

Developmental Disabilities Resource Board of St. Charles County  
Board Meeting Minutes  
June 17, 2021

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:**

Dan Dozier, Bryon Hale, Missy Fallert, Mike Mahoney, Angie Rhodes, and Sue Sharp

**Members Present via Electronic Communication:**

Connie Tan

**Members Absent:**

Joe Barton and Todd Gentry

**Mission Moment:**

Susie Parker, President of the St. Charles County Chapter of People First, gave an update to the Board about the recent activities of People First. The St. Charles County Chapter has begun meeting in person trying to engage members by having theme events like Star Wars. The first statewide steering committee was held in person recently and Susie felt very engaged and energized by attending.

The group has also recently advocated at the O'Fallon City Council meeting to amend a recent bill passed that requires a drivers license to operate a golf cart within city limits. Due to People First's advocacy efforts the bill was amended and no longer requires a drivers license. A similar law was set in place in Wentzville and People First is going to investigate advocating with that city council as well.

Susie shared the campaign poster created by the chapter for this year's DD Awareness Campaign. The poster is depicted as a missing person's poster to represent the member's search for much need direct support professionals. Susie gave real life examples of the struggles of not having direct support professionals or additional support needed.

Susie thanked the Board, DDRB staff, FACT and all agencies for the support given to individuals with developmental disabilities. Susie said that People First wants to support all the agencies and direct support professionals.

**Public Comments and Announcements:**

None

**Minutes of Kick-off/Financial Working Session:**

**Sue Sharp motioned to accept the May 12, 2021 Board Kick-off/Financial Working Session meeting minutes as presented. Missy Fallert seconded the motion. Motion passed unanimously.**

**Minutes of Board Meeting:**

**Angie Rhodes motioned to accept the May 20, 2021 Board meeting minutes as presented. Sue Sharp seconded the motion. Motion passed unanimously.**

**Minutes of Agency Hearing:**

**Sue Sharp motioned to accept the May 27, 2021 Agency Hearing meeting minutes as presented. Angie Rhodes seconded the motion. Motion passed unanimously.**

**Minutes of Working Session:**

**Sue Sharp motioned to accept the June 8, 2021 Working Session meeting minutes as presented. Missy Fallert seconded the motion. Motion passed unanimously.**

**Finance Director's Report:**

John Thoenke's May 2021 Financial Report included the following:

**Taxes:** The projected tax revenue of \$12,825,000 should be met.

**Case Management Billings:** Billings were very strong for the second straight month as case managers have resumed face-to-face visits. Last year, at this time, the DDRB was in the middle of the ransomware event so comparison of billing shows a major variance. FY2020 April – June billings were not recorded until the audit. Miscellaneous revenue includes \$320,000 of Cares Act funding and Insurance proceeds from the ransomware event. As billings are recorded one month in arrears this means there are two more months of billing yet to accrue so TCM revenue could be close to \$4.5 million for the fiscal year or \$4.8 million with the miscellaneous proceeds added in.

**Miscellaneous:** The current period revenue is the insurance proceeds for lost TCM revenue in March and April of 2020.

**Expenses:**

- Agency operations expenses appear to be in line with the latest projections shared at the working session on June 8, 2021.
- Case Management expenses appear to be following projections. With the revenues picking up Case Management will cover all direct expenses and most likely all the allocated expenses made in the unit cost report.

**Dan Dozier motioned to accept the May 2021 Finance Report as presented. Sue Sharp seconded the motion. Motion passed unanimously.**

**Executive Director Report**

Peg Capo's Executive Director Report included the following:

**Direct Support Task Force**

There is strong interest in a St. Charles County Direct Support Task Force. Peg will be meeting in early July with key partner leaders to map a process for generating ideas and projects for potential DDRB funding support.

**Eastern Region Alliance Update**

The full ERA Team is meeting the first week in July to debrief the FY2022 Funding Process and identify priority enhancements for FY2023. These enhancements will be focused on policy and technology. In preparation, the DDRB team is creating a priority list based on feedback from partner agencies, board members and DDRB staff. Board feedback is welcome and can be emailed to Keri Riley [kriley@ddrb.org](mailto:kriley@ddrb.org) for inclusion on our list. As usual, a review of FY2023 policies and priorities will happen in early fall with a goal of releasing the FY2023 Funding policies and priorities by the end of 2021.

**DDRB Re-Engagement Update**

As of June 1, the DDRB office is available inside and outside space for planning meetings with our customers. Although our office is still closed to the public, our staff can host meetings with our customers

and provide access to the building for these meetings. Starting July 1, the meeting space will be available to host partner meetings hosted by DDRB staff in the same manner. Public access to DDRB Board meetings will be provided in the next month or two.

Participants in the meetings will be asked to follow DDRB safety guidance, which includes mask-wearing for non-vaccinated individuals and social distancing for all. Additional cleaning of the public space is also assured.

It is expected that the office will open to the public and fulltime to all staff in late summer. DDRB Leadership is also working on a new telecommuting policy that will allow additional flexibility for eligible staff positions. Our policy will be in line with similar practices in other County Boards.

### **CARF**

Since the DDRB's delayed CARF survey will be held in November/December 2021, Staff will be working internally beginning this summer to ensure compliance with all CARF standards is demonstrated. The standards have expanded greatly in the technology area. Nikki Rogers has already created a Technology drive to collect all the data and reports that have been generated in our recovery from our ransomware experience last year. Datotel continues to provide primary support to our team in ensuring access to technology and safety and security of our systems.

### **Case Management Director Report**

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

- Robyn took time to acknowledge the work of both the case managers as well as the case management leadership team. Robyn is so proud of the team and the ease of transition they demonstrated as they returned to in person visits. Their hard work not only shows in the satisfaction of their customers but in the percentage of hours logged working on behalf of the individuals served. In addition, the leadership team provided the outstanding support needed to make the transition seamless.
- The program is currently serving 1,295 customers. Over the past quarter the program has had 27 new intakes which include seven for the month of June.
- Robyn announced the hiring of two case managers to replace the two that left the last few months. Marcia Bucher started with the program on June 1 and Jordan Robinson will start on June 14. As a result of the new hires, there will no longer be delayed start dates and program will have capacity to serve additional people.
- The Division of Developmental Disabilities has identified the need for an integrated system to standardize, centralize, and automate the service planning process for individuals receiving Medicaid Waiver and other services. The Division applied for funding from the Centers for Medicare and Medicaid Services (CMS) for a case management system and was approved. The new case management system, ConneXion, will support the Division's HCBS Waiver programs. This system will replace the current CIMOR system where all information on everyone in the DMH system is housed. The Division is hopeful that the new system will allow for more efficiencies regarding planning, utilization review and billing of services. The Leadership team is remaining abreast to the development of this system as to how it will impact the current software systems in place. MACDDS has representatives on the development group allowing for active feedback on its implementation as well.

### **Committee Reports:**

John Thaelke reviewed the June 1, 2021 Finance Committee meeting minutes. The Committee recommended approving BCI's request to move their FY2021 Contract from a Purchase of Service (POS) to a Reimbursement Grant for the Sheltered Workshop. Reimbursements are based on actual expenses not to exceed the FY2021 total contracted amount.

**Mike Mahoney motioned to approve the BCI Request to move the Sheltered Workshop project from a POS to a Reimbursement Grant for FY2021 as recommended by the Finance Committee. Missy Fallert seconded the motion. Motion passed unanimously.**

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

### **St. Charles County Coalition Report**

Heather Ward, Coalition President, gave the St. Charles County Coalition Report which included the following:

### **Presentation/Discussion Topic: Easterseals Midwest Presentation - Self-Determination in Action Project Reports**

1. Legislative Committee: The Committee will continue to meet, monitor and review any developments with the following legislative issues: The DD rate standardization including \$56.5 million State dollars with \$100 million federal matching dollars for a total of \$160 million; FACT project known as "DD Training Program for Families" to fund the Family Support Partner approved State budget of \$250,000 which is \$50,000 short of the need; Federal Reimbursement allowance (FRA) Medicaid dollars of \$1 billion annually was held up in the U.S. Senate and was not passed in the budget. A special session may be called this summer to get the budget passed.
2. Training Committee: No report.
3. Program Committee: No Report
4. St. Louis and St. Charles Coalition(s) Merger
  - a. Cherie Montgomery was approved to serve as the chair of the Governance Committee.
  - b. Finalization of the FY2022 budget will be completed in July.
  - c. Board of Directors will be meeting in June and July to prepare for the upcoming year.
  - d. Monthly reports will be provided to Alliance partners.

Next membership meeting: TBD

### **Old Business**

None

### **New Business**

#### **1. FY2021 Carry Over Request – Easterseals Midwest - STEP**

Easterseals Midwest is requesting a carry over request for their STEP Program. The program runs June through July and requires an annual carry over request. A final number for carry over will be presented for approval at the August 19, 2021 Board meeting.

**Sue Sharp motioned to approve the FY2021 Carry Over Request – Easterseals Midwest - STEP as presented. Dan Dozier seconded the motion. Motion passed unanimously.**

#### **2. Committed Funds Update**

John Thaelke gave an update on committed funds in our reserves. The FY2021 balance of Board authorized committed funds are as follows: Housing - \$191,894.00 and ERA Technology - \$54,112.00.

**Angie Rhodes motioned to approve FY2021 Committed Funds as presented. Mike Mahoney seconded the motion. Motion passed unanimously.**

### **3. FY2022 DDRB Combined Budget Approval**

The Board reviewed the DDRB Administrative and Case Management Combined Budget for FY2022 for a total of \$5,941,717.

**Angie Rhodes motioned to approve FY2022 DDRB Combined Budget as presented. Dan Dozier seconded the motion. Motion passed unanimously.**

### **4. FY2022 Budget Approval**

The Board finalized the FY2022 Budget at the Board Working Session. The FY2022 Budget is \$19,691,710.04. The Budget does not include any allocation for New Projects.

**Missy Fallert motioned to approve FY2022 Budget as presented. Sue Sharp seconded the motion. Motion passed unanimously.**

### **5. Contract Additional Conditions of Funding Approval**

Kathy Robb reviewed the Contract Additional Conditions of Funding. The Board recommended for the FACT - Family Support Partner – Additional Conditions of Funding be clarified that of the \$749,573 stated in the contract for the project \$577,398 is DDRB funded, \$172,175 is State funded and the DDRB is under no obligation to fund the State's portion.

**Mike Mahoney motioned to approve Contract Additional Conditions of Funding with amendments as discussed. Sue Sharp seconded the motion. Motion passed unanimously.**

### **6. Authorization for President to Sign Contracts**

**Missy Fallert motioned to approve Authorization for President to Sign Contracts as presented. Dan Dozier seconded the motion. Motion passed unanimously.**

### **7. FY2021 Agreements Resolution**

John Thoeke read aloud resolution number FY21 06-01 pertaining to Annual Agreements.

**Missy Fallert motioned to adopt Resolution Number FY21 06-01 as read aloud. Dan Dozier seconded the motion. Motion passed unanimously.**

### **Closed Session**

**Dan Dozier motioned to go into closed session announcing the intent of the closed session for the intent to discuss Personnel (S.B., Section 610.021 (3) RSMo) as presented. Sue Sharp the motion. Motion passed unanimously. A roll call of members was taken: Dan Dozier, yes; Bryon Hale, yes; Missy Fallert, yes; Mike Mahoney, yes; Angie Rhodes, yes; and Sue Sharp, 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; Bryon Hale, yes; Missy Fallert, yes; Mike Mahoney, yes; Angie Rhodes, yes; and Sue Sharp, yes.**

### **Adjournment**

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

Respectfully Submitted: *Nikki Rogers*