

Developmental Disabilities Resource Board of St. Charles County  
Board Meeting Minutes  
November 21, 2019

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

**Members Present:**

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

**Members Absent:**

Todd Gentry

**Mission Moment:**

Mary Ann Mitchell, past employee of the DDRB, shared her current experience with a volunteer project she works with at her church. Mary Ann volunteers to make blankets made out of plastic bags for the area homeless. These blankets provide a barrier between the individual and the ground, protects them from bugs and keeps them warm during winter months. Community Living, Inc. has a day program that works on creating the strips from plastic bags. There is an individual and staff member that delivers strips of plastic bags for the volunteers to create the blankets. Mary Ann has experienced firsthand what it means to the community for the individuals at the day program to create these strips and the affect it has the homeless in the community. Mary Ann explained to the Board that what the individuals are doing makes an immeasurable amount of difference our community.

Todd Streff, BCI Skills Center Executive Director, introduced the Board to Randy. Randy took a two-month training program at the Skills Center. After completing the training program, Randy was then hired by True Manufacturing. He loves his job and has been doing such a great job that he was recently promoted after having been at True Manufacturing employee since August 2019. Randy credits some of his success to the skills gained through training at the Skills Center. Todd Streff thanked the Board for their start-up and pilot project funding for the Skills Center.

**Jim Rhodes motioned to open the hearing for public comment on the FY2021 Funding Priorities. Sue Sharp seconded the motion. Motion passed unanimously. Roll call of the members present was taken: Joe Barton, yes; Dan Dozier, yes; Missy Fallert, yes; Bryon Hale, yes; Mike Mahoney, yes; Jim Rhodes, yes; Sue Sharp, yes; Connie Tan, yes.**

**Public Hearing- FY2020 Funding Policies & Priorities:**

Peg Capo reviewed a summary of public comments from past public hearings. There were no public comments.

**Jim Rhodes motioned to close the hearing for public comment on the FY2020 Funding Priorities. Bryon Hale seconded the motion. Motion passed unanimously. Roll call of the members present was taken: Joe Barton, yes; Dan Dozier, yes; Missy Fallert, yes; Bryon Hale, yes; Mike Mahoney, yes; Jim Rhodes, yes; Sue Sharp, yes; Connie Tan, yes.**

**Public Comments and Announcements:**

Jodi Woessner, Executive Director of Pathways to Independence, thanked the Board for the Direct Support Professionals Awards that were directly before the Board meeting. This was Jodi's first time attending the DSP Awards and she had a wonderful experience.

Jodi also commented on the recent training hosted by the Eastern Region Alliance. She applauded the Eastern Region Alliance for their hard work and commitment to aligning to simplify grant funding for agencies. Jodi spoke to how she can already tell this alliance will make a huge difference for her agency, which is funded by all four of the Eastern Region Alliance County Boards.

**Minutes of Board Meeting:**

**Bryon Hale motioned to approve the September 19, 2019 and October 17, 2019 Board meeting minutes as presented. Joe Barton seconded the motion. Motion passed unanimously.**

**Finance Director's Report:**

John Thaelke's September 2019, 1<sup>st</sup> Quarter and October 2019 Finance Reports included the following:

**September 2019 & 1<sup>st</sup> Quarter Finance Reports**

**FY2020 Revenues**

Tax revenue is starting to accrue in the current fiscal year. January and February 2020 are when John expects to record a majority of this revenue. Case Management billings reflect the growth of increased staff from the prior year. Rent will be variable this year due to DDRB home renovation projects and consolidation of homes due to Direct Staffing shortages. Interest variance is due to when the County records interest earned. Other revenue is consistent to budget except for Rent as one home is currently unoccupied.

**FY2020 Expenses**

Expenses are comparable to prior year with the exception of Capital. It is higher in FY2020 due to the completion of Building B.

**FY2020 1<sup>st</sup> Quarter Reports**

Agency Operations – There is no trend that is able to determine at this time. The current mathematical lapse is 7.36% which is close to budget but it is too early for this to be an accurate description of year-end results.

DMH Trust Fund – No separate report was provided for this line item as it only includes Partnership for Hope expenses. In FY2019 the comparative year included other Medicaid Trust Fund budget items that were no longer funded in FY2019.

DDRB Operations – Case Management increase is consistent with additional staff hired during FY2019.

Capital / One-Time – Most of the expenses paid out in the first quarter were final payments made on Building B.

**Jim Rhodes motioned to accept the September 2019 & FY2020 1<sup>st</sup> Quarter Finance Reports as presented. Sue Sharp seconded the motion. Motion passed unanimously**

**October 2019 Finance Report**

**FY20 Revenue**

Tax Revenue is slowly starting to be collected for FY2020. A majority of this revenue will be recorded in January and February 2020. Interest variance is due to when the County records interest earned. Other revenue is consistent to budget except Rent as one home is currently unoccupied.

**FY20 Expenses**

Expenses are comparable to prior year with the exception of Capital. It is higher in FY2020 due to the completion of Building B.

**Jim Rhodes motioned to accept the October 2019 Finance Report as presented. Bryon Hale seconded the motion. Motion passed unanimously**

### **Executive Director Report**

Peg Capo's Executive Director Report included the following:

#### **Division of Developmental Disabilities Update**

Included in the Board packet were slides from Director Val Huhn's November MACDDS Update. Although state revenues through October are up over 7%, the consensus is that annual growth in FY2020 will be 2%. The higher growth year-to-date is due to revenue timing vs. last year.

The Department of Mental Health's FY2021 Budget request includes funds to eliminate the Developmental Disabilities Waitlist for Medicaid services (\$7.5 Million general revenue) and to continue to increase and standardize provider rates (\$20 Million general revenue).

Val's update provided updated Waitlist data. The In-Home Waitlist is growing by 15-20 people weekly. Of the total individuals on the In-Home Waitlist, 49 are considered emergencies. All 86 individuals on the Residential Waitlist are considered critical/emergency.

#### **Legislative Update**

Both MACDDS and MARF have drafted legislative priorities (included in Board packet) for the upcoming legislative session. The groups have jointly committed to focus on the Direct Support Staffing crisis by advocating for increased funding to secure pay increases for direct support professionals. Effectively eliminating the Waitlist for services requires adequate staffing.

DDRB Case Managers continue to provide information to individuals and their families who are on the Waitlist on how to inform their state legislatures about how their families are affected by not having access to needed services. Van Huhn has reported that legislators and the Governor's office have indicated that they are receiving inquiries from individuals/families on the Waitlist. It has not yet been determined if the legislature will accept a Supplemental Budget request for Waitlist reduction in FY2020.

#### **Targeted Case Management Rate**

The Division of Developmental Disabilities has submitted a new state Medicaid Plan amendment to Missouri HealthNet to establish the new Targeted Case Management rate. The plan is to keep the current rate and to set future rates based on competitive reviews. Once approved by Missouri HealthNet, the plan will be submitted to the Centers for Medicaid and Medicare Services for July 1, 2020 implementation.

### **Case Management Director Report**

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

- The Case Management Program is currently serving 1,245 customers. There are 17 individuals on an extended start date list.
- Interviews continue for the two vacancies on the fourth case management team. Once those last two vacancies are filled, individuals will be moved off the extended start date list and assigned a Case Manager. This will allow us some capacity to accept new referrals.
- The case management team continues to advocate for requested services as individual needs arise. However, movement off the waitlist has been minimal. There is currently a total of 35 people in St. Charles County on the waitlist for a waiver slot. There are 10 people in the most critical needs status of a 12 or 11 score. Two of these 10 are in need of residential placement.
- Judy Naeger, Transition Liaison, provided the Board with an update on Transition Liaison position and recent Parent Teacher Conferences participation at multiple schools across the county. Recently,

Judy was able to meet with 30 teachers from the Wentzville School District, which has not happened at that school district since the inception of the Transition Liaison position.

- The DDRB received a request from the Division of Developmental Disabilities provider relations team regarding participation in their interview committees for both a Self-Directed Supports Coordinator and a Community Living Coordinator. Two of our leadership staff work very closely with these two positions so it was great to be able to have feedback on who would be offered the job.

### **Finance Committee**

Bryon Hale reviewed the November 12, 2019 Finance Committee minutes.

### **Program Committee**

Connie Tan reviewed the November 14, 2019 Finance Committee minutes.

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

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

- November Meeting – The monthly meeting was held on November 7. An update was given on the Missouri Initiative, Technology First by Sandy Kaiser from the Department of Mental Health. The discussion topic for the November meeting was “How to keep Direct Support Professionals and individuals engaged in advocacy.”
- Legislative Update – The Legislative Committee will host a Legislative Coffee with area Legislators in January. A date will be determined soon.
- Direct Support Awards - Heather thanked the Board for the Direct Support Awards held earlier in the evening.
- Direct Support Professionals Conference – The conference will be held March 18 and 19, 2020. The conference will be offered in two half days to try to combat the current direct support professionals crisis and allow the professionals to attend. The keynote speaker will be a local business owner.

### **Nominating Committee Appointment**

Missy Fallert appointed Dan Dozier and Jim Rhodes to the Nominating Committee for the 2020 Executive Committee.

### **Old Business**

#### **1. Policy Change Approval**

##### **a. 2020 Case Management**

Robyn Peyton reported there have been no changes to the Case Management Policies since the September Board meeting.

**Dan Dozier motioned to approve the 2020 Case Management Policies as presented. Jim Rhodes seconded the motion. Motion passed unanimously.**

##### **b. 2020 General Operations**

Peg Capo reported that there have been no changes to the General Operations Policies since the September Board meeting.

**Jim Rhodes motioned to approve the 2020 General Operations Policies as presented. Dan Dozier seconded the motion. Motion passed unanimously.**

**c. 2020 Human Resources & Job Descriptions**

Vicki Amsinger reported that there have been no changes to the Human Resource Policies & Job Descriptions since the September Board meeting.

**Jim Rhodes motioned to approve the 2020 Human Resource Policies & Job Descriptions as presented. Connie Tan seconded the motion. Motion passed unanimously.**

**2. Direct Support Professional Year 2 – Easterseals Midwest**

Easterseals Midwest is request funding for the Direct Support Professional Year 2. The request is for a Workload Manager and related software for up to \$63,664.31. \$24,840 has been approved so far in the FY2020 budget. An additional \$38,824.31 would need to be added to the FY2020 budget. The Finance Committee recommended this request for approval.

**Jim Rhodes motioned to approve Easterseals Midwest’s DSP Year 2 request for up to \$63,664.31 and to amend the FY2020 budget by \$38,824.31 as presented. Sue Sharp seconded the motion. Motion passed unanimously.**

**3. Annual Agreements Resolution**

The Annual Agreements Resolution is to give the Executive Director authority to sign annual agreements with other government entities after changes are reviewed with the Finance Committee.

**Jim Rhodes motioned to adopt Resolution number FY20 11-01 pertaining to Annual Agreements as read aloud. Sue Sharp seconded the motion. Motion passed unanimously.**

**4. St. Peters Home Renovations**

John Thoele reviewed the bids received for the St. Peters Home Renovation. The lowest bid submitted was \$106,293 by a company named Krekeler Carpentry, LLC. The Finance Committee recommended accepting the lowest bid by Krekeler Carpentry, LLC

**Jim Rhodes motioned to approve the St. Peters Home Renovation for up to \$106,293 to be paid for from the Committed Fund Balance – Housing Needs and to amend the FY2020 budget and to authorize the President to sign the contract as presented. Sue Sharp seconded the motion. Motion passed unanimously.**

**New Business**

**1. Emmaus Homes, Inc. Vehicle Match Request**

Emmaus Homes, Inc. was awarded MoDOT vehicles that require a 20% local match. Emmaus Homes was approved for three vehicles for a total cost of \$109,314 the 20% match request is for up to \$21,862.80.

**Jim Rhodes motioned approve Emmaus Homes, Inc. FY2020 Vehicle Match Request for up to \$21,862.80 as presented. Dan Dozier seconded the motion. Motion passed unanimously.**

**2. FY2021 Eastern Region Alliance Partner Funding Manual Approval**

Peg presented the Eastern Region Alliance Partner Funding Manual.

**Dan Dozier motioned to approve the FY2021 Eastern Region Alliance Partner Funding Manual as presented. Jim Rhodes seconded the motion. Motion passed unanimously.**

**3. Draft FY2021 Timeline & Priorities**

Kathy Williams presented the Draft FY2021 Timeline & Priorities. The FY2021 Timeline & Priorities will come before the Board for approval in December.

**No motion needed.**

**Adjournment**

**Jim Rhodes motioned to adjourn. Sue Sharp seconded the motion. Motion passed unanimously.**

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