

Developmental Disabilities Resource Board of St. Charles County
Board Meeting Minutes
January 21, 2021

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 video conference link and conference call numbers provided on the agenda. The agenda was posted to the DDRB website in accordance with 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 and voting for each action.

Members Physically Present:

Missy Fallert, Mike Mahoney and Jim Rhodes

Members Present via Electronic Communication:

Dan Dozier, Todd Gentry, Bryon Hale, Sue Sharp and Connie Tan

Members Absent:

Joe Barton

Mission Moment:

Troy Compardo, BCI CEO, provided an update on BCI Packaging. During the pandemic there has been a high demand for products that are repackaged at BCI. Due to the increase in demand for services BCI explored expanding the working hours of employees to meet the customer's demand. The working hours increased to a total of 39 hours per week which also expanded benefits to those who increased their hours. Many employees signed on for the additional work and have enjoyed the additional hours and pay. One of these employees, Donna Marlatt, shared her excitement as well. Donna said, "BCI is like my family. I like to go to work every day and do a great job." Donna also volunteers on the Behind the Mask fundraising committee to support BCI. Troy also shared some new work accommodations that have been put into place to enhance safety measures in response to the COVID-19 Pandemic, including new plastic partitions in workspaces and

in the lunchroom to limit germ spreading. Troy thanked the DDRB Board and Staff for the partnership in funding to support BCI's mission of employment opportunities for individuals with developmental disabilities.

Glen Goldstein Recognition

Glen Goldstein, Director of Information Technology for the Productive Living Board of St. Louis County, was recognized for going "Above & Beyond" in his support to the DDRB after the March 2020 ransomware attack. Glen worked literally around the clock to ensure the DDRB's full recovery and system restoration. Glen (a resident of St. Charles County) was honored for his outstanding service to the DDRB and to St. Charles County citizens with developmental disabilities.

Public Comments and Announcements:

None

Minutes of Board Meeting:

Mike Mahoney motioned to accept the November 19, 2020 Board meeting minutes as presented. Missy Fallert 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; Sue Sharp, yes; Connie Tan, yes.

Finance Director's Report:

John Thaelke's December 2020 & 2nd Quarter Financial Reports included the following:

The report writer the DDRB has used since purchasing GP is no longer supported by Microsoft and developed a problem during the most recent GP update. John was not able to generate the following reports: Case Management (monthly) and Administration (quarterly). The Eastern Region Alliance (ERA) IT team is working on this and the issue will be resolved for January's reports. Missing reports will be included in the February Board Packet.

- Taxes: Minimal County tax revenue has been received to date. John has had conversations with the County's Collector's office and Finance department. It appears that tax revenue is coming in similar to past years. This should be reflected in the January reports.
- Case Management Billings: No FY2021 billings were received in December as the April and May 2020 billings were finally able to be made. Billings have improved for the same period over last year as the variance is slight but FY2021 has one less month of revenue included.
- Expenses:
 - Agency expenses are lower than FY2020. This is due mainly to COVID-19 not allowing agencies to produce at normal levels and partly to the change in billing on the new ERA portal.
 - Administration and Case Management expenses appear to be in line with prior year.

2nd Quarter FY2021 Reports

Agency: It appears that FY2021 lapse will exceed the budget expectations resulting in a potential surplus for the DDRB in FY2021.

One-Time/Capital: The new facility variance is due to finishing Building B during FY2020.

Mike Mahoney motioned to accept the December 2020 and 2nd Quarter Finance Reports as presented. Missy Fallert 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; Sue Sharp, yes; Connie Tan, yes.

Executive Director Report

Peg Capo's Executive Director Report included the following:

FY2021 State Budget

The Governor has released significant withheld funds for FY2021. This includes funding for the Medicaid Waiver Waitlist. It is projected that the Waitlist will be eliminated by July 1. Unfortunately, the FACT Family Support Partner Program funds continue to be withheld. Heather Lytle, Bill Gamble and Peg will be meeting with Kayla Hahn, the Governor's Policy Director, on Tuesday to advocate for the funds to be released, given the positive impact of the program, particularly for families in crisis.

Division of Developmental Disabilities Update

Included in the Board packet was Val Huhn's PowerPoint presentation to MARF. The positive state revenue results are mainly due to the delay in income tax filing/payments to July 2020. Sales tax revenues are also up vs. last year. FY2022 budget work will begin in earnest after the January 27 State of State address, where the Governor will release his recommended budget to the legislature. Val also spoke to the increasing incidence of COVID-19 infections in Missouri.

Legislative Update

MARF, MACDDS and the St. Charles County Coalition of Service Providers are actively educating legislators on the importance of funding provider rate increases to support direct support staff wages. The situation is being described as 'dangerous' as providers are having an extremely difficult time keeping their Medicaid Waiver services staffed. The legislators are familiar with this issue since the message has been consistent over the last several years. Included in the packet was the MACDDS legislative 'push card' that has been mailed to all legislators.

COVID-19 Vaccine Update

Developmental disabilities residential providers have generally been able to access vaccines for direct support staff and some individuals. The remaining developmental disabilities community has been seeking more information on when vaccines will be available for all people with DD and their families and providers. The Department of Health and Senior Services released additional information on the next tiers of eligibility, which was included in the board packet. People with IDD are in the next tier of eligibility (1B) for which vaccinations began Monday, January 18.

St. Charles County also is keeping a list of individuals and groups that are interested in being vaccinated. Individuals can join the list on the County website (sccmo.org) under the COVID-19 tab, see Vaccinations information. The County will notify you when vaccines are available.

Case Management Director Report

Peg Capo gave Robyn Peyton's Case Management Director's Report, which included the following:

- Robyn announced two new hires joined the team on December 14, 2020, Elizabeth Heugel and Emily Braaten. These positions were vacated when Judy Naeger and Liz Nowack were promoted to their mentor roles. This will now allow the program to begin accepting transfers from other counties again. Previously, staff capacity only allowed us to accept new intakes and individuals in crisis.
- Since the Division announced the release of funds in October, case managers continue to receive notifications when an individual is pulled off the waitlist. To date 21 customers have been pulled into the waiver.

- The processing of both April and May billing has been completed. The review of June notes that could not be entered due to MOEdi being down through mid-month has begun. The goal would be for this review and entry to be completed by the end of February for billing.
- The results were received for the 2020 annual Targeted Case Management Program review that was completed by the Division. This review entails one customer file per case manager as well as a qualification review of any new hires during the calendar year. Our results were excellent. The response letter and action plan were included in the board packet.
- The team is currently recertifying staff as MOCABI administrators. The MOCABI assessment is the tool used to determine Medicaid waiver eligibility. This recertification is required to be completed every two years on staff who are currently certified. The process is very involved with clear expectations from the Division. Recertification has been completed on 21 staff with 18 still in process.

Committee Reports:

Finance Committee

John Thaelke reviewed the January 21, 2021 Finance Committee meeting minutes.

Nominating Committee

Peg Capo reviewed the December 14, 2020 Nominating Committee meeting minutes.

Coalition Report

Presentation/Discussion Topic: Update with Bill Gamble on Legislative Efforts

Committee Reports

1. Legislative Committee:
 - a. An event for St. Louis legislators will be hosted on Friday, January 22 at 9:00am.
 - b. A letter was submitted to the Governor's office in support of adding individuals with IDD/DD higher up on the vaccine priority list.
2. Training Committee: DSP Conference committee is moving forward with coordinating a virtual conference this March with the Community College. The theme will be focused on 'self-care'.
3. Program Committee: DSP Conference save the dates have gone out. The conference will be hosted virtually the week of March 15.

New Business

1. Work has continued to merge the St. Louis and St. Charles Coalition. Board of Directors from each Coalition met to review by-laws, committee structure and need for value statements. They are on track to have finalized by-laws, committee chairs, board of director nominees and a merged budget for FY2022.
2. Open discussion was had on availability and logistics of COVID-19 vaccines for staff and clients.
3. The next meeting is Thursday, February 4 at 8:30am.

Old Business

1. 2021 By-Laws Approval

Peg Capo presented the 2021 By-Laws for approval. There were no changes for 2021.

Mike Mahoney motioned to approve 2021 By-Laws as presented. Missy Fallert 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; Sue Sharp, yes; Connie Tan, yes.

2. 2021 Governance Policies Approval

Peg Capo presented the 2021 Governance Policies for approval. There were no changes for 2021.

Mike Mahoney motioned to approve 2021 Governance Policies as presented. Missy Fallert 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; Sue Sharp, yes; Connie Tan, yes.

New Business

1. Election of Officers

Jim Rhodes reported the Nominating Committee has nominated the following people to serve on the Executive Committee in 2021: Bryon Hale, President; Sue Sharp, Vice-President; Mike Mahoney, Treasurer and Connie Tan, Secretary. The Executive Committee will take office on February 1, 2021.

Dan Dozier motioned to approve the following members to serve as the 2021 Executive Committee: Bryon Hale, President; Sue Sharp, Vice-President; Mike Mahoney, Treasurer and Connie Tan, Secretary. Missy Fallert 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; Sue Sharp, yes; Connie Tan, yes.

2. Corporate Compliance Report & Resolution

Peg Capo, reported there were no reports of suspected fraud, waste or abuse in 2020. John Thaelke read aloud Resolution Number FY21 01-01, which will document how the DDRB will comply with all state, federal and local laws and to appoint a primary point of contact who will recommend, create, implement and oversee strategies for compliance.

Mike Mahoney motioned to approve the Corporate Compliance Report as presented, adopt the Corporate Compliance Resolution Number FY21 01-01 as read aloud and appoint Peg Capo, DDRB Executive Director, as the Corporate Compliance Officer. Missy Fallert 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; Sue Sharp, yes; Connie Tan, yes.

3. Sunshine Law Resolution

John Thaelke read aloud Resolution Number FY21 01-02, which states that a public governmental body shall provide access to and, on request, copies of public records. A custodian must be appointed to maintain those records. The board recommended the fees to be charged for access to or furnishing copies of records shall be reasonable and consistent with the Sunshine law.

Mike Mahoney motioned to adopt the Sunshine Law Resolution Number FY21 01-02 as read aloud. The DDRB Executive Director was appointed as custodian of the records for the DDRB. Missy Fallert 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; Sue Sharp, yes; Connie Tan, yes.

4. Bank Signatures Resolution

John Thaelke read aloud Resolution Number FY21 01-03, which authorizes members of the DDRB Board Executive Committee to sign checks and power to preform banking transactions.

Mike Mahoney motioned to adopt the Bank Signatures Resolution Number FY21 01-03 as read aloud. Missy Fallert 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; Sue Sharp, yes; Connie Tan, yes.

5. FY2022 Market Rate Adjustment

The Finance Committee is recommending a 2.5% Market Rate Adjustment for FY2022.

Missy Fallert motioned to approve a 2.5% Market Rate Adjustment for FY2022 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; Sue Sharp, yes; Connie Tan, yes.

6. Accessibility Plan

a. 2020 Report

Peg Capo presented the 2020 Accessibility Plan Yearend Report.

Mike Mahoney motioned to accept the 2020 Accessibility Plan Report as presented. Missy Fallert 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; Sue Sharp, yes; Connie Tan, yes.

b. Draft 2021 Plan

Peg Capo presented the draft 2021 Accessibility Plan. This plan will come before the Board for approval on February 18, 2021.

No motion needed.

7. Cultural Competency & Diversity Plan

a. 2020 Yearend Report

Vicki Amsinger presented the 2020 Cultural Competency & Diversity Plan Report.

Dan Dozier motioned to accept the 2020 Cultural Competency & Diversity Plan Report as presented. Missy Fallert 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; Sue Sharp, yes; Connie Tan, yes.

b. Draft 2021 Plan

Vicki Amsinger presented the Draft 2021 Cultural Competency & Diversity Plan. This plan will come before the Board for approval on February 18, 2021.

No motion needed.

8. Human Resource Plan

a. 2020 Report

Vicki Amsinger presented the 2020 Human Resource Plan Report.

Mike Mahoney motioned to accept the 2020 Human Resource Plan Report as presented. Missy Fallert 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; Sue Sharp, yes; Connie Tan, yes.

b. Draft 2021 Plan

Vicki Amsinger presented the Draft 2021 Human Resource Plan. The plans will come before the Board for approval on February 18, 2021.

No motion needed.

9. Risk Management Plan

a. 2020 Report

John Thaelke presented the 2020 Risk Management Plan Report.

Missy Fallert motioned to accept the 2020 Risk Management Report 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; Sue Sharp, yes; Connie Tan, yes.

b. Draft 2021 Plan

The Draft 2021 Risk Management Plan has not yet been completed. It will be presented at the February Finance and Board meetings.

No motion needed.

10. Succession Plan - 2021 Draft

Vicki Amsinger presented the Draft 2021 Succession Plan. The plan will come before the Board for approval on February 18, 2021.

No motion needed.

11. Technology Plan

a. 2020 Report

John Thaelke presented the 2020 Technology Plan Report.

Missy Fallert motioned to accept the 2020 Technology Plan Report 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; Sue Sharp, yes; Connie Tan, yes

b. Draft 2021 Plan

The Draft 2021 Technology Plan has not yet been completed. It will be presented at the February Finance and Board meetings.

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; Sue Sharp, yes; Connie Tan, yes

Respectfully Submitted: Nikki Rogers _____