

Developmental Disabilities Resource Board of St. Charles County
Board Meeting Minutes
September 17, 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:

Missy Fallert, Mike Mahoney and Jim Rhodes

Members Present via Electronic Communication:

Dan Dozier, Todd Gentry and Bryon Hale

Members Absent:

Joe Barton, Sue Sharp and Connie Tan

Dan Dozier motioned to open the hearing for public comment on the 2020 proposed property tax rate as proposed by the Developmental Disabilities Resource Board of St. Charles County. Missy Fallert seconded the motion. Motion passed unanimously. Roll call of the members present was taken: Dan Dozier, yes; Missy Fallert, yes; Bryon Hale, yes; Mike Mahoney, yes; Jim Rhodes, yes.

Public Hearing- 2020 Tax Rate:

John Thielke reviewed the proposed tax rate calculations. There were no public comments.

Missy Fallert motioned to close the hearing for public comment on the 2020 proposed property tax rate as proposed by the Developmental Disabilities Resource Board of St. Charles County. Mike Mahoney seconded the motion. Motion passed unanimously. Roll call of the members present was taken: Dan Dozier, yes; Missy Fallert, yes; Todd Gentry, yes; Bryon Hale, yes; Mike Mahoney, yes; Jim Rhodes, yes.

Mission Moment:

Jessica Miller, Easterseals Midwest, spoke to the Board about the summer project STEP. Jessica thanked the Board for the additional support and conditions during the COVID-19 pandemic. With the pandemic STEP was not going to be able to be held this summer. The temporary allowance to modify programs allowed the STEP program to provide a unique virtual employability training. The training was attended by 12 students. The training covered employability items such as: Conversation Ice Breakers, Social Media Etiquette, Taking Ownership of Ideas and various Job-Related Social Skills. The students who took the training markedly grew in confidence and social skills learned will transfer into other settings they may encounter in everyday life.

Public Comments and Announcements:

None

Minutes of Board Meeting:

Missy Fallert motioned to accept the August 20, 2020 Board meeting minutes as presented. Mike Mahoney seconded the motion. Motion passed unanimously. A roll call of members was taken: Dan Dozier, yes; Missy Fallert, yes; Todd Gentry, yes; Bryon Hale, yes; Mike Mahoney, yes; Jim Rhodes, yes.

Finance Director's Report:

John Thielke's August 2020 Financial Report included the following:

FY2021 August 2020 – August tax revenue is accrued to FY2020. July Targeted Case Management (TCM) revenue was billed and received. While down slightly from FY2020 it is a good month considering this is the first full month of functioning IT software since the ransomware attack and case managers are not yet able to visit clients in person. Agency operations are low due to the new billing system and the time it takes to input eligible individuals on their first invoice. TCM salaries and benefits are down slightly due to contracting out the IT position and medical benefit savings effective with the January 1, 2020 plan year. Contract and professional fees are higher due to contracting out IT services at present.

Final Pre-Audit 2020 Financial Reports

FY2020 Revenue:

This report does not include April – June TCM revenue. Reviewing the April service notes was recently completed and now entries need to be recorded in the billing system; review of the May/June notes is pending. John projects TCM revenue receipts of \$721,000 for the April-June timeframe once it is billed. John is in contact with the insurance broker regarding a claim payment for the days in March and April that were not able to be bill. These items will put the DDRB back into a net surplus position at the end of FY2020. FY2020 tax revenue grew by about 3.1% while other revenues declined slightly.

FY2020 Expenses:

In general, expenses came in at about the levels projected for FY2020. John has received a couple late payment requests from agencies after audit confirmation letters were recently sent out. Due to the unusual circumstances with both COVID-19 and the DDRB billing system being down the payments were processed instead of holding them back for the Board to authorize payment. Comparing FY2020 to FY2019 by program

is very difficult as the last part of FY2020 changed drastically with trying to support agencies response to the COVID-19 pandemic.

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

Executive Director Report

Peg Capo's Executive Director Report included the following:

As the summer transitions to fall, Peg reflected on the last six months. When the DDRB closed the office in late March, it was expected the return would be by June, July at the latest. Here it is six months later, and staff are getting used to not knowing when that day will be. Peg continues to be inspired by how our customers, families, staff members, provider partners and community continue to push forward to embrace the reality of life today. Amid this continued outbreak, innovative ideas have kept us connected and focused us on the DDRB mission.

FY2021 State Budget

Year-to-date state revenue is strong, mainly due to the delayed deadline to pay state taxes, moving these revenues to FY2021. The Governor's withholds remain in effect and include Family Advocacy and Community Training (FACT) Parent Partner Project and Medicaid Waitlist funding. There are no funds in the FY2021 Department of Mental Health (DMH) budget for provider rate increases. Val Huhn has indicated that the DMH budget request for FY2022 will not include any of these items, since they are not considered 'mandatory'. The only option will be to add items through the Governor's budget and/or legislative process, should revenues improve. There is no consensus on projected revenues for FY2021.

The St. Charles and St. Louis County Coalitions are working together to get the critical need message out to legislative candidates. They are hosting a Disabilities Issue Briefing on Monday, September 21 to highlight developmental disabilities issues. Providers and customers will speak to the dire needs of our community. The flyer with Zoom connection information was included in the Board packet.

New Projects

As of September 8, four Board members have submitted evaluations on the New Projects seeking funding. The deadline has been extended, so that all Board members have the chance to weigh in on priorities. There is no consensus at this time, so a Program Committee meeting has not yet been scheduled for agency presentations.

Return to Office

In late August the DDRB increased the census on staff returning (mostly part-time) to the office. The census is now up to 25 staff at any time. This accommodates all staff who have expressed interest in returning. The DDRB has received a request for priority customer use of our Community Room in the evening and are working out guidelines to allow this to happen. Staff are confident that limited numbers of individuals with oversight would be able to utilize the Community Room or gymnasium in a safe, socially distant way.

Case Management Director Report

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

- The case management program is currently serving 1,269 customers.
- As reported in March just prior to staff moving to remote status, Missi Achelpohl was promoted to the supervisor for the fifth case management team. This leaves a vacant mentor position on one of

the other case management teams. The position has been posted internally. Hopefully, Missi's replacement will be announced at the September Board meeting.

- Results of the Missouri Medicaid and Compliance (MMAC) Audit in August were received. The overall results of this audit were outstanding. The review period was from October 1, 2018 through December 31, 2018 and there were 31 customer files pulled. The reviewers look at documentation that supports the time billed. There were no program wide patterns of incorrect billings identified. All new case managers receive a quality review check on each log note created for the first year of employment by the billing specialist. This helps new staff understand the process as well as identify any training issues needed. In addition, a random sampling is completed for all staff throughout the year. The entire case management team will be participating in a training in September in order to review areas that were identify as needing some improvement and remind staff of key items to remember when documenting.

Committee Reports:

John Thielke reviewed the September 1, 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: Brandie Martine: She has three children and lives in Kirkwood. Her son Jacob has a developmental disability. Brandie described her journey raising Jacob and her other children, how they accessed services, participated in "Partners in Policy Making," and discussed her goal of inclusion for her son.

Reports

1. Legislative Committee: Hosting an event for soon-to-be elected officials on September 21, 2020 at 9:00am to educate them on St. Charles Counties legislative priorities. Email August Hayden for information at haydenaustin@emmaushomes.org.
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 on September 22 to explore options for a spring conference.
3. Program Committee: DSP Awards committee is hosting a virtual event on November 19 to congratulate Direct Support Professionals of the year as well as a COVID hero, nomination forms have been released and are due back October 2.

Old Business

1. FY2021 Strategic Plan Approval

Peg Capo presented the FY2021 Strategic Plan for approval.

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

New Business

1. FY2020 Case Management Annual Report: Service Delivery and Improvement Plan

Robyn Peyton presented the FY2020 Case Management Annual Report and the FY2021 Service Delivery Improvement Plan. This report is available on the DDRB website, www.ddrb.org.

Missy Fallert motioned to accept the FY2020 Case Management Annual Report and the FY2021 Service Delivery Improvement Plan as presented. Mike Mahoney seconded the motion. Motion passed unanimously. A roll call of members was taken: Dan Dozier, yes; Missy Fallert, yes; Todd Gentry, yes; Bryon Hale, yes; Mike Mahoney, yes; Jim Rhodes, yes.

2. 2020 Tax Rate Resolution

John Thoeleke read aloud resolution number FY21 09 01 pertaining the 2020 tax rate.

Missy Fallert motioned to adopt the tax rate at \$0.1279 per \$100 assessed property valuation for 2020 and to adopt resolution FY21 09 01 as read aloud. Mike Mahoney seconded the motion. Motion passed unanimously. A roll call of members was taken: Dan Dozier, yes; Missy Fallert, yes; Todd Gentry, yes; Bryon Hale, yes; Mike Mahoney, yes; Jim Rhodes, yes.

3. FY2022 ERA Update & Policy Modifications

Peg Capo updated the Board on the Eastern Region Alliance. Peg reviewed the proposed FY2022 Partner Funding Manual changes. There are no significant policy changes, there are however a few policy changes to correct errors and/or provide additional clarifying information. With Board approval the Partner Funding Manual will be revised to reflect these changes. The FY2022 Partner Funding Manual will be presented for full manual approval at the November 19, 2020 Board meeting. DDRB staff is requesting approval to move forward on the changes. The changes to the Partner Funding Manual are as follows:

A. Start-up Funding Policy Alignment

Currently, the DDRB and the PLB fund start-up costs for individuals in the ISLA program. The DDRB also provides funding for individuals in Waiver residential services.

For FY2022, the ERA has aligned key components of the Start-up policy, including funding caps (\$2,500) and items eligible for ISLA participants. The DDRB will also use items eligible to modify the DDRB Waiver residential start-up policy. The DDRB Waiver Funding cap is \$2,500 for ISLA/ILA/Companion and \$1,250 for Group Home/Host Home.

B. Emergency Funding Definition

All ERA boards have an emergency funding request policy. We believe it supports our agencies to have a common definition of "emergency". We recommend the following language:

"Emergency is defined as a "need" which if not satisfied/resolved, will be actual and have an immediate detrimental effect for person(s) with a developmental disability, staff, project, Agency, facility, equipment, etc. (detrimental effect shall be clearly, specifically, concisely and briefly stated)."

This definition would replace the DDRB's current language:

"An "Emergency" is defined as an unforeseen combination of circumstances calling for immediate action. This means there should be a root cause or event that can be identified, not as a result of poor planning. A written request with justification for the increase must be submitted to the DDRB."

C. Transportation Stipend Program

Currently, the DDRB has two employment-related transportation stipends – Pre-Employment Transportation Stipend and Employment Transportation Stipend. Each allows the participants to access up to \$3,000 (lifetime) employment-related transportation. Participants may access both

programs. Other than the eligibility distinction (Employment vs. Pre-Employment), the programs are identical. We plan to combine the two policies into one that includes both access points. The Funding caps will not change, and participants will still be allowed to access both.

D. Policy exception language

Policy exceptions have been granted to partner agencies that 1) are exempt from corporate information that does not apply to them and 2) receive Board-approved waivers from specific insurance requirements. The Partner Funding manual will include language supporting these exceptions.

Missy Fallert motioned to approve moving forward on the FY2022 Partner Funding Manual Modifications as presented. Mike Mahoney seconded the motion. Motion passed unanimously. A roll call of members was taken: Dan Dozier, yes; Missy Fallert, yes; Todd Gentry, yes; Bryon Hale, yes; Mike Mahoney, yes; Jim Rhodes, yes.

4. FY2020 Year End Finance & Program Report

Kathy Robb presented the FY2020 Year End Program report. At this time 87% of funded projects are providing services 60% or greater capacity as compared to pre-COVID services provided.

John Thaelke the FY2020 Year End Program Financial Report.

No motion needed.

5. FY2021 New Projects

Kathy Robb reviewed the timeline for New Project Funding Requests. At this time six Board members have submitted their input on new project requests. The deadline was extended until the end of the week to allow Board members more time to provide input. So far the consensus has shown that the Board is most interested in Family Support and Technology Projects.

No motion needed.

Adjournment

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

Respectfully Submitted: Nikki Rogers _____