

Developmental Disabilities Resource Board of St. Charles County
Board Meeting Minutes
August 20, 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:

Mike Mahoney, Jim Rhodes and Sue Sharp

Members Present via Electronic Communication:

Dan Dozier, Todd Gentry, Bryon Hale and Connie Tan

Members Absent:

Joe Barton and Missy Fallert

Public Comments and Announcements:

Barb Griffith, President and CEO of Community Living, Inc. submitted the following comment to be read aloud:

"Community Living's In-Home Respite administrative staff get at least one or two calls per day from parents expressing their thanks for the ability to use In-Home Respite funds for day care during the COVID-19 crisis period. We also continue to receive calls expressing thanks for the additional funds that have been made available to families for In-Home Respite. Thank you on behalf of these families for your flexibility in making sure that funds are available for services when they are needed."

Mission Moment:

Recreation Council of Greater St. Louis

Susan Fleming, Executive Director of Recreation Council of Greater St. Louis, thanked the Board for voting to allow the Recreation Council to provide individuals with tablets to access recreation services during the COVID-19 pandemic. Susan reviewed the process for individuals to receive a tablet. The tablet is a Samsung Galaxy 8 and includes 6 months of data from Verizon wireless. Individuals are required to pay a \$30 copay. Individuals receiving a tablet also receive a virtual training on how to use the tablet and access virtual recreation programming. The tablet project will continue into FY2021. A short survey is given after a month of use to see how effective the technology is for the individual.

Carol Callahan, St. Charles County Coordinator of Recreation Council of Greater St. Louis, reviewed the surveys that have been received thus far. The tablets have expanded individual's technology knowledge and skills. Recreation Council is collecting data of what the tablets are being used for and any challenges individuals may have with tablets and/or with accessing virtual recreation programming. They are tracking surveys to monitor any patterns that may develop.

Easterseals Midwest

Suzanne Yardley, Director of Independent Living Services for Easterseals Midwest, spoke to the Board about the challenges of providing ISLA services during the COVID-19 pandemic. Suzanne explained the new procedures put in place by Easterseals to help ensure the health and safety for staff and the individuals served. Easterseals Midwest has implemented the following: a pre-appointment screening; mask requirement for staff and clients; infrared thermometers carried by all staff, and; educating staff and clients of COVID-19 guidelines.

Minutes of Board Meeting:

Mike Mahoney motioned to accept the June 18, 2020 Board meeting minutes as presented. Bryon Hale 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; Sue Sharp, yes; Connie Tan, yes.

Finance Director's Report:

John Thielke's June and July 2020 Financial Report included the following:

June FY2020

These are not final numbers as agencies have until August 15, 2020 to request payment for FY2020 contracts. There are also a number of end of year audit journal entries that need to be included to record items like vacation payable and taxes receivable that will produce minor changes to the June financial statements. At present the total FY2020 budget has a loss of \$217,000 but that is without any insurance proceeds from the ransomware attack and no billing for Case Management for April – June of 2020. John is working on a projection of April – June Case Management revenues to be shared. Included in the June 2020 financials is \$87,000 of waiver funding from the Cares Act request and a December 2018 insurance claim that resulted in the DDRB receiving a settlement of \$10,000.

The Board recommended adding the cost of staff time required to re-enter Medicaid billings to the insurance claim for reimbursement as this would not be needed were it not for the ransomware attacks.

July FY2021

Revenue - July and August Tax revenue received will be recorded as FY2020 revenue due to accounting rules so no tax revenue will be recorded for FY2021 until September's financials. Due to the timing of billing for Case Management services, July revenue is recorded in August.

FY20 Expenses - For the most part the only expenses recorded in July are for DDRB Administration and Case Management. The variance to the prior year is due to when pay dates fell in July. In FY2021 there were three paydays expenses appear high compared to the previous year. Many of the DDRB insurance premiums are due July 1 so there is a high percentage of the line item expensed already in July in the detail for Case Management.

In FY2021 DMH Trust Fund expenses were moved from its own line item in the financial report to be included in Agency Operations.

Sue Sharp motioned to accept the June and July 2020 Finance Reports 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; Sue Sharp, yes; Connie Tan, yes.

Executive Director Report

Peg Capo’s Executive Director Report was read aloud by John Thaelke, which included the following:

The DDRB and our partner agencies continue to keep rising each day to the challenges posed by the continuing pandemic. Services are being delivered in new, innovative ways.

Eastern Region Alliance

As FY2021 begins, agencies have been patient partners in the roll-out of contracts, eligibility determination processes, invoicing and experiencing a new system and portal. Alliance teams continue to meet weekly to ensure the best possible implementation. There is also planning for minor revisions to the manual and policies for FY2022. A full report will be given in September.

FY2021 Missouri Budget

Missouri state revenue was strong in July due to the extension of tax filing to July 15. Understandably, it is difficult to predict how the revenues will be for the remainder of the fiscal year. It is expected that the Governor’s withholds will remain in place until at least early 2021. Included in the withholds are the Medicaid Provider rate increases, all growth fund for Medicaid Waiver services and the DMH funds for the FACT Family Support Partner project. It is expected that the waitlist for Medicaid Waivers will continue to grow significantly.

	<u>Partnership</u>	<u>Lopez</u>	<u>Community</u>	<u>Comprehensive</u>	<u>Total</u>
January 2019	15	20	30	0	65
July 2019	13	36	19	0	68
January 2020	188	38	263	125	614
July 2020	344	21	416	184	965

Return to Office

Beginning July 15, a limited number of staff have returned to the office mostly part-time. The number of slots available was just increased to 20. Extra cleaning and sanitizing supplies have been added and safe practices are stressed, including requiring masks in public spaces, limiting individuals to one per office, maintaining capacity limits in conference and copy rooms and stressing good hygiene. Staff have been given a screening tool to help them determine whether or not they should come to the office. With school starting, staff have been encouraged to flex their schedules to meet their life’s responsibilities, while continuing to perform their jobs. Given the increased incidence of COVID-19 in St. Charles County, there are no plans to require a return to the office or open the office to the public at this time.

Weekly calls with the St. Charles County Department of Public Health continue. They have been very helpful in helping residential agencies access testing. They have provided advice on many issues, including testing protocols, quarantine practices, policy development and latest COVID-19 science.

Case Management Director Report

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

- The case management program is currently serving 1,271 customers.
- Robyn announced that the second case management position vacated by Zach Hollstrom on July 31 has been filled. Leah Lensing started the program August 10.
- On July 1, 2020, the Division of Developmental Disabilities posted guidance stating that targeted case management entities should begin transition planning and service monitoring visits for all services from remote to in-person, open air visits. This guidance also stated that if your county was placed on the "remote only status" list due to increase incidences, that you should not complete any in person, open air visits. On July 13, St. Charles County was placed on that list. The Division uses the following criteria to consider remote only status.
 - Total cases
 - One-day, 7-day, and 14-day case increases and percentage increases
 - Total rate per 100,000 population
 - Rate per 100,000 population for the last 14 days
 - Case in the last 14 days as percent of the total cases

If at any point there is a concern about the health and safety of the individual, an exception to this list can be made on a case by case basis.

- The case management program has finalized a COVID service delivery process in preparation for transitioning to in person visits. The process includes a pre-screening tool for staff to complete with the individual/family in order to identify any risk factors in determining how a visit will occur. Options for completing the visits once St. Charles County is removed from the "remote only" status include in person open-air or in person, in-home visits.

The plan includes the following key components:

- Screening protocol for staff
 - Adequate Personal Protective Equipment (PPE)
 - Plan for monitoring counties with Remote Only Status
 - Plan to conduct virtual visits
 - How to conduct in-person visits
 - Risk mitigation strategies
 - Staff training on plan
 - Notification procedure if exposure occurs
- It is time once again for the annual case management program Service Delivery Improvement Plan. Robyn will be presenting year end results at the September Board meeting.

Committee Reports:

John Thaelke reviewed the June 16, 2020 Finance Committee meeting minutes.

St. Charles County Coalition Report

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

Presentation/Discussion Topic: Representatives from Easterseals Midwest and St. Louis Arc provided updates on successes and challenges of resuming face-to-face services and offering virtual services. A representative of FACT shared a thorough update of local school districts plans to serve students with IEPs.

Reports

1. Legislative Committee:
 - a. The Coalition will continue to work with the Governor's office to release the withheld funds for our services should revenue become available. The Coalition will continue to advocate for some funding for home and community-based services in the fourth stimulus package.
 - b. On August 17 a joint meeting took place between St. Louis and St. Charles committees to discuss scope of work for FY2021. Bill Gamble provided a full update.
2. Training Committee:
 - a. AAIM membership will now be coordinated through PLB, DDRB and DDA instead of the Coalition.
 - b. DSP Conference committee is coordinating with the Community College to explore options for a spring conference.
3. Program Committee: DSP Awards committee are beginning to work on options for hosting an event, focused on showing our appreciation for continued commitment to their work.
4. FY2021 Goals have been approved and remain the same as FY2020.
5. Collaboration with St. Louis Coalition
 - a. Conversations are continuing between executive committees to complete a formal merger.
 - b. Legislative Committees will be merging.

Old Business

None

New Business

1. Emmaus Homes Emergency Request

Emmaus Homes is requesting emergency funding due to the COVID-19 pandemic. The request is one-time funding to reimburse for 41 iPads purchased for St. Charles County homes. The iPads were purchased to provide residents access to Medicaid-funded telehealth through Station MD. The request amount for the 41 iPads purchased is \$13,202. Emmaus has agreed to utilize iPads to video connect with DDRB case managers to improve remote monitoring visits.

Mike Mahoney motioned to approve Emmaus Homes' Emergency Request for up to \$13,202 as presented and to amend the FY2021 Budget. Connie Tan 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; Sue Sharp, yes; Connie Tan, yes.

2. Caring Solutions – ISLA Unit Rate Adjustment Approval

At the June 18, 2020 Board meeting the Board recommended increasing Caring Solutions ISLA budget by \$2,000 in order to offset the DDRB's fair share of the increased cost of umbrella insurance that is now required by the Eastern Region Alliance agency eligibility requirements. In order for the increase to take effect an increase of \$2.00 per unit will need to be made to the current unit rate.

Sue Sharp motioned to approve Caring Solutions – ISLA Unit Rate Adjustment of a \$2.00 per unit increase 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; Sue Sharp, yes; Connie Tan, yes.

3. FACT Update

a. Advocacy

KayCee Machino, Advocacy Supervisor for FACT, gave an extensive overview of the St. Charles County School Districts plans for returning to school. KayCee also updated the Board on the new Form G required for IEPs to prepare for virtual learning should it be needed or chosen during the school year.

No motion needed.

b. Family Support Partner

Heather Lytle, Executive Director for FACT, gave the Board an update on the Family Support Partner's funds that have been withheld by the Governor. At this time State funds support two and one half positions in the project. FACT currently has one support partner position open and does not plan to fill the position until State funds have been reinstated. At this time, FACT does not expect State funding to be reinstated.

No motion needed.

4. FY2020 and FY2021 Unit Cost Reports

The request is to eliminate the requirement of an audited unit cost report for FY2020 and FY2021 as COVID-19 has forced purchase of service agreements to move to reimbursements. In lieu of the unit cost report, agency audits will provide financial details of DDRB funded program in the statement of financial expenses. This is an exception to the policy and will be automatically reinstated for FY2022.

Mike Mahoney motioned to approve the FY2020 and FY2021 Unit Cost Reports request as presented. Sue Sharp 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; Sue Sharp, yes; Connie Tan, yes.

5. Reporting Year Requirements

a. Gateway Region YMCA

DDRDB staff is requesting to move the reporting time frame for YMCA's program, Summer Camp, from July 1 - June 30 to October 1 – September 30. This request is because the services are provided in the summer and the Eastern Region Alliance has agreed to change the reporting dates. This would require a change in the current scope of work of the contract. At this time the DDRB will not change how the Budget is set for these programs. If in a future fiscal year the Board chose not to fund the project, funding for July-September would need to be authorized.

Mike Mahoney motioned to approve Gateway Region YMCA's Reporting Year Requirements 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; Sue Sharp, yes; Connie Tan, yes.

b. Recreation Council

DDRB staff is requesting to move the reporting time frame for Recreation Council's programs: Adventure Experience, Community Access Recreation Experience, Mini-Camp and Summer Overnight Camp, from July 1 - June 30 to October 1 – September 30. This request is because the services are provided in the summer and the Eastern Region Alliance has agreed to change the reporting dates. This would require a change in the current scope of work of the contract. If in a future fiscal year the Board chose not to fund the project, funding for July-September would need to be authorized.

Mike Mahoney motioned to approve Recreation Council's Reporting Year Requirements 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; Sue Sharp, yes; Connie Tan, yes.

6. FY2020 Emergency Housing Assistance Program Annual Report

Karen Craven, Community Resource Specialist for DDRB presented the FY2020 Emergency Housing Assistance Program Annual Report. The report is available to the public on the DDRB website, www.ddrb.org.

Mike Mahoney motioned to approve FY2020 Emergency Housing Assistance Program Annual Report as presented. Sue Sharp 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; Sue Sharp, yes; Connie Tan, yes.

7. FY2020 Strategic Plan Final Report

The FY2020 Strategic Plan Final Report was presented. The report is available to the public on the DDRB website, www.ddrb.org.

Sue Sharp motioned to approve FY2020 Strategic Plan Final Report 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; Sue Sharp, yes; Connie Tan, yes.

8. FY2021 Draft Strategic Plan

John Thoeke presented the FY2021 Draft Strategic Plan. The plan will be discussed at the September Committee meetings and will be presented to the Board in September for approval.

No motion needed.

9. New Project Funding Requests

Kathy Williams reviewed the timeline for New Project Funding Requests. New Project Requests are available for the Board to review on the Board Portal. The Board should review and complete evaluation and summary sheets by August 31. The Program Committee will meet once all information is gathered. The Program Committee will make recommendations for New Projects to fund to the full Board.

No motion needed.

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; Sue Sharp, yes; Connie Tan, yes.

Respectfully Submitted: Nikki Rogers _____