

Developmental Disabilities Resource Board of St. Charles County  
Board Meeting Minutes  
February 20, 2020

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

**Members Present:**

Dan Dozier, Missy Fallert, Bryon Hale, Mike Mahoney, Jim Rhodes, Sue Sharp and Connie Tan

**Members Absent:**

Joe Barton and Todd Gentry

**Mission Moment:**

Judy Naeger, DDRB Transition Liaison, introduced her customer, Ryan. Ryan has been on Judy's caseload since 2006 when he was in High School. After High School, Ryan had In-home personal assistance and behavior services. Ryan eventually moved into a supported living situation. One of the direct support professionals in the home, Tori, became fast friends with Ryan. Tori left the agency but continued her friendship with Ryan. After some issues with his supported living arrangement, Ryan's mom made a comment to Judy, "I wish he could just live with Tori." Tori agreed to this and became a host home. The living arrangement has worked out so well that they plan to go on a family cruise this year when previously that would not have been possible due to Ryan's behaviors.

**Public Comments and Announcements:**

Dr. Rachel Morgan, Founder of Adam Morgan Foundation, gave an overview of her agency and its future. Dr. Morgan stated there is a need for technology education, for individuals with developmental disabilities, as society becomes more technology dependent. Dr. Morgan requested information on how to submit a Letter of Intent for FY2021 consideration.

**Minutes of Board Meeting:**

**Bryon Hale motioned to approve the January 16, 2020 Board meeting minutes with corrections. Missy Fallert seconded the motion. Motion passed unanimously.**

**Finance Director's Report:**

John Thaelke's January 2020 Finance Report included the following:

**FY20 Revenue**

Tax Revenue has been collected for FY2020 but not yet distributed to the DDRB. The amount actually received in January was \$126,000. An additional \$11.4 million has been collected and will be received in February. Based on historical receipt patterns the DDRB should meet the FY2020 revenue budget. The Finance Committee and the Board will be updated as additional information is received.

**FY20 Expenses**

Expenses are comparable to prior year with the exception of Capital/One-Time. It is higher in FY2020 due to the completion of Building B. Six-month financial reports have just been received. A detailed projection will be presented at the March Finance Committee and Board meetings.

**Bryon Hale motioned to accept the January 2020 Finance Report as presented. Missy Fallert seconded the motion. Motion passed unanimously.**

### **Executive Director Report**

Peg Capo's Executive Director Report included the following:

#### **Legislative Update**

The House Budget Committee and the Senate Appropriations Committee reviewed the DMH budget. Highlights from the presentation included DD Waitlist Elimination of \$22.1M (\$7.7M General Revenue), DD Utilization Increase of \$57.5M (\$19.9M GR) to prevent the need for Waitlist in FY2021 and DD Rate Standardization Increase of \$58.3M (\$20M GR) to increase provider rates.

Multiple bills relating to growth in assessment for property taxes have been filed. John is keeping track of those that move forward to anticipate the impact they may have on DDRB tax revenue and will be reporting this information to the Finance Committee and Board.

#### **Legislative Days**

MACDDS held a Day at the Capitol on Tuesday, February 11. Appointments were scheduled with Senators and Representatives for our respective counties. Becky Herschbach and Peg jointly visited Senators Bob Onder and Bill Eigel. They also met with Senator Jill Schupp's Legislative Assistant. All were very supportive of our legislative priorities.

While at the Capitol, Peg had the opportunity to attend a Senate Ways and Means Committee Hearing that included discussion of several property tax assessment bills. Both Senators Onder and Eigel serve on this committee and support caps on assessment increases. The committee will attempt to work on a bill that proposes a cap and incorporates the ideas from several bills. The movement on this issue will continue to be monitored.

The St. Charles County Coalition Legislative Day scheduled for February 5 was cancelled due to weather. The Coalition has decided to participate in the Disability Rights Day at the Capitol on March 11.

#### **Alliance Funding Request Update**

All DDRB-funded agencies submitted service profiles for funded services by the January 29 deadline. They are being reviewed and approved by Program Staff. Once the service profiles are approved, the agencies are able to prepare and submit their FY2021 Funding Requests. The final deadline for all Funding Requests (including all Corporate Information) is February 28 at noon.

The implementation has been a learning experience and staff are excited to share more information with the Board at the Board Kick Off meeting in April.

### **Case Management Director Report**

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

- The case management program is currently serving 1,256 customers.
- Robyn announced, Andrea Gabaldon and Jeanette Ackerman started with the program as Case Managers on February 10. Both hires bring a diversity of experience to the team. With the addition of these two new staff, we will reach capacity with our current teams. Interviews to add an additional supervisor for a fifth team will be announced soon.
- Rick Conaway, who has been a Case Manager with the program for almost six years, officially retired on February 14. Rick has been a huge asset to the program with his years of experience in the field and the rapport he has established over the years with his customers. Most recently, Rick offered to extend his retirement date to help out the program during a time of staff transition. Rick met with all

new intakes to the program to assess current needs, develop a plan and connect to services. Many customers were in urgent or crisis situations requiring Rick's expertise to assure the family was connected to resources. The benefits of his role were crucial to the successful transition to a permanent case manager.

- The waitlist for individuals needing critical services continues to grow. There are currently eight individuals on the residential waitlist that are scored a 12 (which is the most critical need). There are 27 more individuals on the waitlist for other services such as day services, transportation, etc. Of the 27 individuals on the waitlist, five are scored a 12.

### **Finance Committee**

Bryon Hale reviewed the February 4, 2020 Finance Committee minutes.

### **Human Resource Committee**

Peg Capo reviewed items discussed at the Human Resource Committee meeting held directly before the Board meeting.

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

Peg Capo presented the submitted St. Charles County Coalition Report, which included the following:

- Our presenter was Tree House who provided an in-depth update on their services and current growth areas.
- Discussion was held around continuation of offering an annual AAIM training with topics that typically consist of skills for new supervisors to mid-management, HR topics, and more. The cost to provide this training has risen significantly and it was suggested that the Coalition could sponsor a training without the help of AAIM representatives and while accomplishing same goal.
- Legislative Actions: A planned trip to the capital Feb. 5 was cancelled due to inclement weather and changes to legislator's schedules. After consultation with Bill Gamble's office the Coalition will be attending Disability Right's Day at the Capital on March 11.
- Programming Committee: For the months of March and April we will be showcasing agency updates.
- Training Committee: A survey will be sent out to members to explore possible training topics in place of the AAIM training, RSVPs are still be accepted for the DSP Conference which is March 18-19.
- Other Updates: A Happy Hour event was held on January 23 for current and perspective members, another event will be planned for the month of April. A Facebook page was created to help promote Coalition activities in hopes of attracting new members and make event sharing easier

### **Committee Appointments**

Jim Rhodes appointed Board members to the following committees:

#### Finance Committee

Bryon Hale (Chair)  
Dan Dozier  
Mike Mahoney

Human Resource Committee

Sue Sharp (Chair)  
Dan Dozier  
Missy Fallert

Program Committee

Connie Tan (Chair)  
Joe Barton  
Missy Fallert  
Todd Gentry  
Sue Sharp

**Old Business**

**1. Draft 2020 Accessibility Plan Approval**

Peg Capo presented the Draft 2020 Accessibility Plan, the plan will come before the Board for approval at the March Board meeting.

**No motion needed.**

**2. 2020 Cultural Competency & Diversity Plan Approval**

Vicki Amsinger presented the 2020 Cultural Competency & Diversity Plan for final approval, there were no changes since the January Board meeting.

**Bryon Hale motioned to approve the 2020 Cultural Competency & Diversity Plan as presented. Sue Sharp seconded the motion. Motion passed unanimously.**

**3. 2020 Human Resource & Succession Plan Approval**

Vicki Amsinger presented the 2020 Human Resource Plan for final approval, there were no changes since the January Board meeting. Vicki Amsinger presented the 2020 Succession Plan for approval, there were no changes since the 2020 Succession Plan.

**Missy Fallert motioned to approve the 2020 Human Resource Plan as presented. Bryon Hale seconded the motion. Motion passed unanimously.**

**Bryon Hale motioned to approve the 2020 Succession Plan as presented. Sue Sharp seconded the motion. Motion passed unanimously.**

**4. 2020 Risk Management Plan Approval**

John Thaelke presented the 2020 Risk Management Plan for final approval, there were no changes since the January Board meeting.

**Dan Dozier motioned to approve the 2020 Risk Management Plan as presented. Missy Fallert seconded the motion. Motion passed unanimously.**

**5. 2020 Technology & Systems Plan Approval**

John Thaelke presented the 2020 Technology Plan for final approval, there have been no changes since the January Board meeting.

**Connie Tan motioned to approve the 2020 Technology Plan as presented. Sue Sharp seconded the motion. Motion passed unanimously.**

**New Business**

**1. Community Living – SOAR Program Request**

Community Living is requesting a change in the SOAR program eligibility. Community Living would like to expand eligibility to allow individuals to use the SOAR program the summer following graduation. This will allow time for adult services to be put in place. Currently, individuals are eligible for the SOAR program until graduation.

**Jim Rhodes motioned to approve the Community Living – SOAR Program Request as presented. Bryon Hale seconded the motion. Motion passed unanimously.**

**2. St. Peters Change Order**

The St. Peters Home will require a change order to meet the needs of the project. The Finance Director will be approving the work to be done using current DDRB Housing budgeted funds. A final cost for the change order has not yet been received.

**Dan Dozier motioned to table St. Peters Change Order until the March 19, 2020 Board meeting. Missy Fallert seconded the motion. Motion passed unanimously.**

**Adjournment**

**Bryon Hale motioned to adjourn. Missy Fallert seconded the motion. Motion passed unanimously.**

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