

Developmental Disabilities Resource Board of St. Charles County  
Board Meeting Minutes  
February 18, 2021

The Board meeting was held at the DDRB Office, 1025 Country Club Road, St. Charles, MO 63303. The DDRB Office was closed to the public and there was no physical public at 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)

Bryon Hale, 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:**

Bryon Hale and Mike Mahoney

**Members Present via Electronic Communication:**

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

**Members Absent:**

Joe Barton

Bryon announced Jim Rhodes's formal resignation from the DDRB. The resignation was effective February 1, 2021 and the County has been notified of his resignation.

**Mission Moment:**

Kathy Robb shared the newest video created about Show Me Aquatics and Fitness. The video will be posted on the DDRB Facebook page and on the DDRB website ([www.ddrb.org](http://www.ddrb.org)).

**DDRB FY2020 Audit:**

Michele Graham from Botz, Deal & Company presented the DDRB FY2020 Audit.

**Public Comments and Announcements:**

None

**Minutes of Board Meeting:**

**Mike Mahoney motioned to accept the January 21, 2021 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; Sue Sharp, yes; Connie Tan, yes.**

**Mike Mahoney motioned to approve with the date correction to the June 2020 through December 2020 Board meeting minutes as presented. Dan Dozier 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; Sue Sharp, yes; Connie Tan, yes.**

**Finance Director's Report:**

John Thoelke's January 2021 & 2<sup>nd</sup> Quarter Administration and Case Management Financial Reports included the following:

**January 2021**

- Taxes: The DDRB received the majority of anticipated of tax revenue in January. While it is too early to project a final revenue number for the fiscal year, it does appear that the DDRB will meet the tax revenue budget.
- Case Management Billings: The current period revenue is for November and December 2020 billings. This was due to finally being able to bill April and May 2020 billings in December. The comparison to the prior year is positive as it includes January billings as well. This means that despite COVID-19 restrictions, Case Managers are producing at a higher rate than last year.
- Expenses:
  - Agency expenses are lower than FY2020. This is due mainly to COVID-19 restrictions not allowing agencies to produce at normal levels.
  - Administration and Case Management expenses appear to be in line with prior year.

**2nd Qtr. FY2021 Reports**

**Administration:** Salary variance is due to the January 1, 2021 payroll being processed on December 31, 2020. Benefit variance is due to higher HRA payment in FY2021 than in FY2020 for this period. Staff Training and Mileage is minimal due to COVID-19. Operation expenses are generally a bit lower. Insurance expense is due to a change in allocation for one line of insurance to reflect actual expense more accurately. Insurance is paid annually in July.

**Case Management:** Salary and Benefits increases are due to a higher employee count in FY2021. Staff Training and Mileage is minimal due to COVID-19. Building Maintenance & Utilities and Office Supplies are down from last year due to most of the staff working from home. Contract and Professional Fees increase is due mainly to moving from an IT paid staff to contracting with a company for all IT services.

**FY2021 Projection** – John reviewed the initial preliminary projection for FY2021.

**Mike Mahoney motioned to accept the January 2021 & 2nd Quarter Administration and Case 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; Sue Sharp, yes; Connie Tan, yes.**

### **Executive Director Report**

Peg Capo's Executive Director Report included the following:

#### **COVID-19 Vaccine**

Residential providers serving individuals with developmental disabilities are considered top priority (1A) for the COVID-19 vaccine and their direct support staff have had the opportunity to be vaccinated. Approximately 50% have done so. Priority 1B individuals are now eligible to be vaccinated but the vaccine supply is significantly less than demand. Category 1B includes most individuals with developmental disabilities and all staff of provider agencies, including the DDRB. In the short-term, most vaccine is being distributed through hospital systems and several mass vaccination events across Missouri. The St. Charles County Department of Public Health recommends that eligible individuals register with hospital systems (SSM, BJC, Mercy, St. Luke's), St. Charles County and the state of Missouri. Most vaccinators notify registered individuals via email when there is an opportunity to make an appointment. Supply is expected to increase significantly over the next couple of months.

#### **Legislative Update**

In recent years, many property tax reduction bills have been filed. The MACDDS Legislative Consultant monitors the bills. This year, Senator Bill Eigel has sponsored Senate Bill 24 to eliminate all personal property taxes over the next several years. Last week, this bill was voted out of the Ways & Means Committee. Although it has not been scheduled for consideration by the full Senate, it is very concerning to see this bill move forward. Elimination of personal property taxes would cause a significant reduction in DDRB tax revenue. Initial estimates are approximately \$2 Million per year reduction. John is working with the Eastern Region Alliance (ERA) and other St. Charles County property tax-based districts to educate legislators about the impact of this bill.

#### **FY2021 Strategic Plan**

The Second Quarter strategic plan update was included in the Board packet.

#### **FY2022 Funding Cycle**

The FY2022 Funding cycle is underway. Staff continue to work with the ERA Boards to align our processes and support our partner agencies. The cycle timeline was included in the Board packet.

#### **Annual Board Self-Assessment**

The Board received an email with a link to the Annual Board Self-Assessment. Peg would appreciate your feedback and will present results and follow-up action steps at the FY2022 Funding Cycle Kick-Off meeting.

#### **Adaptive Equipment/Assistive Technology Provider Expansion**

The ERA would like to maximize the number of individuals receiving needed adaptive equipment/assistive technology. An "Request for Proposal (RFP)" has been drafted to encourage more agencies to assist individuals. It is expected this expansion will ensure that budgeted funds are fully utilized in this endeavor. If successful, identified additional providers will make application to the county boards in counties they are able to serve.

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

Laura Taylor, Assistant Case Management Director, gave Robyn Peyton's Case Management Director's Report, which included the following:

- The Case Management Program is currently serving 1,271 customers.

- Case Managers continue to work hard to get services in place as individuals are pulled off the waitlist. To date 35 people have been identified to come off the waitlist. There is no longer a waitlist for Partnership for Hope waiver. Once an individual is identified to come off the waitlist, the Case Manager begins working with the individual/family to secure a provider. During these challenging times of COVID-19, provider capacity can be somewhat limited depending on the service and the need. Many residential agencies are holding off on new development due to the difficulty with securing staff.
- Robyn will be participating in a MACDDS statewide committee to begin conversations to prepare for both re-entry for individuals in the community and case management services once remote status is lifted. Discussion will include items such as creating positive outcomes regardless of re-entry level, supporting choice, safety considerations, and service delivery changes.
- The case management team continues to work on entering the June logging notes into the system to bill. There was approximately 2 business weeks of notes that needed to be entered. The target date to complete this project and bill is the end of February. The team is on track to meet this target.
- Case Managers are continuing to adapt to the delivery of service in a virtual environment. Some individuals/families have requested in person, open air visits as weather permits but these do require leadership approval prior to the visit. An employee health assessment and a screening with the individual are both completed the day of the visit. Trends noted include the time a monitoring visit takes to complete in a virtual environment has drastically reduced compared to an in-person visit. In-person visits also include the travel time it takes to drive back and forth to the location. The case management team is very anxious to get back to visiting their customers in-person to get a fuller picture of their well-being.

### **Committee Reports:**

#### **Finance Committee**

John Thaelke reviewed the February 2, 2021 Finance Committee meeting minutes.

#### **Human Resource Committee**

Peg Capo reviewed the January 27, 2021 Human Resource Committee meeting minutes.

#### **Program Committee**

Connie Tan reviewed the February 11, 2020 Program Committee meeting minutes.

### **Coalition Report**

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

### **Committee Reports**

1. Legislative Committee: The Committee is planning to schedule one on one meetings with legislators over the next few months to advocate our priorities.
2. Training Committee: DSP Conference registration has opened, virtual conference will be held March 15 - April 2 with focus on self-care.
3. Program Committee: No report.

### **New Business**

1. Work has continued to merge the St. Louis and St. Charles Coalition. Board of Directors from each Coalition have finalized the by-laws, committee structure, and FY2022 budget. By the end of February, we will have drafted value statements in the areas of Independent Living, Community

Connections, and employment. The by-laws, budget and value statements will be presented to each coalition in the month of April as well as nominations for merged Board of Directors.

2. The next meeting is Thursday, March 4 at 8:30am.

### **Committee Appointments**

Bryon Hale appointed Board members to the following committees:

Finance Committee: Mike Mahoney (Chair), Dan Dozier and Sue Sharp

Human Resource Committee: Sue Sharp (Chair) Dan Dozier and Missy Fallert

Program Committee: Connie Tan (Chair) Joe Barton, Missy Fallert and Todd Gentry

### **Old Business**

#### **1. 2021 Accessibility Plan Approval**

Peg Capo presented the 2021 Accessibility Plan for approval.

**Sue Sharp motioned to approve the 2021 Accessibility 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; Sue Sharp, yes; Connie Tan, yes.**

#### **2. 2021 Cultural Competency & Diversity Plan Approval**

Vicki Amsinger presented the 2021 Cultural Competency & Diversity Plan for approval.

**Mike Mahoney motioned to approve the 2021 Cultural Competency & Diversity Plan as presented. Todd Gentry 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; Sue Sharp, yes; Connie Tan, yes.**

#### **3. 2021 Human Resource Plan Approval**

Vicki Amsinger presented the 2021 Human Resource Plan for approval.

**Mike Mahoney motioned to approve the 2021 Human Resource Plan as presented. Sue Sharp 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; Sue Sharp, yes; Connie Tan, yes.**

#### **4. 2021 Draft Risk Management Plan**

John Thielke presented the 2021 Draft Risk Management Plan, the final plan will come before the Board for approval at the March 18, 2021 Board Meeting.

**No motion needed.**

#### **5. 2021 Succession Plan Approval**

Vicki Amsinger presented the 2021 Succession Plan for approval.

**Mike Mahoney motioned to approve the 2021 Succession Plan as presented. Sue Sharp 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; Sue Sharp, yes; Connie Tan, yes.**

## **6. 2021 Technology & Systems Plan Approval**

John Thaelke presented the 2021 Technology & System Plan for approval, the final plan will come before the Board for approval at the March 18, 2021 Board Meeting.

**No motion needed.**

### **New Business**

#### **1. FY2020 Audit Approval**

**Mike Mahoney motioned to approve the DDRB FY2020 Audit 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; Sue Sharp, yes; Connie Tan, yes.**

### **Closed Session**

**Mike Mahoney motioned to go into closed session announcing the intent of the closed session for the intent to discuss Property (S.B. 2, Section 610.021 (2) RSMo) 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; Sue Sharp, yes; Connie Tan, yes.**

### **Open Session**

**Mike Mahoney motioned to end the closed session and return to open session. 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; Sue Sharp, yes; Connie Tan, yes.**

### **Adjournment**

**Mike Mahoney motioned to adjourn. Sue Sharp 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; Sue Sharp, yes; Connie Tan, yes.**

Respectfully Submitted: Nikki Rogers