

Developmental Disabilities Resource Board of St. Charles County
Board Meeting Minutes
March 19, 2020

The Board meeting was held at the DDRB Office, 1025 Country Club Road, St. Charles, MO 63303. Due to the closure of the DDRB Office to the public on March 17, 2020 there was no physical public access to the Board meeting. The public was able to access the meeting through the conference call numbers and meeting id provided on the agenda. The agenda was posted to the DDRB website in accordance to Missouri Sunshine Laws.

This Board meeting is considered an emergency Board meeting as outlined in the DDRB By-Laws.

"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." (DDRB By-Laws – Section 5.9)

Jim Rhodes, DDRB President, called the meeting to order at 7:15 p.m. with a moment of silent reflection.

Members Present:

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

Members Absent:

None

Three DDRB staff members and 16 members of the public were in attendance via conference call.

Mission Moment:

Peg Capo shared a mission moment about the reaction of agencies to the COVID-19 pandemic crisis. Today providers were on a conference call about sharing direct support staff. The providers have made a list of employees and their qualifications to help share the burden of 1) the Direct Support Staffing Crisis and 2) the COVID-19 crisis which has caused many agencies to suspend any non-critical programs. The way the agencies have come together really shows the strength our county has in using partnerships through these difficult times.

Public Comments and Announcements:

None

Minutes of Board Meeting:

Bryon Hale motioned to approve the February 20, 2020 Board meeting minutes with corrections. Missy Fallert seconded the motion. Motion passed unanimously.

Finance Director's Report:

John Thoenke's February 2020 Finance Report included the following:

FY20 Revenue

Based on John's preliminary review of revenues it appears that tax the revenue budgeted for FY2020 will be met. Case Management revenue will be less than the budget since the fifth team has not been hired and additional training was needed for new hires.

FY20 Expenses

Based on John's preliminary review of expenses it appears lapse will be slightly higher than budgeted. This amount will change once John is able to include agency estimates of lapse with John's initial projections. The Board and Finance Committee will receive updates regarding projected lapse during the FY2021 funding cycle.

Bryon Hale motioned to accept the February 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:

Service Continuity for Individuals with Developmental Disabilities

As of today, most non-essential services have been suspended. For Medicaid-funded services, the Division of Developmental Disabilities is releasing guidance on delivery of services as it is developed. They have created a space on their website (www.dmh.gov) for current information and are holding weekly webinars with updates and responses to questions.

Case Management services must be delivered remotely to avoid face-to-face contact. The DDRB team has made this transition and established communication strategies to continue to provide support as needed.

Locally, the St. Charles and St. Louis Coalitions are working together to get information out on staffing needs, so that staff who are temporarily unable to work can shift to where the needs are. Heather Ward, the current St. Charles County Coalition President has taken the lead on this initiative.

DDRB Operations

The DDRB office closed to the public on Wednesday, March 18. As of Monday, March 23, all DDRB staff will be working remotely. Periodically, as allowed, some staff will conduct limited essential business at the office. For the few employees who have limited work options from home we are working with them to ensure that they are able to receive full pay at this time. For example, the DDRB has enrolled in an online training program that has hundreds of online developmental disabilities trainings.

The April 7 election has been postponed to June 2. The DDRB was in the process of selecting a new cleaning service and have added the option for a higher level of cleaning after highly-attended public events, such as elections.

Funding Cycle and DDRB Meetings

At this time, the dates of the upcoming Funding Cycle and regularly- scheduled Board meetings are not changing. Staff is however exploring remote options. Peg is in contact with the DDRB attorney Laird Hetlage, to ensure compliance with our By-Laws and the Sunshine Law.

Case Management Director Report

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

- Robyn announced that there were two case managers that joined the team. Kristina Haag began on February 24 and Anastasia Coker on March 16. Shay Clark resigned her last day with the program was February 23.
- The Case Management program was notified the MMAC (Missouri Medicaid Audit Compliance) unit would come on March 10. The audit consisted of a random review of 30 customer files to assure that all waiver documentation and billing to Medicaid is present and accurate. This unit has been completing reviews for several years now and slowly began to head to the St. Charles County area. Many of our colleagues have experienced an MMAC audit in the last few years.
- Robyn, Peg and Kathy were asked to present to the St. Charles County – St. Louis chapter of LASE (Local Administration of Special Education) on the topic of transition. Included in the panel were representatives from Vocational Rehabilitation and Division of Developmental Disabilities. It was a very productive conversation about eligibility, system processes and case management services.
- As the case management program continues to grow, it is time to add a fifth team of case managers. Interviews have been conducted for the supervisor position. Based on the success of the pilot project to have an experienced case manager triage intakes, that role has been extended. This will be an existing Case Manager II with a shift in duties. This person will have a small caseload based on workload and continue to be able to bill for delivered services until the customer is transferred to a permanent case manager. A Case Manager position from the current budget will be utilized to fill this position.

Finance Committee

Bryon Hale reviewed the March 3, 2020 Finance Committee minutes.

Human Resource Committee

Sue Sharp reviewed the February 20, 2020 Human Resource Committee minutes.

Program Committee

Connie Tan reviewed the March 5, 2020 Program Committee minutes.

St. Charles County Coalition Report

Heather Ward presented the St. Charles County Coalition Report via conference call, which included the following:

Presentation/Discussion Topic: Starkloff Disability Institute

The Dream Big Camp is for 14-21 years old individuals. The DREAM BIG program strives to empower college and technical school-bound youth with disabilities to dream big for their future. The program aims to show students that they can do many things that their non-disabled peers can do, and they should not limit their career goals.

Reports

1. Legislative Committee – Members of the St. Charles and St. Louis Coalitions visited with legislators at the Capitol on March 11. It was a highly successful visit as members were able to speak with many representatives and discuss the Coalition's legislative priorities.
2. Training Committee –
 - a. The Direct Support Professionals Conference was postponed with dates to be determined.

- b. The Committee has decided not to do an AAIM training due to the increasing costs. However, Vicki Amsinger, DDRB's Human Resource Director will do a training. Coalition members are being surveyed to determine the training topic
3. Membership and Officers – A membership kick-off is tentative to begin in April with activities including a happy hour. Updated Coalition brochures/marketing materials will be available. Nominations for FY2021 officers and committee chairs are being accepted.
4. Other Business -
 - a. Discussion was held about how summer programming and camps are adjusting to later school start dates. Most agencies are preparing to keep their summer schedule as originally planned and are not able to cover the extended summer due to the lack of direct support professionals. Most college students return to school mid-August. A few agencies are interested in working together to “share” direct support staff and run services jointly to provide coverage.
 - b. A conference call took place today for providers to discuss opportunities to direct support professionals who are not working due to service suspension to temporarily assist agencies who have open staff hours.

Old Business

1. 2020 Accessibility Plan Approval

Peg Capo presented the 2020 Accessibility Plan for approval. There have been no changes since the February Board meeting.

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

2. St. Peters House Renovation Change Order

John Thaelke presented the final change order total of \$6,904. The change order is for work needed that was unknown at the time of the original bid. The funding for this project is from the DDRB Reserves – Committed for Housing.

Dan Dozier motioned to approve the St. Peters House Renovation Change Order for \$6,904.00 and to amend the FY2020 budget as presented. Bryon Hale seconded the motion. Motion passed unanimously.

New Business

1. Partner Agency Emergency Support Request

Due to the COVID-19 pandemic crisis the needs of our agencies and individuals served may change or fluctuate depending on the service provided. DDRB staff is recommending the following items in order to support the agencies, individuals and direct support staff in this rapidly changing environment:

- a. DDRB staff to have the temporary authority to modify service guidelines to adapt service delivery, when possible and on an as needed basis.
- b. Purchase of Service contracts to be moved to Reimbursement contracts, temporarily and as needed, so agencies can maintain staff and infrastructure of their organizations.
- c. The Board to be open to emergency requests to fund unanticipated needs directly related to the COVID-19 crisis.

The recommendations would be a temporary change to funding structure through FY2020. The Board may need to extend some or all of the recommendations into FY2021.

Connie Tan motioned to approve the Partner Agency Emergency Support Request as presented. Sue Sharp seconded the motion. Motion passed unanimously.

2. ShowMe Aquatics & Fitness FY2019 Audited Unit Rate Review

In January 2019, the DDRB reviewed ShowMe Aquatics & Fitness FY2018 audited unit cost, which resulted in a payback requirement of \$25,669.53. The DDRB required the Medicaid unit reimbursement rate be reduced from \$135.00 to \$88.00 starting in February 2019 and for a FY2019 audit unit rate review to be conducted. Based on the FY2019 audited unit rate review, the reduction in the contracted rate resulted in an underpayment to ShowMe Aquatics of \$3,905.18. The Finance Committee recommended applying the FY2019 underpayment to the outstanding FY2018 overpayment. This would result in a balance due of \$13,014 on February 28, 2020 from ShowMe Aquatics & Fitness to DDRB.

Bryon Hale motioned to approve the ShowMe Aquatics & Fitness FY2019 Audited Unit Rate Review underpayment as presented. Missy Fallert seconded the motion. Motion passed unanimously.

3. Preliminary 2020 Tax Rate

John Thaelke presented the 2020 Preliminary Tax Rate recommended by the Finance Committee of .1279 per \$100 assessed. The tax rate will be set in September 2020.

Bryon Hale motioned to approve the 2020 Preliminary Tax Rate at .1279 as presented. Sue Sharp seconded the motion. Motion passed unanimously.

4. DDRB FY2019 Annual Report

The FY2019 Annual Report was presented.

Bryon Hale motioned to approve FY2019 Annual Report as presented. 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 _____