



Developmental Disabilities  
Resource Board of St. Charles County

1025 Country Club Road  
St. Charles, MO 63303  
636-939-3351  
Fax 636-939-3988  
www.ddrb.org

TO: Developmental Disabilities Resource Board of St. Charles County  
FROM: Peg Capo, Executive Director  
DATE: May 14, 2020  
MEETING: **Thursday, May 21, 2020 Board Meeting at 7:00 PM**  
**DDR B Office**  
**1025 Country Club Road**  
**St. Charles, MO 63303**

This agenda is posted at least 24-hours in advance of the Board Meeting.

### TENTATIVE AGENDA

Due to the closure of the DDRB office to the public on 3/17/2020, there will be no physical public access to the Board meeting. The public can, however, attend the meeting virtually by joining zoom via video conference:

<https://zoom.us/j/97693711030pwd=WHFkUEV5dFNCV3ZuQ2JxWTdNU1Npdz09>

Or by calling:

(646) 558-8656

(301) 715-8592

(312) 626-6799

(669) 900-9128

(253) 215 8782

(346) 248 7799

Meeting ID: 976 9371 1030

Password: 610304

#### Emergency Meeting:

**"In the event of an emergency, as defined in this section, where a quorum is not available to physically attend a regular or special meeting of the board, one or more board members may attend a meeting by video conference, telephone or comparable electronic communication, provided that the communication is audible to all attendees at the meeting and at least two members are physically present at the meeting. "Emergency" is defined as an unexpected occurrence or combination of circumstances calling for immediate action to prevent or mitigate loss or damage to persons or property, or essential public services, where the factual situation is such that there is actually a crisis or emergency which requires immediate action for the preservation of the public peace, property, health, safety or morals, or any ordinance fixing any tax rate or assessment. The attendance of any board member by telephone or electronic communication under such circumstances shall be counted toward the presence of a quorum, and any voted cast shall be counted as if the member were present. The nature of the emergency justifying the departure from the normal requirements shall be stated in the minutes." (DDR B By-Laws – Section 5.9)**

**DDR B Mission Statement:** *The DDR B is a leader, ensuring that individuals with developmental disabilities living in St. Charles County have quality opportunities and choices to be fully included in society.*

#### **Moment of Silent Reflection**

#### **Public Hearing: FY2021 Financial Projections and FY2021 Funding Requests**

**Public Announcements/Comments:** A Comment Card is required to address the Board.

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**Minutes of Board Meeting:** March 19, 2020

**Reports:** Finance: March and April 2020 Finance Reports  
Executive Director Report  
Case Management Director Report  
DDR B Committee Reports: None  
St. Charles County Coalition Report

**Old Business:**

None

**New Business:**

1. FY2020 Contracts Update
2. FY2020 Emergency Requests
  - A. United Services
  - B. Willows Way
3. FY2021 Funding Requests
  - A. FY2021 Budget/Core Requests
  - B. Project Search Request
  - C. New Project Request Summary
  - D. New Project – Direct Support Professional Staffing Crisis Year 3
  - E. Revised Budget Approval Timeline Discussion
4. 457 Plan Amendment Request
5. Annual CARF Conformance to Quality
6. DDRB IT Update and Next Steps

**Adjournment**

Submitted by: Peg Capo\_\_\_\_\_

FY2021 Preliminary

	FY2019			FY2020 Budget 02/28/2020				FY2021 Preliminary		
	Budget	Actual	Lapse %	Budget	Lapse % Budget	Projection with Lapse	Lapse % Projection	Requests	Projection	Lapse %
REVENUE						Lapse Projection 3/6/2020				
OPERATING										
Taxes	11,985,000	12,087,056	0.85%	12,550,000	0.00%	12,650,000	0.80%	12,550,000	12,550,000	0.00%
Targeted Case Management	6,376,320	4,378,073	31.34%	6,376,320	7.25%	4,236,102	-33.57%	6,376,320	5,000,000	-21.58%
State Funding	-	291,000	100.00%	291,000	0.00%	291,000	0.00%	294,500	294,500	0.00%
Interest	60,000	194,419	224.03%	125,000	0.00%	150,000	20.00%	150,000	150,000	0.00%
<b>TOTAL OPERATING</b>	<b>18,421,320</b>	<b>16,950,548</b>		<b>19,342,320</b>		<b>17,327,102</b>		<b>19,370,820</b>	<b>17,994,500</b>	
NON-OPERATING										
Rent	116,400	94,200	0.00%	90,600	0.00%	77,300	14.68%	90,600	90,600	0.00%
Miscellaneous	85,000	76,219	10.33%	85,000	0.00%	65,000	23.53%	85,000	76,219	-10.33%
<b>TOTAL NON-OPERATING</b>	<b>201,400</b>	<b>170,419</b>		<b>175,600</b>		<b>142,300</b>		<b>175,600</b>	<b>166,819</b>	
<b>TOTAL REVENUE</b>	<b>18,622,720</b>	<b>17,120,967</b>	<b>8.06%</b>	<b>19,517,920</b>		<b>17,469,402</b>	<b>10.50%</b>	<b>19,546,420</b>	<b>18,161,319</b>	<b>-7.09%</b>
OPERATING EXPENDITURES										
AGENCY OPERATIONS	12,324,403	10,481,441	14.95%	13,154,220	7.25%	11,529,081	12.35%	13,721,150	11,932,599	13.03%
Department of Mental Health	200,000	120,258	39.87%	150,000	10.00%	140,000	6.67%	*		
DDRB										
Case Management	5,363,886	3,773,737	29.65%	5,674,802	8.00%	4,099,168	27.77%	5,873,420	5,000,000	14.87%
Administration	986,380	950,226	3.67%	1,080,521	8.00%	994,600	7.95%	1,118,340	1,028,873	8.00%
<b>TOTAL DDRB OPERATIONS</b>	<b>6,350,266</b>	<b>4,723,963</b>	<b>25.61%</b>	<b>6,755,323</b>	<b>8.00%</b>	<b>5,093,768</b>	<b>24.60%</b>	<b>6,991,760</b>	<b>6,028,873</b>	<b>13.77%</b>
CAPITAL / ONE-TIME	997,058	966,369	3.08%	1,166,160	7.75%	1,000,000	14.25%	46,116	46,116	0.00%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>19,871,727</b>	<b>16,292,031</b>	<b>18.01%</b>	<b>21,225,703</b>		<b>17,762,849</b>	<b>16.31%</b>	<b>20,759,026</b>	<b>18,007,588</b>	<b>13.25%</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>(1,249,007)</b>	<b>828,936</b>		<b>(1,707,783)</b>		<b>(293,447)</b>		<b>(1,212,606)</b>	<b>153,731</b>	

\* this item included in agency operations



**DDR B of St. Charles County**

FY2021 Funding Requests  
2 Year Comparison

	<b>FY2020 Budget</b>	<b>FY2020 Consensus Projection</b>	<b>FY2020 Projected Lapse</b>	<b>FY2021 Funding Requests</b>	<b>% Variance from FY2021</b>
<b>Association on Aging with Developmental Disabilities</b>					
Retirement Group Supports	15,829.80	15,829.80	-	16,385.34	3.51%
Retirement Planning Individual	63,833.76	63,833.76	-	66,068.49	3.50%
<b>BCI</b>					
Benefits Specialist (FY2019 Pilot)	68,000.00	60,200.00	7,800.00	64,000.00	-5.88%
CES	135,323.00	46,025.00	89,298.00	-	-100.00%
Sheltered Workshop	1,125,540.00	1,125,540.00	-	1,203,493.40	6.93%
Skills Center (FY2019 Pilot)	143,106.00	61,000.00	82,106.00	77,775.00	-45.65%
Supported Employment	30,805.92	19,475.00	11,330.92	61,992.00	101.23%
Transition Employment Specialist (FY2020 Pilot)	43,750.00	43,750.00	-	68,000.00	55.43%
<b>Behavior Solutions</b>					
Respite	1,000.00	1,000.00	-	1,000.00	0.00%
Teaching Others To Teach	80,000.00	50,000.00	30,000.00	60,000.00	-25.00%
<b>Booneslick Regional Planning Council</b>					
MoRides Mobility Coordinator	28,000.00	28,000.00	-	26,500.00	-5.36%
<b>Caring Solutions</b>					
ISLA	180,702.08	60,000.00	120,702.08	180,683.37	-0.01%
<b>Community Living</b>					
Center Based Respite	144,959.80	144,959.80	-	163,860.00	13.04%
Consultative Behavior Support (FY2018 Pilot)	49,456.48	49,456.48	-	51,186.88	3.50%
IHR Administration	175,000.00	175,000.00	-	181,125.00	3.50%
In Home Respite ^	1,450,000.00	834,025.00	615,975.00	1,531,500.00	5.62%
ISLA	121,368.00	117,000.00	4,368.00	125,616.00	3.50%
Recreation	397,672.00	397,672.00	-	411,576.00	3.50%
Respite Care Home	356,139.00	356,139.00	-	368,604.00	3.50%
SOAR Teen Program	1,283,627.29	1,193,000.00	90,627.29	1,302,676.06	1.48%
Supported Employment	109,342.00	95,600.00	13,742.00	113,160.00	3.49%
<b>Department of Mental Health</b>					
Partnership for Hope	150,000.00	140,000.00	10,000.00	150,000.00	0.00%
<b>Disabled Athlete Sports Association</b>					
Sports Training	65,920.00	65,920.00	-	68,240.00	3.52%



**DDR B of St. Charles County**

FY2021 Funding Requests  
2 Year Comparison

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<b>Easterseals Midwest</b>					
Employment Access (FY2018 Pilot)	178,560.87	126,150.00	52,410.87	184,795.68	3.49%
ISLA	246,503.84	191,500.00	55,003.84	246,503.84	0.00%
PEERS (FY2019 Pilot)	15,042.96	3,900.00	11,142.96	15,569.28	3.50%
Project Search High School	66,293.99	66,293.99	-	85,786.00	29.40%
STEP Transportation	12,731.00	12,731.00	-	81,816.00	542.65%
Supported Employment	123,604.00	112,000.00	11,604.00	123,025.00	-0.47%
Youth STEP	286,430.00	286,430.00	-	278,079.00	-2.92%
<b>Emmaus Homes, Inc.</b>					
LINK	89,454.00	77,000.00	12,454.00	89,454.00	0.00%
<b>Family Advocacy and Community Training</b>					
Advocacy	452,432.54	432,844.00	19,588.54	468,315.94	3.51%
Family Support Partner (FY2015 Pilot)	751,274.60	684,400.00	66,874.60	773,430.00	2.95%
Family Support Partner STL County Pass-Through	84,000.00	85,250.00	(1,250.00)	85,250.00	1.49%
People First/Self Advocacy	65,000.00	65,000.00	-	67,950.00	4.54%
<b>Family Forward</b>					
Facility Based Medical	104,764.00	61,906.00	42,858.00	108,416.00	3.49%
Family Support & Education (FY2015 Pilot)	31,547.50	19,000.00	12,547.50	-	-100.00%
<b>Fort Zumwalt School District</b>					
Preschool Childcare	56,000.00	-	56,000.00	25,004.07	-55.35%
<b>Francis Howell School District</b>					
Camp Breaks/Summer	-	-	-	234,127.53	
Child Care Before/After	-	-	-	166,592.79	
Preschool Childcare	345,532.00	345,532.00	-	49,524.93	-85.67%
<b>Gateway Region YMCA</b>					
Before and After School	-	-	-	7,002.45	100.00%
Day Camp	50,000.00	50,000.00	-	22,760.01	-54.48%
<b>ITN</b>					
Employment Trans. Compensation (FY2016 Pilot)	24,377.60	24,377.60	-	26,499.20	8.70%
Employment Trans. Mileage (FY2016 Pilot)	12,437.00	12,437.00	-	13,494.28	8.50%
Transportation Grant Match (Community Programs)	5,000.00	5,000.00	-	7,000.00	40.00%



**DDR B of St. Charles County**

FY2021 Funding Requests  
2 Year Comparison

	<b>FY2020 Budget</b>	<b>FY2020 Consensus Projection</b>	<b>FY2020 Projected Lapse</b>	<b>FY2021 Funding Requests</b>	<b>% Variance from FY2021</b>
<b>LifeBridge Partnership</b>					
Sports Summer Camp	26,118.00	26,118.00	-	27,031.50	3.50%
<b>MERS/Missouri Goodwill Industries</b>					
Supported Employment	91,120.00	91,120.00	-	91,120.00	0.00%
<b>Options for Justice</b>					
Advocacy	83,222.00	83,222.00	-	125,717.00	51.06%
<b>Orchard Farm School District</b>					
Before/After Care	-	-	-	23,587.20	
Preschool Child Care	70,000.00	3,000.00	67,000.00	58,968.00	-15.76%
<b>Pathways to Independence</b>					
Skills Development	60,953.25	52,153.00	8,800.25	120,317.98	97.39%
<b>Preferred Family Healthcare</b>					
Supported Employment	33,232.00	16,805.00	16,427.00	27,516.00	-17.20%
<b>Recreation Council</b>					
Adventure Experience	-	-	-	7,452.00	100.00%
Community Access Recreation Experience	61,200.00	61,200.00	-	34,052.00	-44.36%
Information & Referral	79,018.00	79,018.00	-	81,783.00	3.50%
Mini-Camp	-	-	-	1,138.00	100.00%
Parks & Recreation Partnership	58,581.00	58,581.00	-	60,631.00	3.50%
Personal Care Attendant	10,609.00	5,609.00	5,000.00	10,772.00	1.54%
Summer Overnight Camp	-	-	-	20,700.00	100.00%
<b>ShowMe Aquatics</b>					
Aqua-Ability - Reimbursement	301,153.18	301,153.00	0.18	311,691.00	3.50%
<b>St. Charles Coalition of Service Providers</b>					
AAIM Membership Dues	2,600.00	2,600.00	-	2,600.00	0.00%
DSP Event	2,500.00	2,500.00	-	2,500.00	0.00%
Legislative Consultation	24,000.00	24,000.00	-	24,000.00	0.00%
<b>St. Charles Community College</b>					
Direct Support Annual Conference	17,057.00	8,402.00	8,655.00	8,655.00	-49.26%



**DDR B of St. Charles County**

FY2021 Funding Requests  
2 Year Comparison

	<b>FY2020 Budget</b>	<b>FY2020 Consensus Projection</b>	<b>FY2020 Projected Lapse</b>	<b>FY2021 Funding Requests</b>	<b>% Variance from FY2021</b>
<b>St. Louis Arc, Inc.</b>					
Employment Training (FY2017 Pilot)	105,054.17	65,000.00	40,054.17	108,723.30	3.49%
Supported Employment	72,229.68	55,900.00	16,329.68	74,752.92	3.49%
<b>St. Louis Crisis Nursery</b>					
Facility Based Support	11,242.20	11,242.20	-	11,635.00	3.49%
<b>The Center for Head Injury Services</b>					
Adaptive Equipment	250,000.00	225,000.00	25,000.00	250,000.00	0.00%
Adaptive Equipment Admin	111,219.00	111,219.00	-	149,290.00	34.23%
Assessments	33,022.80	16,511.00	16,511.80	-	AE Admin in FY2021
Community Support Services (FY2016 Pilot)	73,123.20	73,123.20	-	89,510.40	22.41%
Community Support Services - Assessment	-	-	-	13,209.12	100.00%
Employment Training (FY2016 Pilot)	113,520.00	75,000.00	38,520.00	117,504.00	3.51%
Supported Employment	47,910.24	31,000.00	16,910.24	31,038.89	-35.21%
<b>TREE HOUSE of Greater St. Louis</b>					
Equine Therapy	221,647.80	175,000.00	46,647.80	-	-100.00%
Equine Therapy - Reimbursement	150,000.00	75,000.00	75,000.00	384,655.00	156.44%
<b>UCP Heartland</b>					
Supported Employment	12,835.80	11,000.00	1,835.80	13,087.20	1.96%
Talent Connect (FY2016 Pilot)	30,677.01	6,000.00	24,677.01	31,274.04	1.95%
<b>United Services, Inc.</b>					
Early Intervention	755,355.00	755,355.00	-	781,773.00	3.50%
Family Support	13,568.00	13,568.00	-	14,044.00	3.51%
High Intensive Early Intervention	129,860.00	74,860.00	55,000.00	134,440.00	3.53%
<b>Willows Way, Inc.</b>					
ISLA	713,720.00	663,760.00	49,960.00	738,640.00	3.49%
Project Heart	88,884.57	88,884.57	-	91,995.00	3.50%
<b>Community Programs</b>					
Conference Stipend	12,000.00	12,000.00	-	12,000.00	0.00%
Emergency Housing Assistance	28,000.00	28,000.00	-	28,000.00	0.00%
IDD Help	30,000.00	20,000.00	10,000.00	30,000.00	0.00%
Library	16,000.00	16,000.00	-	16,000.00	0.00%
Start-Up	115,000.00	100,000.00	15,000.00	115,000.00	0.00%
Transportation Stipends	41,000.00	35,000.00	6,000.00	41,000.00	0.00%
Vehicles	100,000.00	100,000.00	-	100,000.00	0.00%
<b>Total Community Programs</b>	<b>342,000.00</b>	<b>311,000.00</b>	<b>31,000.00</b>	<b>342,000.00</b>	<b>0.00%</b>



## DDR B of St. Charles County

FY2021 Funding Requests  
2 Year Comparison

	FY2020 Budget	FY2020 Consensus Projection	FY2020 Projected Lapse	FY2021 Funding Requests	% Variance from FY2021
<b>Other</b>					
DDR B Owned Home Maintenance	100,000.00	100,000.00	-	100,000.00	0.00%
Investment Fees	15,000.00	10,000.00	5,000.00	15,000.00	0.00%
Pilot Projects	-	-	-	-	
<i>Child Care Budget vs. Agency(s) Request</i>	-	100,000.00	(100,000.00)	(47,780.98)	
<i>ISLA Budget vs. Agency(s) Request</i>	(162,293.92)	-	(162,293.92)	(152,943.21)	
<i>Supported Employment Budget vs. Agency(s) Request</i>	(66,079.64)	-	(66,079.64)	(64,767.01)	
<b>Total Operations</b>	13,304,220.37	11,669,081.40	1,635,138.97	13,721,149.89	3.13%
<b>Total DDR B Operations</b>	6,755,323.00	5,093,768.00	1,661,555.00	6,991,760.00	3.50%
<b>Capital/One-Time</b>	1,166,159.73	1,000,000.00	166,159.73	46,116.00	-96.05%
<b>Total Expenses</b>	21,225,703.10	17,762,849.40	3,462,853.70	20,759,025.89	-2.20%
Child Care DDR B Budget	521,532.00	498,532.00	23,000.00	539,786.00	3.50%
Child Care Agency(s) Total Request/Projection	521,532.00	498,532.00	23,000.00	587,566.98	12.66%
Budget as % of Requests	100.00%			91.87%	
ISLA DDR B Budget	1,100,000.00	1,100,000.00	-	1,138,500.00	3.50%
ISLA Agency(s) Total Request/Projection	1,262,293.92	1,032,260.00	230,033.92	1,291,443.21	2.31%
Budget as % of Requests	87.14%			88.16%	
Supported Employment DDR B Budget	455,000.00	455,000.00	-	470,925.00	3.50%
Supported Employment Agency(s) Total Request/Projection	521,079.64	432,900.00	88,179.64	535,692.01	2.80%
Budget as % of Requests	87.32%			87.91%	

^ \$550,000 Emergency Funding authorized at the 3/19/20 Board meeting included in both the budget and the projection.