

Developmental Disabilities Resource Board of St. Charles County  
Board Meeting Minutes  
August 18, 2022

The Board meeting was held at the DDRB Office, 1025 Country Club Road, St. Charles, MO 63303. The public was able to access the meeting in person or 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.

Sue Sharp, DDRB President, called the meeting to order at 7:00 p.m. with a moment of silent reflection.

**Members Physically Present:**

Dan Dozier, Missy Fallert, Todd Gentry, Mike Mahoney, Angie Rhodes, and Sue Sharp

**Members Present via Electronic Communication:**

None

**Members Absent:**

Joe Barton, Bryon Hale and Connie Tan

**Mission Moment:**

Kathy Robb introduced Odie Smith, Program Coordinator for the STEP program with Easterseals Midwest. Odie thanked the Board for their support. This was Odie's first year at the STEP program and he loved it. This summer the program had fifteen different sites with fifteen job coaches, many of which were new. The coaches showed all the students how to present themselves at a place of employment. The program had fifty-five students this summer.

Odie shared two success stories that stood out to him. One was a worker at an ice rink who gained a lot of confidence. The job coach helped her to stand on her own in the job. The other was a worker at a movie theatre who would have had a challenging time maintaining employment on his own. The theatre's staff accepted him fully and the individual was able to blossom there. Odie stated that when students greet staff with a hug it makes work inviting and worthwhile.

**Public Comments and Announcements:**

None

**Finance Director's Report:**

Ginger Spallek's Finance Director Report included the following:

**NOTE:** The FY2023 budget has not yet been uploaded into the accounting system, therefore the July 2022 financials will not be presented.

**JUNE 2022 DRAFT YTD MAJOR VARIANCE EXPLANATIONS:**

**REVENUE:**

- Taxes YTD Variance of \$472,351:  
Taxes for the year are 102% of the FY2022 budget.
- Case Management Billings YTD Variance of \$899,147:  
\$872,179 of this amount relates to FY2020 Case Management billings that were received/recorded in FY2021.

- Miscellaneous Revenue YTD Variance of \$584,220:  
\$179,405 of this amount relates to malware insurance proceeds received in FY2021, \$170,782 of it relates to the sale of Shadybrook, and \$141,811 is from stimulus payments received in FY2021.

**OPERATING EXPENSES:**

- Agency Operations YTD Variance of \$740,950:  
Increase over prior year due to fewer COVID-related issues.
- Program Expenses YTD Variance of \$442,373:  
In FY2021, Program expenses were combined with Administration expenses.
- Administration Expenses YTD Variance of \$447,304:  
Favorable variance partially due to vacant Finance Director position during FY2022.

**FY22 AUDIT UPDATE:**

Audit fieldwork is scheduled for first week in October. A meeting with Michele Graham, Botz Deal occurred in late July. Audit preparation, such as confirmations, are in process. The goal is to complete the audit in December.

**Angie Rhodes motioned to accept the June 2022 and FY2022 End of Year Finance Reports as presented. Mike Mahoney seconded the motion. Motion passed unanimously.**

**Executive Director Report**

Peg Capo's Executive Director Report included the following:

**Governor's Call for Special Session**

Included in the report was information regarding a Legislative Special Session that is being called by Governor Parson. The purpose of the session is to seek approval of an income tax cut proposed by the Governor. The actual call for the session will be reviewed carefully to ensure other tax cut proposals will not be allowed in the Special Session.

**FY2024 Funding Policies**

The Eastern Region Alliance is reviewing the Partner Funding Manual and will be suggesting some changes to the funding policies. The DDRB staff is also suggesting some changes to DDRB funding policies. These changes will be reviewed by DDRB Committees in August and September and brought for full Board approval at the September 15 Board meeting.

**2023 DDRB Operational Policies**

It is also that time of the year when DDRB policies (General Operations, Case Management and Human Resource) are reviewed. Suggested changes will be discussed at September Committee meetings, presented in draft to the Board on September 15 and recommended for final approval on October 20. This year, Governance policies will also be reviewed on this timeline. This is earlier than previous years, which will free up time for the ARPA funding reviews this fall.

**FY2024 DDRB Funding Cycle**

DDRB staff have met to review the DDRB Funding Cycle and discuss input received by Board members during the FY2023 funding cycle. Staff will bring to September Finance and Program Committees options to streamline the funding process for FY2024. The intention is to focus the Board efforts on key issues of concern while streamlining some work through Board Committees.

### **Case Management Director Report**

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

- The DDRB Case Management Program is currently serving 1,290 people.
- One of our case managers recently left the DDRB to pursue a leadership role with a partner agency. Shana Oberman's last day was July 13. She had been with the program for six years.
- Robyn announced there are two new case managers starting with the program in August. Bridgette Imperial's first day was August 15 and Karah Kuhlman is returning to the case management program on August 29. To date, all vacant case management positions are filled.
- Challenges with connecting individuals to critical services due to the direct support professional crisis continue. Two notable services with the highest impact are residential and transportation. 30-day notices continue to be received due to agencies not being able to staff homes. Individuals in emergency situations have been approved for residential funding however, most agencies are doing none or limited new development due to capacity issues. To date, there are thirteen individuals who have either received a 30-day notice or have had placement funding for several months but cannot find a provider. There have been three situations recently where the case manager was in the process of contacting an ambulance to transport the individual to the hospital for 24-hour support until a placement could be secured. Parents are agreeing to take customers home out of necessity, or some are going to nursing homes. Case managers recently received an additional list of people who will be losing their transportation services in August. Most customers who lost services in the past year are also still waiting. The lack of available services has placed added stress on customers and their families who were already in challenging situations

### **Committee Reports:**

- **Finance Committee** – Ginger Spallek reviewed items discussed at the August 17, 2022, Finance Committee meeting.
- **Program Committee** – Kathy Robb reviewed the minutes of the August 12, 2022, Program Committee meeting.

### **Gateway Coalition Report**

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

The Membership meeting was held August 8, 2022, with a presentation of getting to know the member agencies with a focus on shared living services.

#### **Reports**

1. Legislative Committee: Primary results were presented. The first committee meeting of FY2023 is scheduled for August 15. The next order of business will be setting legislative priorities for this year.
2. Activities Committee: The Committee hosted the following events since the last report:
  - a. Festability
  - b. MO Alliance for Dual Diagnosis 101 Training on July 26
  - c. Dale Carnegie training: Leadership and Management Success, Best Practices to improve your post-pandemic world on June 24.
3. Governance Committee: Reviewed the FY2023 membership applications. There are thirty-four member agencies confirmed, including two new members.
4. Diversity, Equity, and Inclusion Ad Hoc Committee: The committee is meeting quarterly. They discussed developing a common portal where they might share resources, the ERA may be developing such a resource portal. They also discussed the possibility of a conference in 2023. The committee is planning to provide education on the new voter laws before the election in November.

## Agenda

1. Finalized Social Media Guidelines were presented to membership
2. DSP Conference Planning is beginning. A planning sub-committee chair is in place, there is a diverse group of committee members spanning several member organizations, and they will meet before the end of August to set planning agenda and deadlines. The conference to be held in April/May 2023.

## Consent Agenda

1. Minutes of Board Meeting – June 16, 2022
2. Minutes of Closed Session Board Meeting – June 16, 2022

**Missy Fallert motioned to approve the consent agenda as presented. Todd Gentry seconded the motion. Motion passed unanimously.**

## New Business

**Angie Rhodes motioned to move agenda item six to agenda item one. Missy Fallert seconded the motion. Motion passed unanimously.**

### 1. FY2022 Emergency Housing & Assistance Program Annual Report

Karen Craven presented the FY2022 Emergency Housing & Assistance Program Annual Report. The report can be found on the DDRB website, [www.ddrb.org](http://www.ddrb.org).

**Angie Rhodes motioned to approve FY2022 Emergency Housing & Assistance Program Annual Report as presented and amend the FY2022 Budget. Missy Fallert seconded the motion. Motion passed unanimously.**

### 2. Community Living - Supported Employment FY2022 Additional Unit Request

Community Living is requesting an additional 138.25 units at a \$50.43 unit rate for their Supported Employment project. Community Living made an error in managing the project to the approved unit level. This error was the result of agencies no longer having the ability to request more units within the Supported Employment budget. FY2021 was the first year that the project was not funded as one project between all providers. The total request is for \$6,971.95.

**Todd Gentry motioned to approve Community Living - Supported Employment FY2022 Additional Unit Request for up to \$6,971.95 as presented and amend the FY2022 budget. Angie Rhodes seconded the motion. Motion passed unanimously.**

### 3. New Projects

#### a. Easterseals Midwest – Self Determination in Action

Self Determination in Action is a time limited training project to increase skills in self-advocacy. Participants receive extensive, in-depth training for individuals with developmental disabilities to become self-advocates. The New Project request is for up to \$100,000.00 for FY2023. The project is expected to lapse funds as it would only run for 10 months.

**Missy Fallert motioned to approve Easterseals Midwest's Self Determination in Action New Project Request for up to \$100,000.00 as presented, amend the FY2023 budget and authorize the President to sign the contract. Todd Gentry seconded the motion. Motion passed unanimously.**

### 4. Caring Solutions Audit Extension Request

Caring Solutions is experiencing delays with their 2021 calendar year audit. The audit was due June 30, 2022, but they are requesting an extension until September 30, 2022.

**Missy Fallert motioned to accept the Caring Solutions Audit Extension Request until September 30, 2022, as presented. Angie Rhodes seconded the motion. Motion passed unanimously.**

**5. Easterseals Midwest – STEP FY2022 Carry Over Total**

At the June 16, 2022, Board meeting the Board approved a carry over request for Easterseals Midwest's STEP project. The final carry over amount is \$176,375.53.

**Angie Rhodes motioned to approve Easterseals Midwest – STEP FY2022 Carry Over Total for \$176,375.53 as presented and amend the FY2023 budget. Todd Gentry seconded the motion. Motion passed unanimously.**

**6. ARPA Funding Request & Timeline**

**b. St. Charles County ARPA Contract Approval**

Peg presented the St. Charles County ARPA Contract for approval. The contract has been reviewed by the DDRB lawyer.

**Dan Dozier motioned to approve St. Charles County ARPA Contract Approval as presented and authorize the president to sign the contract. Missy Fallert seconded the motion. Motion passed unanimously.**

**c. ARPA Funding Application Approval**

Peg presented the ARPA Funding Application for approval. Applications will be due September 30.

**Missy Fallert motioned to approve ARPA Funding Application Approval as presented. Dan Dozier seconded the motion. Motion passed unanimously**

**7. FY2022 Service Delivery & Improvement Plan Report**

Robyn Peyton presented the FY2022 Service Delivery & Improvement Plan Report. The report is titled, "Case Management Program FY22 End of Year Report," and can be found on the DDRB website, [www.ddrb.org](http://www.ddrb.org).

**Angie Rhodes motioned to approve FY2022 Service Delivery & Improvement Plan Report as presented. Missy Fallert seconded the motion. Motion passed unanimously.**

**8. FY2022 Strategic Plan Report**

DDRB staff presented the FY2022 Strategic Plan Report according to goal responsibility. The report can be found on the DDRB website, [www.ddrb.org](http://www.ddrb.org).

**Missy Fallert motioned to approve FY2022 Strategic Plan Report as presented. Angie Rhodes seconded the motion. Motion passed unanimously.**

**9. FY2023 Draft Strategic Plan**

The FY2023 Draft Strategic Plan was presented. The plan will come before the Board for final approval at the September 15, 2022, Board meeting.

**No motion needed.**

**Closed Session**

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

**Open Session**

**Angie Rhodes motioned to end the closed session and return to open session. Todd Gentry seconded the motion. A roll call of members present was taken Dan Dozier, yes; Missy Fallert, yes; Todd Gentry, yes; Mike Mahoney, yes; Angie Rhodes, yes; and Sue Sharp, yes. Motion passed unanimously.**

**Adjournment**

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

Respectfully Submitted: *Nikki Rogers*