

Developmental Disabilities Resource Board of St. Charles County  
Board Meeting Minutes  
November 19, 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 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 and Connie Tan

**Members Absent:**

Joe Barton and Sue Sharp

**Direct Support Professional Awards**

Heather Ward, St. Charles County Coalition President, began the presentation of the Direct Support Awards by highlighting the struggles and accomplishments Direct Support Professionals have faced over the past year. Heather thanked the DDRB for their ongoing support of Direct Support Professionals. Heather announced the Direct Support Awards winners with a presentation, recipients were as follows:

- Stephanie Phipps – Behavior Intervention Services
- Kaitlin Pollard – United Services for Children
- Pavlette Goldsby – Willows Way
- DeVonshae Person – Pathways to Independence
- Maria Gericke – Community Living, Inc.

- Bridget Jeep – BCI
- Shannon Rettig – St. Louis Life
- Braden Griffin – Emmaus Homes
- Jennifer Brimer – FACT

This year the Coalition also had a special award category known as the COVID Hero, the following were recipients COVID Hero Award:

- Amber Williams – Behavior Intervention Services
- Winnie Ndarua – Emmaus Homes
- Christy Jacquemin – Community Living, Inc.
- Dianna Hyndman – FACT
- John Covilli – St. Louis Life
- Morgan Nelson – Pathways to Independence
- Shawna Hammontree – BCI
- Vanessa Chalmers – Easterseals Midwest
- Dana Upchurch – Willows Way

The slideshow that was presented while announcing the award winners is available on the St. Charles County Coalition Facebook page.

#### **Mission Moment:**

Kathy Robb introduced Barb Griffith, President & CEO and Kristen Paez, Director of Family Services from Community Living, Inc. Community Living shared a video with the Board on changes that have been made to the SOAR project to align with the guidelines set forth by the CDC and the State of Missouri. The full video is available on the DDRB website, [www.ddrb.org](http://www.ddrb.org).

#### **Public Comments and Announcements:**

None

#### **Minutes of Board Meeting:**

**Missy Fallert motioned to accept the October 15, 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; Connie Tan, yes.**

#### **Finance Director's Report:**

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

#### **October 2020**

##### **Revenues**

- Taxes: There has been minimal county tax revenue received to date. A majority of tax revenue is received in January and February.
- Case Management Billings: July – September billings have been recorded.

##### **Expenses**

- Agency Operations: Slightly below FY2020 actuals. Part of this is due to the new Eastern Region Alliance billing portal and some may be due to reduced services and expenses due to COVID. A detailed assessment of this will be conducted for the 2<sup>nd</sup> quarter and reviewed with the Finance Committee and Board.

- DDRB Operations: Contract Professional expenses have increased in FY2021 due to contracting out IT services. In FY2020, IT expenses were mostly recorded to personnel.
- Capital/One-Time: The variance is due to Building B completion in FY20.

**Missy Fallert motioned to accept the October 2020 Finance Report as presented. Bryon Hale 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; Connie Tan, yes.**

### **Executive Director Report**

#### **Good News: Eastern Region Alliance Award**

The DDRB was notified by the East-West Gateway Council of Governments that the Eastern Region Alliance was selected to receive a 2020 Exemplary Collaboration, Partnership or Regional Initiative Award. What made this even more special is that the were nomination by a key partner agency leader, Mark Keeley, President/CEO of St. Louis Arc! The award will be given at the East-West Gateway virtual annual meeting Thursday, November 19 at 1:00 – 3:00 pm. Registration is free and Board Members can sign up to attend through the link in the notification letter, that was included in the Board Packet.

#### **FY2021 State Budget**

A legislative special session was held this week to discuss additional COVID-19 emergency funding. State revenues continue to meet expectations, although obviously there is much uncertainty as the COVID-19 infection rates increase. Advocates continue to stress the importance of adequate funding for critically needed services.

#### **Governance Policy and By-Laws Revision Input**

No input was received regarding changing existing Governance Policy or DDRB By-Laws, so no changes are recommended at this time. The Board has been successful with the emergency Board meeting attendance requirements in getting Board volunteers to attend.

#### **Department of Health Flu Vaccine Event**

On Tuesday, November 10 the St. Charles County Department of Health held a free Flu Vaccine Event at the DDRB. The event was focused on adults with developmental disabilities, their adult family members and partner agency staff. Attendance was low since most had already been vaccinated. However, the event also provided an opportunity to test the viability of utilizing the DDRB space to hold a larger vaccine event, potentially when the COVID-19 vaccine is available. Dozens of medical assistant students from St. Charles Community College and nursing students from Goldfarb School of Nursing staffed the event. Staff are confident that the layout of the Community Room and the gymnasium are well-suited for such an event and will continue our planning efforts.

#### **Case Management Director Report**

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

- The case management program is currently serving 1,262 customers.
- Robyn announced that Gwen Adams will be joining the case management program. Her first day will be November 23.
- The DDRB was informed on October 13, 2020 by the Division that funds had been released to

- allow for reduction in the current waiver waitlist. See attached memo. To date, the DDRB case management program has had 10 individuals pulled from the Partnership waitlist, 2 from community support and 3 from the comprehensive waitlist for residential services. Case management staff must act quickly to get services in place for the individual once they are notified in order to assure that slots gets assigned.
- The team is close to finalizing the review and processing of both April and May note entry and billing. The plan is to have this completed by the end of November.
  - It is time once again for our annual Targeted Case Management Review. This review will begin on November 16 and be completed remotely. As you may recall from years past, this review is completed by the Division and includes a personnel file review of new staff hired this past year in order to verify qualifications as well as a customer file review of one customer per case manager.
  - As reported last month, St. Charles County continues to be in a "remote only" status for face-to-face visits, monitoring and meetings. Exceptions are granted when a health and safety issue is identified, or a customer/family insist on a visit. These visits are then completed following the open-air visit protocol. On November 1, 2020, the Division placed the entire state in "remote only" status again, due to increased incidence.

### **Committee Reports:**

Peg Capo announced there was an Executive Committee meeting on November 4, 2020 the committee meeting was held in closed session pertaining to legal.

John Thaelke reviewed the November 3, 2020 Finance Committee meeting minutes.

Connie Tan reviewed the November 5, 2020 Program Committee meeting minutes.

### **Coalition Report**

#### **Coalition Committee Reports**

1. Legislative Committee: Will be hosting a virtual open house for new legislature. The open house will focus on families and individuals.
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". There will be two keynote speakers for both days. Each day will have the same tracks available.
3. Program Committee: DSP Awards were held earlier in the meeting.
4. Executive Committee: Are working on merging with the St. Louis Coalition.

### **Old Business**

#### **1. 2021 Case Management Policies**

Robyn Peyton reviewed the 2021 Draft Case Management Policies, there were no changes since presented last month.

**Missy Fallert motioned to approve the 2021 Case Management Policies 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; Connie Tan, yes.**

## **2. 2021 General Operations Policies**

Nikki Rogers reviewed the 2021 General Operations Policies, there were no changes since presented last month.

**Missy Fallert motioned to approve the 2021 General Operations Policies 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; Connie Tan, yes.**

## **3. 2021 Human Resources Policies & Job Descriptions**

Vicki Amsinger reviewed the 2021 Human Resource Policies and Job Description changes. There was only one change to the Human Resource Policies and no changes to Job Descriptions since last month. The Human Resource Policy change removed a proposed change and reverted the policy to the previous wording.

**Mike Mahoney motioned to approve the 2021 Human Resources Policies & Job Descriptions 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; Connie Tan, yes.**

## **4. FY2022 Eastern Region Alliance Partner Funding Manual Approval**

The Board reviewed broad changes to be made to the FY2022 Eastern Regions Alliance Partner Funding Manual in September. The final changes reflect those presented in September.

**Mike Mahoney motioned to approve the FY2022 Eastern Region Alliance Partner Funding Manual 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; Connie Tan, yes.**

## **5. FY2022 Funding Timeline & Priorities**

A funding timeline was created in accordance with the Eastern Region Alliance Funding Timeline. Priorities had no changes since presented last month.

**Missy Fallert motioned to approve the FY2022 Funding Timeline & Priorities 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; Connie Tan, yes.**

## **New Business**

### **1. FACT Family Support Partner Emergency Request**

FACT is requesting up to \$100,000 to support the Family Support Partner project during FY2021. The State of Missouri withheld \$204,000 from the budget, for this project, creating a project budget deficit in FY2021 funding. During this year, the project has seen a rise in family crisis because of COVID-19. This request will only apply to FY2021. FACT and the St. Charles County Coalition of Service Providers are actively advocating to restore State funds. Should funds be restored, the DDRB will be repaid.

**Dan Dozier motioned to accept the FACT Family Support Partner Emergency Request for up to \$100,000 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; Connie Tan, yes.**

## 2. New Project Requests

Kathy Robb presented all new projects. The projects were presented at the Program Committee and the Committee recommends funding the following new projects:

a. **The Center for Specialized Services – Counseling Services**

The Center for Specialized Services is requesting new project funding for their Counseling Services project. The request is for up to \$38,880.00.

**Missy Fallert motioned to approve the New Project Request- The Center for Specialized Services – Counseling Services for up to \$38,880.00. 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; Connie Tan, yes.**

b. **Epworth – Family Support Network**

Epworth is requesting new project funding for their Family Support Network project. The request is for up to \$31,725.00.

**Missy Fallert motioned to approve the New Project Request- Epworth – Family Support Network for up to \$31,725.00. Connie Tan 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; Connie Tan, yes.**

c. **Down Syndrome Association – Family Support**

Down Syndrome Association is requesting new project funding for their Family Support project. The request is for up to \$23,830.00.

**Missy Fallert motioned to approve the New Project Request - Down Syndrome Association – Family Support for up to \$23,830.00. 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; Connie Tan, yes.**

d. **The Adam Morgan Foundation – Technology for Independence**

The Adam Morgan Foundation is requesting new project funding for their Technology for Independence project. The request is for up to \$50,000.00.

**Mike Mahoney motioned to approve the New Project Request - The Adam Morgan Foundation – Technology for Independence for up to \$50,000.00. Connie Tan 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; Connie Tan, yes.**

e. **Center for Autism Education – Play & Learn Playground**

The Center for Autism Education is requesting new project one-time equity funding for their Play & Learn Playground. The request is for up to \$75,000.00.

**Mike Mahoney motioned approve the New Project Request - Center for Autism Education – Play & Learn Playground for up to \$75,000.00. 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; Connie Tan, yes.**

### Closed Session

**Missy Fallert motioned to go into closed session announcing the intent of the closed session for the intent to discuss Legal (S.B., Section 610.021 (1) RSMo) 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; Connie Tan, yes.**

**Open Session**

**Missy Fallert motioned to end the closed session and return to open session. 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; Connie Tan, yes.**

**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; Connie Tan, yes.**

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