

Developmental Disabilities Resource Board of St. Charles County
Board Meeting Minutes
September 16, 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.

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.

Members Physically Present:

Bryon Hale, Mike Mahoney and Sue Sharp

Members Present via Electronic Communication:

Joe Barton, Dan Dozier, Missy Fallert, Todd Gentry and Connie Tan

Members Absent:

Angie Rhodes

Sue Sharp motioned to open the hearing for public comment on the 2021 proposed property tax rate as proposed by the Developmental Disabilities Resource Board of St. Charles County. Mike Mahoney seconded the motion. Motion passed unanimously. Roll call of the members present was taken: Joe Barton, yes; Dan Dozier, yes; Bryon Hale, yes; Mike Mahoney, yes; Sue Sharp, yes; Connie Tan, yes.

Public Hearing: 2021 Tax Rate:

John Thielke reviewed the proposed tax rate calculations. There were no public comments.

Missy Fallert and Todd Gentry joined the meeting.

Sue Sharp motioned to close the hearing for public comment on the 2021 proposed property tax rate as proposed by the Developmental Disabilities Resource Board of St. Charles County. Mike Mahoney seconded the motion. Motion passed unanimously. Roll call of the members present was taken: Joe Barton, yes; Dan Dozier, yes; Missy Fallert, yes; Todd Gentry, yes; Bryon Hale, yes; Mike Mahoney, yes; Sue Sharp, yes; Connie Tan, yes.

Mission Moment:

Kathy Robb re-presented Disabled Athletes Sports Association's (DASA) video of Camp We Can Du that had technical errors at the July Board meeting. The video can be viewed on DASA's website www.dasasports.org.

Kathy Robb reported to the Board that Zachary Blakemore, the inspiration behind the original Unlimited Play accessible playground in St. Charles County, passed away on September 10, 2021. Zachary's Playground is in Lake St. Louis, MO. Kathy showed a remembrance video of Zachary that can be found on Unlimited Play's Facebook page at <https://www.facebook.com/UnlimitedPlayPlaygrounds/videos/839909546721602>.

Public Comments and Announcements:

None

Minutes of Board Meeting:

Sue Sharp motioned to accept the August 19, 2021 Board meeting minutes as presented. Missy Fallert seconded the motion. Motion passed unanimously. A roll call of members present taken: Joe Barton, yes; 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 Thaelke's August 2021 Financial Report included the following:

REVENUE:

- **Taxes:** July and August tax revenues accrue to FY2021.
- **Case Management Billing:** Billings are recorded one month in arrears. Comparison to prior year appears low but in FY2021 there were several contributing factors to the increased billing such as: one additional billing day, just starting to come out of initial COVID-19 restrictions, Case Managers were finally fully functioning after malware attacks on both the DDRB servers and the Case Management MOEDI software, and no one was taking vacations yet.

OPERATING EXPENSES:

- **Expenses:** Remember the change in format from the June 2021 report. Agency Operations now includes Department of Mental Health funding and Capital/One Time funding. DDRB Operations is split into Program, Administration, and Case Management to reflect changes made in the FY2020 audit.
- **Agency Operations:** Agency billings increase from prior fiscal year are primarily due to the new billing system causing some billing delays for agencies in the first few months of FY2021.
- **DDRB Operations:** No prior year comparison or budget for Program expenses. Administration has a significant variance since Program expenses are now split out. This is a new way of presenting the financial information in FY2022 and a comparison to the prior year is difficult. Note that the net Program and Administration variance results in a \$3,750 variance, which is reasonable at this point in the budget year.

- **Case Management:** Budget in FY2022 is built on five full teams with break-even revenue which is a change from prior years.

Mike Mahoney motioned to accept the August 2021 Finance Report as presented. Sue Sharp seconded the motion. Motion passed unanimously. A roll call of members present was taken: Joe Barton, yes; 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:

St. Charles County Network of Support

There are significant challenges to the developmental disabilities provider network in St. Charles County and across the state. Staffing shortages are at a critical stage, with thousands of hours of open shifts causing agencies to scramble to provide adequate coverage. Peg received an email from a provider Executive Director last week apologizing for the delay in response – she was working in one of their homes. The COVID pandemic, lack of candidates and increasing wage requirements are crippling our network and delaying our response time to providing critical services to our citizens with developmental disabilities. At the same time, the Department of Mental Health (DMH) is having a difficult time maintaining services. In fact, at least 37 individuals have been notified they will lose their transportation services at the end of the month if their provider is unable to negotiate a rate increase from the DMH. These individuals are being transported to work at BCI and to Day Services. Peg continues to work with our DSP Innovations group and DMH funding partners to identify ways the DDRB can help at this time of crisis.

Legislative Priorities

- **Personal Property Tax:** It is expected that legislative efforts to eliminate Personal Property Taxes will continue in January 2022. Peg is working with both MACDDS on the state level and the other St. Charles County Taxing Districts on the local level to communicate the impact this reduction would have on the citizens of St. Charles County. Personal property taxes contribute over \$2 Million to services in St. Charles County through the DDRB.
- **Medicaid Provider Rates:** MARF, MACDDS and the Gateway Region Coalition continue efforts to advocate for rate increase and stabilization to support direct support wages. Currently, most direct support positions in St. Charles County start at \$15 per hour. Even at that rate, there are many unfilled positions. The state budget, which was increased in FY2022, only includes funding for about \$12.80 per hour. The new rate reimbursement has not yet happened but is expected to be paid in the next few months retroactively.

COVID-19 Update/Vaccination

St. Charles County continues to have a high COVID-19 transmission rate. President Biden announced a very aggressive approach to increase the vaccination rates in the country. He announced several strategies, including a vaccine mandate expansion to additional Medicaid and Medicare services. The DDRB does not yet know if this will apply to developmental disabilities agencies that provide home and community-based services to people with developmental disabilities, including the DDRB and many of our partner agencies. Clarification is being sought.

Case Management Director Report

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

- The case management program is currently serving 1,299 customers. With the hiring of two additional staff, there is no longer an extended start date list.

- Robyn announced two more case managers joining our team. Jack Milford started with the program in August and Allie Tipton started on September 13. A case manager resigned in September, Jeanette Ackerman left the program effective was September 14.
- One of the case management leadership members has been participating in a Division of Developmental Disabilities training series through the Missouri Alliance for Dual Diagnosis. The ECHO program provides resources and information to bridge the gap between professional mental health providers, state agencies and service systems for individuals with dual diagnosis. Case studies can be presented through this group to brainstorm resources to provide better wrap around support. Any information gathered is shared with the full team regularly.
- The Case Management Annual Service Delivery Improvement Plan will be presented later in the board meeting. Customer satisfaction remains high, even in a virtual environment. Many customers and their families report that they are anxious to return to in-person visits and see case managers more often again.

Committee Reports:

- **Finance Committee** – John Thielke presented the August 19, 2021 minutes and summarized the September 13, 2021 meeting.
- **Program Committee** – Kathy Robb presented the September 2, 2021 Program Committee meeting minutes.

Gateway Coalition Report

Suzanne Yardley, Gateway Coalition President, gave the following report:

Presentation/Discussion Topic: Getting to know member agencies, focus on ISLA services

Reports

1. Legislative Committee:
 - The Committee is working on an introductory letter to introduce the new Gateway Coalition to governmental representatives. The committee is working on the priorities for the next session.
2. Activities Committee:
 - Presentation topics over the next two membership meetings are getting to know the member agencies: October will be Employment Services providers, and November will be Community Connections.
 - Reminder that the DSP Award Ceremony has been postponed until the spring when hopefully an in-person event can be held.
3. Governance Committee:
 - The Committee has been working on membership activities. The committee has been reaching out to former coalition members from both counties to encourage them to join the merged group.

New Business

1. The membership reviewed itsFY2022 goals, including where to access the dashboard tracking related activities. Member participation in committees is encouraged to have a greater impact on decision making.

2. The Coalition will be starting a Twitter account, and already has a Facebook account. Social media will be an active tool for the Gateway Coalition.

The next membership meeting: October 7, 8:30am.

Old Business

1. FY2021 Strategic Plan Approval

Peg Capo presented the FY2021 Strategic Plan for approval.

Missy Fallert motioned to approve the FY2021 Strategic Plan as presented. Sue Sharp seconded the motion. Motion passed unanimously. A roll call of members was taken: Joe Barton, yes; Dan Dozier, yes; Missy Fallert, yes; Todd Gentry, yes; Bryon Hale, yes; Mike Mahoney, yes; Sue Sharp, yes; Connie Tan, yes.

New Business

1. Community Living Recreation Project Contract Revision

The request is to change the Recreation project from Purchase of Service (POS) to a Reimbursement funding. Community Living previously was applied as a POS and billed as a reimbursement. The Eastern Region Alliance billing portal does not allow this. In FY2021 this was not an issue because all POS projects were billed as reimbursements. The request is to maintain Community Living's prior commitment of tracking units provided for the Recreation project. DDRB staff is recommending a condition of funding be added to the contract, which would read as follows: "Each quarter Community Living will submit to the Finance Director and Agency and Community Relations Director a report showing individuals served and units provided compared to the FY22 funding request."

Sue Sharp motioned to approve Community Living's Recreation project request to change from a Purchase of Service to a Reimbursement and to add the condition of funding to the contract as presented. Mike Mahoney seconded the motion. Motion passed unanimously. A roll call of members was taken: Joe Barton, yes; Dan Dozier, yes; Missy Fallert, yes; Todd Gentry, yes; Bryon Hale, yes; Mike Mahoney, yes; Sue Sharp, yes; Connie Tan, yes.

2. FY2021 Case Management Annual Report: Service Delivery and Improvement Plan

Robyn Peyton presented the FY2021 Case Management Annual Report and the FY2022 Service Delivery Improvement Plan. This report is available on the DDRB website, www.ddrb.org.

Sue Sharp motioned to accept the FY2021 Case Management Annual Report and the FY2022 Service Delivery Improvement Plan as presented. Mike Mahoney seconded the motion. Motion passed unanimously. A roll call of members was taken: Joe Barton, yes; Dan Dozier, yes; Missy Fallert, yes; Todd Gentry, yes; Bryon Hale, yes; Mike Mahoney, yes; Sue Sharp, yes; Connie Tan, yes.

3. 2021 Tax Rate Resolution

John Thaelke read aloud resolution number FY22 09 01 pertaining the 2021 tax rate.

Dan Dozier motioned to adopt the tax rate at \$0.1223 per \$100 assessed property valuation for 2021 and to adopt resolution FY22 09 01 as read aloud. Mike Mahoney seconded the motion. Motion passed unanimously. A roll call of members was taken: Joe Barton, yes; Dan Dozier, yes; Missy Fallert, yes; Todd Gentry, yes; Bryon Hale, yes; Mike Mahoney, yes; Sue Sharp, yes; Connie Tan, yes.

4. Draft 2022 Policies

a. 2022 Draft Case Management Policies

Robyn Peyton reviewed the 2022 Draft Case Management Policies changes. The policies will come before the Board at the October 21, 2021 Board meeting for approval.

No motion needed.

b. 2022 Draft General Operations Policies

Nikki Rogers reviewed the 2021 General Operations Draft Policy changes. The policies will come before the Board at the October 21, 2021 Board meeting for approval.

No motion needed.

c. 2022 Draft Human Resources Policies & Job Descriptions

Vicki Amsinger reviewed the 2021 Draft Human Resource and Job Description Draft Policy changes. The policies and job descriptions will come before the Board at the October 21, 2021 Board meeting for approval.

No motion needed.

Adjournment

Sue Sharp motioned to adjourn. Todd Gentry seconded the motion. Motion passed unanimously. A roll call of members present was taken: Joe Barton, yes; 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*