

Developmental Disabilities Resource Board of St. Charles County  
Board Meeting Minutes  
May 20, 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.

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.

**Members Physically Present:**

Todd Gentry, Bryon Hale, Missy Fallert, Mike Mahoney, Angie Rhodes, and Sue Sharp

**Members Present via Electronic Communication:**

Dan Dozier

**Members Absent:**

Joe Barton and Connie Tan

**Mission Moment:**

Robyn Peyton, Case Management Director introduced Madeleine Moore, Case Manager Mentor. Madeleine shared with the Board the impact reengaging in face-to-face visits has had on not only herself but her customers. Many of the individuals served are happy to see their case managers again.

Kathy Robb, Agency & Community Relations Director, presented an award to the Board given by The Center for Autism Education at the ribbon cutting ceremony for the playground partially funded by the DDRB.

**Mike Mahoney motioned to open the public hearing for FY2022 Financial Projections and Funding Requests. Missy Fallert seconded the motion. Motion passed unanimously. A roll call of members present was taken: Todd Gentry, yes; Bryon Hale, yes; Missy Fallert, yes; Mike Mahoney, yes; Angie Rhodes, yes; Sue Sharp, yes.**

**Public Hearing: FY2022 Financial Projections & Funding Requests**

Peg Capo, DDRB Executive Director gave a summary of past public hearings.

John Thaelke, DDRB Finance Director gave a summary of the FY2021 budget, FY2021 lapse projection and FY2022 requests.

Barb Griffith, President & CEO of Community Living, thanked the Board for the 2.5% market rate adjustment stating it was very helpful for Community Living and Barb appreciates the forethought of approving a market rate adjustment in January. Barb also thanked the Board for allowing reimbursement funding throughout the COVID pandemic, stating that changing the way of funding temporary allowed Community Living to keep its doors open. Barb requested the Board to continue the reimbursement funding for FY2022 or at least part of it.

Nate Harms, Executive Director of TREE House of Greater St. Louis, also thanked the Board for the market rate adjustment and flexible funding. Nate stated that he truly saw the DDRB mission put to work with the partnership provided by the DDRB throughout the pandemic.

**Mike Mahoney motioned to close the public hearing for FY2022 Financial Projections and Funding Requests. Dan Dozier seconded the motion. Motion passed unanimously. A roll call of members present was taken: Todd Gentry, yes; Bryon Hale, yes; Missy Fallert, yes; Mike Mahoney, yes; Angie Rhodes, yes; Sue Sharp, yes**

**Public Comments and Announcements:**

None

**Minutes of Board Meeting:**

**Mike Mahoney motioned to accept the March 18, 2021 Board meeting minutes as presented. Sue Sharp seconded the motion. Motion passed unanimously.**

**Minutes of Closed Session:**

**Mike Mahoney motioned to accept the February 18, 2021 Closed Session minutes as presented. Missy Fallert seconded the motion. Motion passed unanimously.**

**Mike Mahoney motioned to accept the March 18, 2021 Closed Session minutes as presented. Missy Fallert seconded the motion. Motion passed unanimously.**

**Finance Director's Report:**

John Thaelke's March, April 2021 and 3<sup>rd</sup> Quarter Financial Reports included the following:

**Restated February 2021 TCM Report**

At the previous meeting, there was a question regarding total public awareness expenses. When John reviewed the account details, he noticed that public awareness expenses in GL code 6210 were not the only ones populating that line item on the report. This issue stems back to when our old reporting system stopped being supported in GP and new reports needed to be created. The programmer who generated these new reports had transcribed 6210 as 6120 and it was not detected when initially reviewed. John has since looked at all the reports and tracked which GL codes comprise each line on the report. There was a dramatic decrease in public awareness expenses from the prior report with the correction made.

**3<sup>rd</sup> Quarter Reports:**

**Agency Operations:** It is interesting to see the difference between this year and last, remember in FY20 COVID was just beginning at the end of 3<sup>rd</sup> Quarter. John will discuss FY2021 lapse projections in detail at the Working Session.

**Administration:** Several changes were made to reflect line items shown in the audit. These changes were made in March to the line items effected (IT, Contracted Services, Professional Fees) but the corresponding changes to the report design have not been made yet so the negative amount in Contract/Professional Fees shows up in Office Supplies as opposed to the new line item of IT.

**March and April Reports**

- Taxes: DDRB tax revenue has exceeded the FY2021 budget already. John anticipates receiving an additional \$220,000 in the FY2021 projection and that seems reasonable based on the April revenues received.
- Case Management Billings: Please note that the restated February, March and April reports show a net surplus for the current period. This is a sign that Case Management is starting to rebound from the past 15 months of COVID.

The March report has the same report design issue noted above for Administration and will be corrected. The DDRB has also received \$179,400 in insurance proceeds. The current TCM reports do not reflect the proceeds but will show up in May as TCM Miscellaneous Revenue.

- Expenses:
  - Agency - Expenses are lower than FY2020. This is due mainly to COVID-19 restrictions not allowing agencies to produce services at normal levels.
  - Case Management - Benefits variance to March is due to the MOLAGERS April payment being recorded on April 30, 2021 as opposed to the first day of the following month as is generally the case.
  - Capital One/Time – John discovered when preparing the March financials that the financials did not include The Center for Autism and Education \$75,000 requested for an adaptive playground in the FY2021 budget. March and April Financials have this amount included appropriately.

**Missy Fallert motioned to accept the March, April 2021 and 3<sup>rd</sup> Quarter Finance Reports as presented. Sue Sharp seconded the motion. Motion passed unanimously.**

### **Executive Director Report**

Peg Capo's Executive Director Report included the following:

#### **DDRB Board Assessment 2021**

Included in the Board Packet was the report on the Annual Board Self-Assessment with key findings and recommendations. Thanks to all who participated. The detailed findings are available in the Board Manual on the Board Portal.

#### **Eastern Region Alliance Update**

The ERA Executive Directors recently conducted a survey of partner agencies on the FY2021 Alliance Launch. This survey was intentionally meant as a topline view of whether the ERA was fulfilling the commitments made to our partner agencies. The survey was completed prior to the FY2022 Funding Requests being submitted. The results were included in the Board Packet.

It is known that the FY2022 Funding Request process has brought its own changes and challenges and it is intended that we will seek deeper input in early July to ensure full listening. Communication, partnership, accountability and responsiveness continue to our focus.

#### **Legislative: Budget & Property Tax**

The legislature, as required, passed the budget at the beginning of the month. Included for FY2022 are provider rate increases and a partial restoration of FACT's Family Support Partner Project funding. The Governor now must sign or veto the department budgets prior to the start of the new fiscal year July 1.

The last day of the 2021 Legislative Session was Friday, May 14. Senator Eigel continues to advocate for the elimination of Personal Property taxes. The latest Senate version applies to St. Charles County only. The DDRB will continue to work with other Property Taxing Districts in St. Charles County and MACDDS to educate legislators on the impact of a reduction in taxes on services to their constituents with developmental disabilities and their families.

#### **DDRB Re-Engagement Planning**

DDRB Case Managers are providing direct face-to-face services to our customers and families, whenever possible and with precautions. Availability of the office to all staff has been opened to anyone who wishes to begin returning to work in the office. Staff are not required to schedule time in the office and the building capacity is not limited. Meeting room capacities have been increased and masks are still required in public spaces. Planning continues for the next phase, which will include space (outside

and inside) for planning meetings with our customers and their teams. It is expected the office will be ready to open to the public and for fulltime work by the end of the summer.

### **Case Management Director Report**

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

- The Case Management program is currently serving 1,289 customers. Everyone on a waitlist were able to get assigned, with two open positions, extended start dates will be used again until staff can be hired.
- One of our case managers, Kristina Haag resigned effective May 5 to pursue other career opportunities. Interviews continue to be held to fill these two positions.
- Case management staff have begun to complete in person visits. It is going very well. Staff have been instructed to use an individualized approach based on the comfort level of the customer/family when scheduling visits. Staff continue to complete a health assessment form for themselves as well as complete a pre planning call with the family or staff to assure there has been no COVID exposure. Customers are so happy to see their case managers in person and case managers are energized to be out in the community doing their work in person.
- UMKC- Institute for Human Development recently approached the DDRB Case Management program to partner with them on a 5-year CDC grant with the outcome to improve health for people with mobility limitations and people with intellectual/developmental disabilities. The goal of this grant is to increase access to and receipt of accessible preventative health care and health promotion services. If UMKC is successful in securing this grant, they would be subcontracting with the DDRB on a demonstration project to link people with IDD to preventative health care and health promotion in our community. Part of this project would be to recruit and train "linkage coordinators" to help implement the project. Each county participating would have one linkage coordinator. Statewide, they are hoping to partner with at least 5 county boards on this project. We are very excited about this potential opportunity and the timing is perfect to support healthy outcomes for the individuals we support. Included in the Board Packet was the commitment letter for further details.

### **Committee Reports:**

#### **Finance Committee**

John Thaelke reviewed the February 26, 2021, March 2, 2021 and March 15, 2021 Finance Committee closed session minutes. John also reviewed the April 6, 2021 and May 4, 2021 Finance Committee meeting minutes.

#### **Human Resource Committee**

Peg Capo reviewed the March 15, 2021 and March 16, 2021 Human Resource Committee closed session meeting minutes and the April 9, 2021 committee meeting minutes.

#### **Program Committee**

Kathy Robb reviewed the April 1, 2021 Program Committee meeting minutes.

### **Coalition Report**

**Presentation/Discussion Topic:** Returning to Office/Field Plans

### **Committee Reports**

1. Legislative Committee:
  - a. A statement encouraging legislators to vote in favor of the Coalition's priorities was hand delivered prior to the completion of the budget committee work.

- b. Next year's budget does include both of our priorities: DD Rate Standardization at \$56.5 million dollars although they did change the pot that money comes out of so continued advocating will have need to take place next year to ensure that it is not just a one-time funding item, and F.A.C.T. Family Support Partner. It was only partially funded at \$250,000 instead of the \$304,000 it was funded at last year.
2. Training Committee: Spring training on Communication for Managers was offered on April 8 with the help of Vicki Amsinger from the DDRB. There were approximately 60 attendees.
3. Program Committee: No report.

### **New Business**

1. Work has continued to merge the St. Louis and St. Charles Coalitions. Members have voted and approved our new name, mission, by-laws, Board of Directors, and Committee chairs.

The merger includes approximate representation of 45 plus agencies and approximately 35,000 individuals with disabilities. The Coalition will continue to assess and advocate on legislative priorities, support Direct Support Professionals through a recognition and awards banquet, training opportunities and serve as a platform to share resources and knowledge while enhancing the lives of those with disabilities in our region. The Gateway Coalition requested funding through alternative mechanism with efforts being focused on the legislative advocate.

2. Next membership meeting is Thursday, June 3, 2021 at 8:30am.

### **Old Business**

None

### **New Business**

#### **1. FY2020 Annual Report**

Kathy Robb presented the FY2020 annual report for approval.

**Mike Mahoney motioned to approve FY2020 Annual Report as presented. Missy Fallert seconded the motion. Motion passed unanimously.**

#### **2. FY2022 Partner Agency Emergency Support Recommendations**

Peg Capo reviewed the FY2022 Partner Agency Emergency Support Recommendation to continue funding Purchase of Service agreements as Reimbursements until December 31, 2021. Agencies will be given the option to be funded as a reimbursement if they choose. This condition of funding will be reviewed in December to decide whether it will be needed by agencies in the second half of FY2022. The following will be added to the contract as a condition of funding for any agency choosing to have a purchase of service agreement disbursed as a reimbursement: "While funding approval is for Purchase of Service funding, this service will be temporarily funded as a grant to allow flexibility in service provision due to pandemic. This service will be provided as documented in the Service Profile. The agency will continue to work towards a transition back to Purchase of Service funding. This Condition of Funding will be reviewed for the second half of FY22 (January 1 – June 30, 2022)."

**Missy Fallert motioned to approve FY2022 Partner Agency Emergency Support Recommendation as presented. Mike Mahoney seconded the motion. Motion passed unanimously.**

**3. St. Charles County Coalition – AAIM Membership Request**

The Eastern Region Alliance negotiated a reduced membership fee for agencies wanting to Participate in AAIM. To support agencies, the DDRB agreed to pay 100% of the AAIM membership fee for the St. Charles County agencies and split the cost of agencies who are co-funded by other ERA Boards. An additional \$2,935 is needed to cover the FY2021 cost of the AAIM Membership.

**Mike Mahoney motioned to approve St. Charles County Coalition – AAIM Membership Request for up to \$2,935 as presented and to amend the FY2021 Budget. Sue Sharp seconded the motion. Motion passed unanimously.**

**Adjournment**

**Angie Rhodes motioned to adjourn. Missy Fallert seconded the motion. Motion passed unanimously.**

Respectfully Submitted: *Nikki Rogers*