

Developmental Disabilities Resource Board of St. Charles County
Board Meeting Minutes
June 18, 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, 2019 there was no physical public access to the Board meeting. The public was able to access the meeting through the video conference link and conference call numbers 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. The nature of the emergency is the COVID-19 pandemic.

"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 7:00 p.m. with a moment of silent reflection.

Attendance of members present physically and via electronic communication was taken. A roll call vote was taken for each motion to note the Board members present for each action.

Members Physically Present:

Dan Dozier, Mike Mahoney and Jim Rhodes

Members Present via Electronic Communication:

Todd Gentry and Bryon Hale

Members Absent:

Joe Barton, Missy Fallert, Sue Sharp and Connie Tan

Public Comments and Announcements:

None

Minutes of Board Meeting:

Mike Mahoney motioned to accept the May 21, 2020 Board meeting minutes as presented. Dan Dozier seconded the motion. Motion passed unanimously. A roll call of members was taken: Dan Dozier, yes; Todd Gentry, yes; Bryon Hale, yes; Mike Mahoney, yes; Jim Rhodes, yes.

Finance Director's Report:

John Thaelke's May 2020 Financial Report included the following:

FY20 Revenue

Taxes: Tax revenue continues to come in and the DDRB should meet the budgeted revenue.

Case Management Billings: The DDRB received February and available March revenue in May. John is working with the insurance company to determine the amount that the DDRB might receive for March and April billings that were not made due to the ransomware event.

Other: State Funding has been requested and all other revenue remains consistent with current projections.

FY20 Expenses

Agency Operations projections have been amended based on discussion with agencies. A few programs have slightly higher than projected expenses due to actual services provided in February and March. A detailed comparison of FY2020 projections was included in the Board Packet. Administration and Case Management expenses were fairly consistent.

Mike Mahoney motioned to accept the June 2020 Finance Report as presented. Dan Dozier seconded the motion. Motion passed unanimously. A roll call of members was taken: Dan Dozier, yes; Todd Gentry, yes; Bryon Hale, yes; Mike Mahoney, yes; Jim Rhodes, yes.

Executive Director Report

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

DDRB staff are committed to the DDRB mission and work tirelessly every day to ensure that the individuals supported and our partner agencies have what they need to ensure that quality opportunities and choices for full inclusion are available in St. Charles County. The staff have been able to overcome significant challenges to help secure services our customers need and provide flexibility to our partner agencies to ensure the continuity of the service infrastructure. The recovery from the COVID-19 pandemic and the resultant economic downturn will take lots of time, patience and grace.

IT Update

The electronic records system (Laserfiche) is fully functioning. The support team was able to import documents from our server into the database in a much simpler way than expected. Unfortunately, the case management logging and billing system (MoEdi), which was moved to a cloud-based system for security reasons, suffered a second ransomware attack on May 29. This attack affected several other county boards, as well. Case managers are continuing to document services through an alternative method created during the previous shut-down. It is hopeful that they can be used to bill for services when the system is restored. At this time, there is not a projected restoration date.

DDRB staff are working with our new partners at Datotel to ensure our systems are operating as efficiently and safely as possible. Over the next several weeks, all high priority items on their recent assessment will be addressed. Additionally, their service desk team have been utilized to address issues as they emerge. Datotel has been timely and responsive to requests that include: computer doesn't work, preparing back-up computers for emergency use, and increasing the speed of the DDRB's VPN so that employees working remotely can retrieve important documents in a timely manner. They are also advising on the MoEdi shut-down.

Return to Office

The DDRB Leadership Team is working on a plan to allow a limited number of staff to return to work at the office. Staff are encouraged continue to work from home if possible to fulfill their jobs. Some staff have requested to return to the office for specific reasons – efficiency, access to documents or materials only available at the office. Our plan will ensure social distancing and safety of returnees.

Cultural Competency Committee: Racial Equity

The DDRB Cultural Competency Committee is leading an initiative to assess the DDRB's performance on issues of racial equity both as an employer and as a provider of support to individuals of color and partner agencies. The plan is to take advantage of this time and opportunity to educate ourselves and evaluate our practices.

Partnership with St. Charles County Public Health Department

Peg continues to have weekly phone calls with the Public Health Team and large residential agencies. The team has helped agencies to access testing and is working on a plan to distribute PPE to agencies in need.

Case Management Director Report

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

- Technology supports continue to be at the forefront of the case management program's operations. Access lost was regained to the electronic records system on June 1. However, on Friday May 29, the team lost access to MoEdi again through an unrelated ransomware attack on the cloud-based system. MoEdi is the program used to document services provided to customers and bill Medicaid for those services. The process used during the last time access was lost, was immediately reinstated. It involved the creation of a folder within our e-mail system that would date stamp entries for the purpose of billing.
- It is that time of year when DDRB sends out annual customer satisfaction surveys. DDRB is in the process of sending out surveys to all the customers served through the Case Management Program. Results will be included in the program's end of the year report at the August Board meeting.
- Robyn was recently asked by the Division of Developmental Disabilities to participate in a newly created task force. This task force is a collaboration between area hospital staff, residential service providers and Division representatives. Its purpose is to discuss transition processes between residential providers and hospitals during this time of COVID. Conversations include transition criteria to return individuals to their homes and processes to enhance communication between the entire planning team during the time of discharge.
- The Case Management Leadership Team is having preliminary discussions around protocols for visits with customers. Phase one of this process would be to identify anyone who Case Managers feel could benefit from a face to face visit, potentially outside with social distancing, to visibly check in with the individual. The Division has not informed us as to when the face to face visit requirement will be reinstated. It does not appear that this requirement will resume any time soon.

Committee Reports:

John Thaelke gave a review of items discussed at the June 16, 2020 Finance Committee meeting. Items discussed at the meeting were: Case Management Update and FY2021 Projections.

St. Charles County Coalition Report

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

Presentation/Discussion Topic: The Coalition discussed transition plans for returning to face to face services. The group had the opportunity to discuss plans, challenges, and successes with returning to office and face to face services.

Reports

1. Legislative Committee: The Coalition continues as the Governor announced another set of withholds and there have not been any federal dollars to help our agencies. The Coalition will continue to work with Bill Gamble who is not raising his rate. More details will follow.
2. Training Committee:
 - a. Vicky Amsinger from DDRB led a one-hour training June 1 on "Managing Remotely" and about 36 people attended.
 - b. Regarding AAIM, members of the Alliance discussed options to continue providing this service to funded agencies instead of the Coalition and DDRB.
3. Membership and Officers: A FY2021 membership kick-off has begun. The slate of officers for FY2021 are:
 - a. President - Heather Ward
 - b. President Elect - Suzanne Yardley
 - c. Treasurer - Michelle Peters
 - d. Secretary - Heather Lytle
 - e. Legislative Chair - Austin Hayden
 - f. Training Chair - Jessie Hautly
 - g. Program Chair - OPEN
4. Collaboration with St. Louis Coalition
 - a. Conversations are continuing between executive committees to complete a formal merger.
 - b. Legislative Committees will be merging.

Next meeting: No meeting in July.

Old Business

None

New Business

1. 401a Plan Amendment

The DDRB's retirement plan consists of two distinct plans: a 457 plan that is composed of money that employees contribute and a 401a plan which is composed of the money that DDRB contributes to an individual's retirement plan as a match (from 3% to 4% depending on length of service. Due to a miscommunication, a request was made in May 2020 to amend the 457 plan only to allow Coronavirus Related Distributions (CRDs) of funds as allowed under the CARES Act. The intent was to request plan amendments for both the 457 plan and the 401a plan. The DDRB is requesting approval to amend the 401a plan at this time to correct this error.

Mike Mahoney motioned to approve 401a Plan Amendment as presented. Dan Dozier seconded the motion. Motion passed unanimously. A roll call of members was taken: Dan Dozier, yes; Todd Gentry, yes; Bryon Hale, yes; Mike Mahoney, yes; Jim Rhodes, yes.

2. TREE House Audit Extension

TREE House requested an audit extension for their 2019 calendar year audit. TREE House is also changing their fiscal year to end June 30. Due to their change in fiscal year the extension is requested until December 31, 2020.

Dan Dozier motioned to approve TREE House Audit Extension as presented. Mike Mahoney seconded the motion. Motion passed unanimously. A roll call of members was taken: Dan Dozier, yes; Todd Gentry, yes; Bryon Hale, yes; Mike Mahoney, yes; Jim Rhodes, yes.

3. FY2020 Day Care Budget

The request is to adjust the Day Care unit rate from \$7.91/unit to \$11.02/unit. It is also requested that this unit rate be retroactive to July 1, 2019. The change in unit rate is requested to be valid through March purchase of service billings for day care services.

Dan Dozier motioned to approve FY2020 Daycare Budget request to adjust the unit rate to \$11.02 retroactive to July 1, 2019 as presented. Mike Mahoney seconded the motion. Motion passed unanimously. A roll call of members was taken: Dan Dozier, yes; Todd Gentry, yes; Bryon Hale, yes; Mike Mahoney, yes; Jim Rhodes, yes.

4. FY2021 Budget Development

a. Core Budget

John Thelke reviewed the FY2021 Core Budget Requests. Core Budget Requests are requests that only include a market rate adjustment with no growth in service.

No motion needed.

b. Growth Requests

John Thelke reviewed growth requests. The Board recommended only entertaining growth requests that were instrumental to the overall FY2021 program budget. The Board recommended all other growth requests be brought forward to the Board on an as needed basis throughout FY2021. Requests not reviewed tonight were recommended to be included in the New Projects line of the Budget.

No motion needed.

i. BCI – Transition Specialist

The Board reviewed and recommended including BCI's Transition Specialist growth request in the FY2021 budget.

No motion needed.

ii. Community Living – In-Home Respite

The Board reviewed and recommended including the Community Living's In-Home Respite emergency growth request in the budget. The Board also recommended continuing to allow day care to be included in program during the COVID-19 pandemic.

No motion needed.

iii. FACT – People First

The Board reviewed and recommended including FACT's People First growth request in the FY2021 budget.

No motion needed.

iv. ITN – All Programs

The Board reviewed and recommended including the ITN's programs growth requests in the FY2021 budget.

No motion needed.

v. Options for Justice – Advocacy

The Board reviewed and recommended including Options for Justice's Advocacy growth request in the FY2021 budget.

No motion needed.

c. Specialty Requests

i. Capital/One-Time

1. DDRB

The Board reviewed and recommended including DDRB's capital/one-time request in the FY2021 Budget.

No motion needed.

2. Disabled Athlete Sports Association

The Board reviewed and recommended including Disabled Athlete Sports Association's capital/one-time request in the FY2021 Budget.

No motion needed.

3. ShowMe Aquatics

The Board reviewed and recommended including ShowMe Aquatics' capital/one-time request in the FY2021 Budget.

No motion needed.

4. Willows Way

The Board reviewed and recommended including Willows Way's FY2021 emergency capital/one-time request in the FY2021 Budget.

No motion needed.

ii. St. Charles County Bridge to Success

The Board reviewed and recommended allowing Orchard Farm to be the lead agency for St. Charles County Bridge to Success, formally known as Project Search, for FY2021.

No motion needed.

iii. Direct Support Professionals Staffing Crisis Year 3

The Board reviewed and recommended including Direct Support Professionals Staffing Crisis Year 3 using the fair share model for up to \$450,000 and for the funding to be included in the FY2021 Budget.

No motion needed.

iv. New Projects

The Board recommended including \$200,000 in the FY2021 Budget for New Projects to be reviewed and recommended by the Program Committee.

No motion needed.

v. Caring Solutions Insurance

The Board discussed including an additional \$2.00 per hour on the unit rate for the increased cost of insurance due to new Funding Policies to the FY2021 Budget. The increased rate would not be in excess of the maximum allowed Independent Supported Living Assistance rate.

No motion needed.

d. COVID-19 Modifications

Peg Capo reviewed the COVID-19 Modifications approved at the March 19, 2020 Board meeting. The modifications included the following:

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

The Board recommended extending COVID-19 modifications into FY2021 and having a quarterly review of the modifications.

No motion needed.

5. Pilot Projects Moving to Operations

a. Easterseals Midwest – Employment Access

Mike Mahoney motioned to approve moving Easterseals Midwest – Employment Access from Pilot Projects into Operations funding as presented. Dan Dozier seconded the motion. Motion passed unanimously. A roll call of members was taken: Dan Dozier, yes; Todd Gentry, yes; Bryon Hale, yes; Mike Mahoney, yes; Jim Rhodes, yes.

b. FACT – Family Support Partner

Mike Mahoney motioned to approve moving FACT - Family Support Partner from Pilot Projects into Operations funding as presented. Dan Dozier seconded the motion. Motion passed unanimously. A roll call of members was taken: Dan Dozier, yes; Todd Gentry, yes; Bryon Hale, yes; Mike Mahoney, yes; Jim Rhodes, yes.

c. St. Louis Arc – Employment Training

Mike Mahoney motioned to approve moving St. Louis Arc - Employment Training from Pilot Projects into Operations funding as presented. Dan Dozier seconded the motion. Motion passed unanimously. A roll call of members was taken: Dan Dozier, yes; Todd Gentry, yes; Bryon Hale, yes; Mike Mahoney, yes; Jim Rhodes, yes.

d. The Center for Head Injury Services – Community Support Services

Mike Mahoney motioned to approve moving The Center for Head Injury Services - Community Support Services from Pilot Projects into Operations funding as presented. Dan Dozier seconded the motion. Motion passed unanimously. A roll call of members was taken: Dan Dozier, yes; Todd Gentry, yes; Bryon Hale, yes; Mike Mahoney, yes; Jim Rhodes, yes.

e. The Center for Head Injury Services – Employment Training

Mike Mahoney motioned to approve moving The Center for Head Injury Services - Employment Training from Pilot Projects into Operations funding as presented. Dan Dozier seconded the motion. Motion passed unanimously. A roll call of members was taken: Dan Dozier, yes; Todd Gentry, yes; Bryon Hale, yes; Mike Mahoney, yes; Jim Rhodes, yes.

f. UCP – Talent Connect

Mike Mahoney motioned to approve moving UCP - Talent Connect from Pilot Projects into Operations funding as presented. Dan Dozier seconded the motion. Motion passed unanimously. A roll call of members was taken: Dan Dozier, yes; Todd Gentry, yes; Bryon Hale, yes; Mike Mahoney, yes; Jim Rhodes, yes.

6. FY2021 DDRB Combined Budget Approval

The Board reviewed the DDRB Administrative and Case Management Combined Budget for FY2021 for a total of \$6,991,758.

Dan Dozier motioned to approve FY2021 DDRB Combined Budget as presented. Mike Mahoney seconded the motion. Motion passed unanimously. A roll call of members was taken: Dan Dozier, yes; Todd Gentry, yes; Bryon Hale, yes; Mike Mahoney, yes; Jim Rhodes, yes.

7. FY2021 Budget Approval

The Board finalized the FY2021 Budget that was developed earlier in the meeting. The FY2021 Budget is \$21,446,891.08.

Mike Mahoney motioned to approve FY2021 Budget Approval as presented. Dan Dozier seconded the motion. Motion passed unanimously. A roll call of members was taken: Dan Dozier, yes; Todd Gentry, yes; Bryon Hale, yes; Mike Mahoney, yes; Jim Rhodes, yes.

8. FY2021 Contracts

a. Funding Contract Revision Approval

Peg Capo reviewed the Funding Contract revisions.

Mike Mahoney motioned to approve Funding Contract Revisions as presented. Dan Dozier seconded the motion. Motion passed unanimously. A roll call of members was taken: Dan Dozier, yes; Todd Gentry, yes; Bryon Hale, yes; Mike Mahoney, yes; Jim Rhodes, yes.

b. Residential Start-up Contract Revision Approval

Peg Capo reviewed the Residential Start-up Contract revisions.

Mike Mahoney motioned to approve Residential Start-up Contract Revisions as presented. Dan Dozier seconded the motion. Motion passed unanimously. A roll call of members was taken: Dan Dozier, yes; Todd Gentry, yes; Bryon Hale, yes; Mike Mahoney, yes; Jim Rhodes, yes.

c. Business Associate Agreement Approval

Peg Capo reviewed the Business Associate Agreement.

Mike Mahoney motioned to approve Business Associate Agreement as presented. Dan Dozier seconded the motion. Motion passed unanimously. A roll call of members was taken: Dan Dozier, yes; Todd Gentry, yes; Bryon Hale, yes; Mike Mahoney, yes; Jim Rhodes, yes.

d. COVID-19 Modification(s) Extension Approval

Recommendations to extend COVID-19 modifications were made earlier in the meeting. The Board also recommended the modifications be reviewed quarterly by the Board during FY2021.

Mike Mahoney motioned to approve COVID-19 Modifications Extension as presented. Dan Dozier seconded the motion. Motion passed unanimously. A roll call of members was taken: Dan Dozier, yes; Todd Gentry, yes; Bryon Hale, yes; Mike Mahoney, yes; Jim Rhodes, yes.

e. Authorization for President to Sign Contracts

Mike Mahoney motioned to approve Authorization for President to Sign Contracts as presented. Dan Dozier seconded the motion. Motion passed unanimously. A roll call of members was taken: Dan Dozier, yes; Todd Gentry, yes; Bryon Hale, yes; Mike Mahoney, yes; Jim Rhodes, yes.

9. FY2021 Agreements Resolution

John Thaelke read aloud resolution number FY20 06-01 pertaining to Annual Agreements.

Mike Mahoney motioned to adopt Resolution Number FY20 06-01 as read aloud. Dan Dozier seconded the motion. Motion passed unanimously. A roll call of members was taken: Dan Dozier, yes; Todd Gentry, yes; Bryon Hale, yes; Mike Mahoney, yes; Jim Rhodes, yes.

Closed Session

Dan Dozier motioned to go into closed session announcing the intent of the closed session for the intent to discuss Personnel (S.B., Section 610.021 (3) RSMo) as presented. Mike Mahoney seconded the motion. Motion passed unanimously. A roll call of members was taken: Dan Dozier, yes; Todd Gentry, yes; Bryon Hale, yes; Mike Mahoney, yes; Jim Rhodes, yes.

Open Session

Mike Mahoney motioned to end the closed session and return to open session. Todd Gentry seconded the motion. Motion passed unanimously. Roll call of the members present was taken: Dan Dozier, yes; Todd Gentry, yes; Bryon Hale, yes; Mike Mahoney, yes; Jim Rhodes, yes.

Adjournment

Mike Mahoney motioned to adjourn. Dan Dozier seconded the motion. Motion passed unanimously. A roll call of members was taken: Dan Dozier, yes; Todd Gentry, yes; Bryon Hale, yes; Mike Mahoney, yes; Jim Rhodes, yes.

Respectfully Submitted: Nikki Rogers _____