

Developmental Disabilities Resource Board of St. Charles County
Board Meeting Minutes
July 15, 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, Mike Mahoney, Angie Rhodes, and Connie Tan

Members Present via Electronic Communication:

None

Members Absent:

Joe Barton, Missy Fallert, Todd Gentry and Sue Sharp

Mission Moment:

Kelly Behlmann, Executive Director of Disabled Athletes Sports Association (DASA), shared with the Board the changes that DASA made to bring training and exercise to individuals during the pandemic. Their virtual yoga was a very popular session. Many times, family members and friends were able to join in with the individuals. Kelly also shared a video of activities and participants; it was obvious from the faces that the individuals really enjoy the activities they do with DASA.

Public Comments and Announcements:

Joy Steele, Executive Director of Willows Way, announced to the Board that due to the release of State Medicaid funds for rate stabilization, Willows Way was able to raise starting salaries to \$15.00 per hour. The unintended consequence to this is that all other salaries had to be adjusted, one of their projects was not covered by the Medicaid increase and has resulted in a projected \$93,000 deficit for FY2022. Joy wanted to let the Board know as other agencies may find themselves in the same situation. Joy asked the Board to be open to entertaining a rate adjustment for the ISLA project to cover the adjusted salaries of the staff working the project.

Minutes of Board Meeting:

**Angie Rhodes motioned to accept the June 17, 2021 Board meeting minutes as presented.
Connie Tan seconded the motion. Motion passed unanimously.**

Finance Director's Report:

John Thaelke's Preliminary June 2021 Financial Report included the following:

Preliminary June 2021 Financials:

June Financials are preliminary as the DDRB presents monthly financials on a cash basis throughout the year. At the fiscal year-end (June 30) the audit is prepared for and is presented on an accrual basis. This means that revenues earned or expected to be received by June 30 will be accrued along with the June expenses for services that agencies and vendors bill for in July. Revised June Financials will be presented in August which reflect the accruals of revenue and expenses made for the audit.

REVENUE:

- **Taxes:** The DDRB is on track to slightly exceed the projection of \$12,825,000 after the accruals are made.
- **Case Management Billing:** When June billing is accrued it will show that direct costs of case management will be covered by TCM billings.
- **Miscellaneous:** This includes \$320,000 of insurance proceeds and CARES ACT funds that were received for Case Management.

EXPENSES:

- **Agency Operations:** No June invoices have been received and several agencies still have May to bill. All FY2021 billings must be submitted by July 31, 2021.
- **Administration and Case Management:** A few year-end adjustments must still be made. These include wages payable, changes to vacation payable and vendor invoices for items purchased in June but not billed until July. These adjustments will bring expenses to the projections shared at last month's meeting.

Mike Mahoney motioned to accept the Preliminary June 2021 Finance Report as presented. Connie Tan seconded the motion. Motion passed unanimously.

Executive Director Report

Peg Capo's Executive Director Report included the following:

Direct Support Task Force

I have scheduled a meeting with the three largest St. Charles County residential and day habilitation providers at the end of July to discuss the direct support staff crisis and identify innovative opportunities to address the unfolding Direct Support Professional (DSP) disaster. The good news is that Governor Parson signed the FY2022 state budget which did include funds for provider rate stabilization. This will improve starting wages for 24/7 residential DSPs but will put pressure on other DSP heavy services. The bottom line is that most service/hospitality jobs are now starting at \$15.00, often with added recruitment and retention bonuses. Labor is in short supply. Included in the Board packet was a summary of a national American Network of Community Options and Resources (ANCOR) conversation on this issue.

Eastern Region Alliance Update

The full ERA Team is met on July 7 to debrief the FY2022 Funding Cycle and plan for FY2023. We began by celebrating Alliance successes. Some examples are provider expansion into new counties, common flexibility of funding during the COVID-19 pandemic, expansion of virtual services, technology collaboratives and survived a ransomware attack. The team walked through the funding process to identify opportunities for improvement on the process and created a draft FY2023 Funding timeline.

The Alliance has also collaborated with Diversity Awareness Partnership to survey our staff on diversity and inclusion issues. It is hoped that the survey will uncover opportunities for additional initiatives and training. If the survey is found helpful, it may be considered to have a similar project that would be available to our partner agencies.

DDRB Re-Engagement Update

Included in the report was a notice from DMH/DD pausing face-to-face case management visits due to the dramatic statewide increase in COVID-19 cases. The DDRB will continue with the current re-engagement plan and consider opening the office after August 31, depending on the rate of COVID-19 infections in St. Charles County and the state.

The DDRB is currently providing inside and outside space for planning meetings with our customers. Partner agency meetings are being hosted in the community room, when sponsored by a DDRB staff member. There will also begin to be public access to the DDRB Board meetings in the next month or two.

The DDRB Telecommuting Policy is under legal review and will be introduced in the next couple of weeks.

Case Management Director Report

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

- The case management program is currently serving 1,300 customers.
- One of our case managers submitted her resignation this past week. Jen Rogers-Luetkenhaus will be leaving the DDRB effective July 23. Interviews to hire her replacement will begin next week.
- On June 30 at close of business the program was informed by the Division that beginning July 1, 2021, case management services should return to remote monitoring services statewide and should remain in remote status until August 31, 2021. This change is due to Missouri experiencing an increase in community transmission of COVID-19 recently. As previously, any situation that requires an in-person visit due to health and safety reasons will continue with COVID protocol being followed.
- Annual case management customer satisfaction surveys have been distributed. Feedback will be critical to measure how remote visits have impacted satisfaction and assuring people are still getting what they need. Results of the surveys will be shared at the August Board meeting.
- The case management program's annual Service Delivery and Improvement Plan report will be provided at the August Board meeting. This report reviews results and accomplishments of the program from this past fiscal year. New outcomes and action steps are also identified for the upcoming year based on those results.

Committee Reports:

- **Finance Committee** – John Thielke gave a summary of the meeting that took place directly before the Board meeting.
- **Human Resource Committee** – Peg Capo reviewed the June 17, 2021 Human Resource Committee meeting minutes.
- **Program Committee** – Kathy Robb gave a summary of the July 13, 2021 Program Committee meeting.

Old Business

None

New Business

1. New Project Recommendations

Kathy gave an overview of projects being presented and followed up on any remaining questions for the projects. John presented an overview of the budget and new projects financial requests. New projects were presented at the July 13, 2021 Program Committee.

a. Community Living - BEST

Community Living's BEST project was presented as a new project recommendation. The New Project Request is for up to \$89,668.80.

Mike Mahoney motioned to approve Community Living's BEST New Project Request for up to \$89,668.80 as presented, amend the FY2022 Budget and authorize the President to sign the contract. Dan Dozier seconded the motion. Motion passed unanimously.

b. Latitude Therapy – Virtual Behavioral Caregiver Training

Latitude Therapy's Virtual Behavioral Caregiver Training project was presented as a new project recommendation. The New Project Request is for up to \$65,875.00.

Angie Rhodes motioned to approve Latitude Therapy's Virtual Behavioral Caregiver Training New Project request for up to \$65,875.00 as presented, amend the FY2022 Budget and authorize the President to sign the contract. Connie Tan seconded the motion. Motion passed unanimously.

c. Pathways to Independence – Young Adult Social Skills

Pathways to Independence's Young Adult Social Skills project was presented as a new project recommendation. The New Project Request is for up to \$45,185.40.

Mike Mahoney motioned to approve Pathways to Independence's Young Adult Social Skills New Project request for up to \$45,185.40 as presented, amend the FY2022 Budget and authorize the President to sign the contract. Connie Tan seconded the motion. Motion passed unanimously.

d. St. Louis Arc - Launch

St. Louis Arc's Launch project was presented as a new project recommendation. The New Project Request is for up to \$61,671.00.

Connie Tan motioned to approve St. Louis Arc's Launch New Project Request for up to \$61,671.00 as presented, amend the FY2022 Budget and authorize the President to sign the contract. Mike Mahoney seconded the motion. Motion passed unanimously.

e. United Services – Therapeutic Intervention in the Classroom

The United Services' Therapeutic Intervention in the Classroom project was presented as a new project recommendation. The New Project Request is for up to \$81,600.00.

Dan Dozier motioned to approve United Services' Therapeutic Intervention in the Classroom New Project Request for up to \$81,600.00 as presented, amend the FY2022 Budget and authorize the President to sign the contract. Angie Rhodes seconded the motion. Motion passed unanimously.

2. FY2021 Budget Transfer – In-Home Respite Daycare to In-Home Respite

Community Living is requesting a transfer of funds from the In-Home Respite Daycare lapsed funds to the In-Home Respite Budget for FY2021. The In-Home Respite project needs an additional \$147,195.00 to cover all individual billed expenses for FY2021. The In-Home Respite project provides funds for parents to receive respite and is billed to Community Living as used. Community Living authorizes \$1.3 million in services for a less than \$1 million budget.

Angie Rhodes motioned to approve Community Living's FY2021 Budget Transfer – In-Home Respite Daycare to In-Home Respite Request for \$147,195.00 as presented and to amend the FY2021 Budget. Mike Mahoney seconded the motion. Motion passed unanimously.

Adjournment

Angie Rhodes motioned to adjourn. Connie Tan seconded the motion. Motion passed unanimously.

Respectfully Submitted: *Nikki Rogers*