe had an ongoing goal for her high school career to walk across the stage at graduation. Lupe worked very hard to reach her goal and was ready come graduation day. On graduation day Lupe's mother received a call from the principal that they would not be able to accommodate Lupe walking across the stage. Lupe's mother quickly called Courtney and Courtney quickly began to call the school. Later they received a call that the school could now accommodate either her wheelchair or her walker but not both. This would not work for Lupe as she would not have the endurance to make it all the way through the event area. Courtney continued to make phone calls to advocate for Lupe. Later they received a call that the school would now be able to accommodate Lupe walking across the stage. A video of Lupe walking across the stage at her graduation was shown at the meeting. In the video you could see the pride on Lupe's face and hear all of her classmates cheering her on loudly.

**Public Comments and Announcements:**

None

**Minutes of Board Meeting:**

**Jim Rhodes motioned to accept the August 15, 2019 Board Meeting minutes as presented. Dan Dozier seconded the motion. Motion passed unanimously.**

**Finance Director's Report:**

John Thoenke's August 2019 and FY2019 Final Year End Finance Reports included the following:

**FY2020 Revenue**

Due to accrual accounting required for audit purpose all tax revenue received in August has been accrued to FY2019. Rent is lower in FY2020 due to one home not currently occupied. The home is being renovated.

**FY2020 Expenses**

Agencies have started to bill for FY2020. A majority of DMH billings received to date have been accrued to FY2019 based on service delivery dates.

**FY2019 Expenses**

The Board has been updated of FY2019 progress but final reports could not be generated for the August board meeting as agencies could still submit bills on August 15, 2019. There was a \$68,000 variance to the final projection with changes mostly on the expense side. While John would like to see projections 100% accurate, John was happy to know additional services were able to be provided given the current Direct Support crisis.

The negative variance to FY2018 in DMH Trust Fund line is due to only funding Partnership for Hope waiver in FY2019.

Note there will be a number of changes to these amounts for the audit. Allocation of Administration to Case Management is done once the auditors have reviewed the allocation process. In addition, information has not been received from the County to record June 30, 2019 taxes receivable which may change FY2019 Tax revenue number and the pension note information has not been received which will also generate a change. These numbers are used exclusively for audit purposes.

**Jim Rhodes motioned to accept the August 2019 & FY2019 Year End Final Finance Reports as presented. Sue Sharp seconded the motion. Motion passed unanimously.**

**Executive Director Report**

Peg Capo's Executive Director Report included the following:

**Medicaid Waiver Waitlist Response**

For the first time in over four years, Missouri established a waitlist for entry into the Medicaid Waiver on July 1. As a result, individuals in critical need for services are not able to receive them. Needless to say, this has caused great difficulties for those individuals and their families.

Robyn will continue to update the Board on the St. Charles County waitlist in her monthly reports. In the meantime, the DDRB is responding in several ways. First, case managers are actively seeking temporary crisis services to stabilize the individuals with highest needs. Second, ensuring that, when possible, individuals are able to access community and DDRB-funded services while they wait. Third, advocacy efforts are underway to secure additional funding. Locally, this includes the Citizens Advocacy Network established by Delta Center. They are offering Advocacy Trainings. Statewide, several organizations, including MACDDS, are working together to create messaging to share with individuals, families and stakeholders to help with advocacy efforts. Many legislators are receiving calls and emails on this issue and it is important that they understand how they can help by restoring funding in the DMH state budget. The waitlist reduction effort must also include rate increases to providers who need to be able to hire staff to meet the needs of individuals on the waitlist.

### **Cultural Competency Week**

The DDRB Cultural Competency & Diversity Committee was established in 2014. In their intent statement, they declared that "(t)he DDRB intends to be a cultural competency leader in St. Charles County". This year, they established September 9 – 13 as DDRB's Cultural Competency Week and gave DDRB staff opportunities during the week to increase our cultural understanding. They also hosted a panel discussion on "Supporting and advocacy for LGBTQ individuals who have intellectual/developmental disabilities" for DDRB staff, agencies and community partners. Over 60 people attended, including staff, partner agencies, community agencies and a local business leader. The feedback was very positive. Congratulations to Vicki Amsinger and the entire DDRB Cultural Competency & Diversity Committee.

### **Targeted Case Management Rate**

Great News! After receiving feedback from MACDDS case management providers on cost factors, Mercer included new estimates in their competitive rate study. The study results now support maintenance of the current rate! It is expected the feds will approve the current rate for July 1, 2020 implementation. Thanks to Val Huhn! This result is due to strong partnership between the Division of Developmental Disabilities and MACDDS.

### **Case Management Director Report**

Laura Altman gave Robyn Peyton's Case Management Director Report, which included the following:

- As of this report, the case management program is serving 1,233 customers.
- Brooke Marler will be joining the case management team. Her first day with us is September 16, 2019. Interviews continue for additional case manager positions as caseloads remain at capacity. There are currently 20 people waiting to be assigned to a case manager.
- Unfortunately, Brittany Christensen has chosen to leave the DDRB to pursue other opportunities. She has only been with the program for a few months.
- The waitlist implementation effective July 1, 2019 due to DMH state budget limitations, continues to have a growing impact on individuals we support. To date, the DDRB has 15 people on the waiting list for a variety of services. Services include behavioral service, personal assistance, therapies, day services, respite, employment, transportation, and residential.
- Included in the Board packet was a frequently asked questions document, which Robyn created for the case managers to use when talking with families about the waitlist. This document provides a consistent message regarding steps that can be taken to educate legislators on the impact that lack of services can have on a family. In addition, case managers have been encouraging their families to invite legislators to their homes in order for them to meet their loved ones and share their story.

### **Finance Committee**

John Thaelke reviewed the September 3, 2019 Finance Committee minutes.

### **Program Committee**

Connie Tan reviewed the September 6, 2019 Program Committee minutes.

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

Heather Ward, Coalition president gave the St. Charles County Coalition Report which included the following:

- DSP Conference – The committee is in discussion on whether or not to hold the conference this year since the last one was just held in August.

- College of Direct Support – The College of Direct Support is being discontinued in the State of Missouri. A company called Relias will now be used and any agencies who were already participating in the College of Direct Supports will receive 2 years with Relias free.
- DSP Awards – The DSP Awards will be held directly before the November Board meeting at the DDRB.
- Goal Tracking – Heather showed the Board the new goal tracking sheet for the Coalition. Heather is hoping this will help the Coalition be more focused on their goals.

## **Old Business**

### **1. Building B/Parking Lot**

Wade Welch, Hoener Associates, Inc. presented two options for the parking lot expansion. During construction it was discovered that the plasticity in the soil was too high, needing additional materials and work to produce a parking lot that will last. To complete the original 73 added spots an additional \$96,800 would be needed. To only create 36 added spots an additional \$22,525 would be needed. The Board discussed adding additional funds of up to \$110,000, for the 73 spots, to the budget to guarantee the parking lot is completed in a timely manner.

**Jim Rhodes motioned to approve the Parking Lot Expansion Change Order for up \$110,000 to amend the FY2020 budget as presented. Sue Sharp seconded the motion. Motion passed unanimously.**

### **2. FY2020 Strategic Plan Approval**

Peg Capo presented the FY2020 Strategic Plan.

**Jim Rhodes motioned to approve FY2020 Strategic Plan as presented. Todd Gentry seconded the motion. Motion passed unanimously.**

## **New Business**

### **1. TREE House of Greater St. Louis FY2020 Contract & Emergency Request**

TREE House has is requesting to extend their unit rate of \$91.59 for the remainder of their FY2020 contract. This will include up to 2,420 units for a total budget of up to \$221,647.80. TREE House is also requesting an emergency line-item reimbursement request for new salaries and benefits up to \$150,000.

**Jim Rhodes motioned to approve the TREE House of Greater St. Louis FY2020 Contract Request for up \$221,647.80 at a \$91.59 unit rate as presented. Joe Barton seconded the motion. Motion passed unanimously.**

**Jim Rhodes motioned to approve the TREE House of Greater St. Louis Emergency Request for up to \$150,000 and to amend the FY2020 budget as presented. Sue Sharp seconded the motion. Motion passed unanimously.**

### **2. Direct Support Year 2**

#### **a. Community Living**

Community Living is requesting year two funding for the Direct Support Staffing Crisis. To complete FY2020 an additional \$14,472.08 is being requested. The original FY2020 budget included \$28,000. An FY2019 carry over was approved for \$13,527.92. The total FY2020 budget would be up to \$56,000.00

**Sue Sharp motioned to approve Community Living's Direct Support Year 2 request for up to \$14,472.08 and amend the FY2020 budget as presented. Jim Rhodes seconded the motion. Motion passed unanimously.**

**b. Easterseals Midwest**

Some changes have been made to the Easterseals Midwest request and will be presented at the October committee(s) and Board meetings.

**Dan Dozier motioned to table the Easterseals Midwest Direct Support Year 2 request until the October Board meeting as discussed. Jim Rhodes seconded the motion. Motion passed unanimously.**

**c. Emmaus Homes**

Emmaus Homes is requesting year two funding for the Direct Support Staffing Crisis of up to \$250,000.

**Jim Rhodes motioned to approve Emmaus Homes' Direct Support Year 2 request for up to \$250,000 and amend the FY2020 budget as presented. Connie Tan seconded the motion. Motion passed unanimously.**

**d. Willows Way**

Willows Way is requesting year two funding for the Direct Support Staffing Crisis. To complete FY2020 an additional \$33,212.52 is being requested. The original FY2020 budget included \$27,488.00. An FY2019 carry over was approved for \$4,275.48. The total FY2020 budget would be up to \$64,976.00.

**Jim Rhodes motioned to approve Willows Way's Direct Support Year 2 request for up to \$33,212.52 and amend the FY2020 budget as presented. Sue Sharp seconded the motion. Motion passed unanimously.**

**3. Tax Rate Resolution**

John read aloud resolution number FY20 09 01 pertaining the 2019 tax rate.

**Jim Rhodes motioned to adopt the tax rate at \$0.1279 per \$100 assessed property valuation for 2019 and to adopt resolution FY20 09 01 as read aloud. Dan Dozier seconded the motion. Motion passed unanimously.**

**4. Draft Policies**

**a. Case Management**

Peg Capo reviewed the 2019 Case Management Draft Policy changes. Case Management Policies will be presented to the Board in October for approval.

**No motion needed.**

**b. General Operations**

Peg Capo reviewed the 2019 General Operations Draft Policy changes. General Operations Policies will be presented to the Board in October for approval.

**No motion needed.**

**c. Human Resources & Job Descriptions**

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 October for approval.

**No motion needed.**

**Adjournment**

**Jim Rhodes motioned to adjourn. Todd Gentry seconded the motion. Motion passed unanimously.**

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