

Developmental Disabilities Resource Board of St. Charles County  
Board Meeting Minutes  
March 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 Connie Tan

**Members Present via Electronic Communication:**

Joe Barton (by phone, did not vote) Dan Dozier, Missy Fallert, Todd Gentry, Mike Mahoney and Sue Sharp

**Members Absent:**

None

**Mission Moment:**

Kathy Robb introduced Susan Kallash- Bailey, Executive Director of Gateway ITN. Susan notified the Board that effective July 1, 2021 she will be moving to a position with the national ITN team, to work with rural and small community transportation. Effective July 1, 2021 Trayvond Jacobs will be the new Executive Director of Gateway ITN. Susan shared with the Board an update on the current status of rides given to individuals with developmental disabilities in St. Charles County. ITN has been able to provide rides to individuals for medical, employment, and recreation activities.

**Public Comments and Announcements:**

None

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

**Connie Tan motioned to accept the February 18, 2021 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 Thoenke's February 2021 Financial Reports included the following:

#### **February 2021**

- Taxes: John is confident the DDRB will meet or exceed the FY2021 Budget. John is not ready to commit to a prediction on expected revenues until March tax revenue is received.
- Case Management Billings: Current period revenue is for the January billings. The variance is due to more rebilling activity in FY2020 than in FY2021.
- Interest: The variance to prior year is a reporting format change. Interest and penalties from taxes is included in the Miscellaneous revenue line. This will be corrected for the March financials.
- Expenses:
  - Agency expenses are lower than FY2020. COVID-19 restrictions not allowing agencies to produce services at normal levels are the main cause.
  - Case Management expenses show some major fluctuations from the prior year. Benefits increase is due to higher utilization of family coverages. Contract / Professional increase is due to Datotel providing 100% of IT services. Travel and Office Supplies decreases are due to no home visits and most people working from home.

**Missy Fallert motioned to accept the February 2021 Finance Report 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.**

### **Executive Director Report**

Peg Capo's Executive Director Report included the following:

#### **FACT Funding Good News**

Thanks to strong tax revenues, Governor Parson released the remaining withholds in the FY2021 Budget. This included the full allocation for FACT's Family Support Partner Program. Heather Lytle is working with Senator Eigel and Representative Hill to restore the funding in the FY2022 Budget.

#### **FY2022 Funding Timeline**

April 16 is the deadline for FY2022 Funding Requests for the Eastern Region Alliance. It is expected that the DDRB will receive requests from all currently funded agencies. It is also expected that 6-8 new projects will seek funding from the DDRB. Nikki emailed a calendar request to Board members to seek availability for Funding meetings in May and early June. There will be 3-4 additional Board meetings during that time to consider increases and new funding requests. A financial working session will also be planned.

#### **Property Tax Legislation**

Although Senate Bill 24 (Senator Eigel) was voted down in the Senate, it is expected to receive additional debate. As you know, this bill could potentially cut DDRB tax revenues at least \$2 million annually upon full implementation. Applying the DDRB's impact percentage to the entire state, the elimination of personal property taxes would reduce local Senate Bill 40 revenue by approximately \$15 million statewide. This would significantly impact local service availability. Staff continue to follow this

legislation and plan to meet with Senator Eigel during spring break to discuss the negative impact this bill would have on St. Charles County citizens with I/DD.

### **Starting Up Services**

Val Huhn, Director of DD, announced last Friday that all services in the community should be starting back up soon. Specifically, she announced that she expects face-to-face Targeted Case Management to start as soon as possible, but no later than April 1, 2021. Concerns include individual and family considerations and vaccine availability.

### **Covid-19 Update and Vaccine Availability**

St. Charles County Covid-19 statistics are improving. [www.covidactionnow.org](http://www.covidactionnow.org) has great data dashboards for reference. This data and vaccination rates will be used to determine when the office will re-open our office to our full staff and public.

It is expected that vaccine availability will continue to increase in the coming weeks. As a reminder, all individuals with I/DD are eligible for vaccination in Priority Group 1b, level 2. Individuals are encouraged to register with St. Charles County, the state of Missouri and all hospital systems in the region.

### **Eastern Region Alliance**

Peg gave an update on the Eastern Region Alliance. Glen Goldstein was also present to answer technology questions from the Board, particularly around security.

### **Case Management Director Report**

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

- The program is currently serving 1,280 customers. This past month the program has seen an influx of new intakes choosing DDRB for case management.
- Meghan Tomten, one of our case managers resigned effective March 3. Interviews will begin to replace her position.
- Val Huhn, Division Director announced on Friday that in person visits and individual plan meetings are to resume across the state effective April 1, 2021. Given the short timeline, the case management leadership team met today to begin establishing protocols for staff to meet this directive. Variables to consider during these in home visits are the safety of customers and their families as well as staff. Many case managers report that families are still not comfortable having anyone in their homes. Not all customers have had the opportunity to get the vaccine while others report they are choosing not to receive it. Throughout the pandemic, partner agencies have also been very cautious regarding visitors in homes. Meetings will be scheduled with partner agencies throughout the month to collaborate on a plan that works for all parties. The Division reported on Friday that further guidance regarding resuming in-home visits will be coming out soon.

### **Committee Reports:**

#### **Finance Committee**

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

#### **Program Committee**

Connie Tan reviewed the March 4, 2021 Program Committee meeting minutes.

### **Coalition Report**

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

### **Committee Reports**

1. Legislative Committee:
  - a. A push was made to contact legislators to remind them of the Coalition's priorities as work continues on the budget.
  - b. Disability Rights Day is March 23, virtual events will be held.
  - c. The committee members plan to schedule 1 on 1 meetings with legislators over the next few months to advocate the Coalition's priorities.
2. Training Committee:
  - a. The Direct Support Professionals Conference opened March 15 with approximately 80 registrants.
  - b. A spring training is scheduled for April 8 on the topic Communication for Managers. Vicki Amsinger with the DDRB is helping with this training.
3. Program Committee: No report.

### **New Business**

1. Work has continued to merge the St. Louis and St. Charles Coalitions. In April, members will review and approve: a new name, the by-laws, mission statement, and value statement. Nominations for the Board of Directors will be presented in April and voted on in May.
2. The next meeting is Thursday, April 1 at 8:30am.

Joe Barton joined the meeting via zoom by phone.

### **Old Business**

#### **1. 2021 Risk Management Plan Approval**

John Thaelke presented the 2021 Draft Risk Management Plan for approval.

**Missy Fallert motioned to approve the 2021 Risk Management Plan as presented. 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; Sue Sharp, yes; Connie Tan, yes, Joe Barton, did not respond.**

#### **2. 2021 Technology & Systems Plan Approval**

John Thaelke presented the 2021 Technology & Systems Plan for approval.

**Sue Sharp motioned to approve the 2021 Technology & Systems Plan 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, Joe Barton, did not respond.**

### **New Business**

#### **1. 2021 Preliminary Tax Rate**

John Thaelke presented the 2021 Preliminary Tax Rate recommended by the Finance Committee of .1279 per \$100 assessed. The tax rate will be set in September 2021.

**Dan Dozier motioned to approve the 2021 Preliminary Tax Rate at .1279 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, Joe Barton, did not respond.**

**Closed Session**

**Connie Tan 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) and Personnel (S.B. 2, Section 610.021 (3) 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, Joe Barton, did not respond.**

**Open Session**

**Sue Sharp 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, Joe Barton, did not respond.**

**Adjournment**

**Sue Sharp motioned to adjourn. 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, Joe Barton, did not respond.**

Respectfully Submitted: Nikki Rogers