

Developmental Disabilities Resource Board of St. Charles County
Board Meeting Minutes
November 17, 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 Connie Tan

Members Present via Electronic Communication:

None

Members Absent:

Joe Barton, Bryon Hale, and Sue Sharp

Mission Moment:

Association on Aging with Developmental Disabilities

Kathy Robb introduced Melody Jefferies from the Association on Aging with Developmental Disabilities and gave an update on their Senior Hot Shots group also known as Retirement Support Group. The group lost their meeting place when COVID hit. They now meet at the O'Fallon, Missouri Senior Center. The change in venue has been an improvement for the retirement group. The new senior center has welcomed the group with open arms and have provided a more inclusive environment for the seniors. They now meet the individuals at the front door and know them by name. The seniors now hang out and participate with all the seniors in the center for their activities.

Melody introduced Carolyn Thomeczek a participant in the Senior Hot Shots group. Carolyn shared with the Board that she enjoys the O'Fallon Senior Center more because she gets to talk to other seniors. Carolyn is known at the center for her hugs that she gives to everyone. Carolyn is most fond of doing crafts with the other seniors. Carolyn feels included with her peers while at the O'Fallon Senior Center.

UCP Heartland

Kathy Robb shared a video from a family who used the Adaptive Equipment Grant through UCP to help purchase an accessible vehicle. The video thanked UCP and all people who donated to the family to help purchase the vehicle.

Public Comments and Announcements:

None

Finance Director's Report:

Ginger Spallek's Finance Director Report included the following:

October Financials

Reports now have variance listed directly on them.

FY2022 Audit Update

Planning on Michele Graham, Botz Deal addressing the December Finance Committee and Board meetings with a FY2022 audit summary, pending completion of audit.

FY2024 Budget Planning

A focus has been put on FY2024 market rate adjustment (MRA) and budget planning considerations with the Finance Committee in the October and November meetings. In December and January Ginger and Kathy Robb will be meeting with agencies, discussing DDRB's funding priorities, including the FY2024 MRA and the agencies' preliminary budgets for FY2024.

Missy Fallert motioned to accept the October 2022 Financial Statements as presented. Angie Rhodes seconded the motion. Motion passed unanimously.

Executive Director Report

Peg Capo's Executive Director Report included the following:

ARPA Applications

An update on ARPA applications, including input from the county, will be given at the November 17 Board meeting. Nikki also sent out binders with the full applications for your review. The plan is to bring applications forward for Board approval at the December 15 Board meeting so that agencies can move forward on their projects, many of which will need to be bid out and scheduled.

At the November meeting, the Board review process will be discussed. Depending on number of questions, you may decide to forward questions to staff for review prior to the December meeting or you may choose to schedule a focused ARPA session to discuss the projects in greater detail. Just as a reminder, no projects will come to the DDRB for action without the approval of the county, to ensure compliance with ARPA requirements.

It is exciting to see the quality and impact of the proposed projects and are grateful to the County for the dedication of these funds.

FY2024 DDRB Funding Priorities

Both the Program and Finance Committees have been busy preparing for the FY2024 Funding cycle. Staff are drafting FY2024 priorities for review the committees and approval of the full Board on December 15. It is hopeful that more specificity regarding priorities will give better direction to agencies submitting FY2024 Funding Requests.

Eastern Region Alliance (ERA) Award

Peg report that the Community Council of St. Charles County will be honoring her and the Eastern Region Alliance with the Community Collaboration Award at their annual Community Builders Event. The event will be held on Thursday, December 1, 6:00 – 8:00 pm at the Community Commons, St. Charles City-County Library – Spencer Road Branch, 427 Spencer Road, St. Peters. Please let me know if you would like to attend.

Case Management Director Report

Laura Taylor's Case Management Director Report, included the following:

- The DDRB Case Management Program is currently serving 1,305 individuals. There has been an increase in intakes and transfers to our team over the past month.
- Stephanie Williams submitted her resignation. She will be pursuing another opportunity. Her last day is November 17. Elizabeth Heugel submitted her resignation as well. Her last day is November 18. Interviews are taking place for three open Case Manager positions.

- The team continues to partner with UMKC on their Linkage Project to develop accessible healthcare options and building community resources for individuals with disabilities. Michelle Harvatin, Case Management Supervisor, has completed the Linkage Coordinator training. She will begin phase 1, which includes completing health assessments to identify unmet needs on 30 customers over the next three months.
- The annual Targeted Case Management review from St. Louis Regional Office was completed over the course of the last few weeks. This is an annual review where every Case Manager has a customer pulled and the three Technical Assistance Coordinators perform a thorough review of these records. They also review human resource records for all staff who have been hired within the last year. Preliminary results were shared and appear to be positive. The final report will be provided this week.

Committee Reports:

- **Finance Committee**
Ginger Spallek reviewed the November 9, 2022, Finance Committee meeting minutes.
- **Human Resource**
Peg Capo summarized the agenda of the meeting held November 16, 2022, and reviewed the October 20, 2022, meeting minutes.
- **Program Committee**
Kathy Robb reviewed the November 3, 2022, Program Committee meeting minutes.

Gateway Coalition Report

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

The meeting was held on November 3, 2022. The presentation was Mike Smith from Miken Technologies who spoke about how to protect your business from the dangers of hacking, malware, ransomware, and phishing

Reports:

1. Legislative Committee
 - a. Presented recommended legislative priorities for FY2023 developed by the legislative committee:
 - i. Secure ongoing funding (General Revenue) to maintain and strengthen support services for Missourians with Intellectual and Developmental Disabilities
 1. Increase rates for services for people with Intellectual and Developmental Disabilities to address the Direct Support Professional staffing crisis so that providers can recruit and retain essential staff
 2. Oppose the phase out of the Personal Property Tax unless it includes a sustainable alternative funding stream for county boards serving people with Intellectual and Developmental Disabilities (SB40 Boards)
 - b. The Committee planned for our Coffee with the Coalition events in December. Will have opportunities in both St. Louis County/City and St. Charles County.
 2. Activities Committee: DSP Conference Planning is underway the venue will be the Renaissance St. Louis Airport Hotel and will be held on April 19. The Theme for this year's conference is "Living the Good Life" with the keynote speaker being Shelly Reynolds. There will be four breakout tracks which will include: Having the good life in your career, having the good life through self-care, hearing about others living the good life, and helping others achieve the good life.
 3. Diversity, Equity, and Inclusion (DEI) Ad-hoc Committee:

- a. Will be sending a survey asking for members' help in determining if training is wanted.
 - b. A DEI resource drive has been developed so that everyone can share, and access resources related to DEI initiatives.
4. New Business:
- a. Members voted to accept Legislative Priorities for FY2023.
 - b. Next membership meeting is December 1 at 8:30am via Zoom.

Nominating Committee Appointment

Sue Sharp appointed the following past presidents to the Nominating Committee: Dan Dozier, Past President; Missy Fallert, Past President; Bryon Hale, Past President; Sue Sharp, President.

Consent Agenda

1. **Minutes of Board Meeting – October 20, 2022** - Available on the website, www.ddrb.org.
2. **General Operations Policy 19 – Public Use of Building** – Policy changes take effect January 1, 2023. Policies are used for internal operations and general Board operations.

Missy Fallert motioned to approve the consent agenda as presented. Angie Rhodes seconded the motion. Motion passed unanimously.

Old Business:

1. Variety the Children's Charity of St. Louis Insurance Waiver Request

Variety the Children's Charity of St. Louis is requesting an insurance waiver for their business interruption insurance requirement noted in the Partner Funding Manual and service contract with the DDRB. The request would require a condition of funding be added to their current contract and contracts going forward.

Dan Dozier motioned to approve Variety the Children's Charity of St. Louis Insurance Waiver Request for FY2023 to be put in a condition of funding to be reviewed annually. Mike Mahoney seconded the motion. Motion passed unanimously.

New Business:

1. City of St. Charles Water Issue

On October 26, St. Charles City Mayor Dan Borgmeyer and County Executive Steve Ehlmann called a meeting of St. Charles County political subdivisions to discuss a water contamination threat to the Elm Point Wellfield. It was requested that the DDRB testify to the Federal Government as to the impact this threat would have on our constituents and services in St. Charles City. The A letter that details the impact and proposal to hold responsible parties accountable was provided in the Board Packet for Board review. It is brought forward for Board approval. More information on the issue can be found at www.stcharlescitemo.gov

Angie Rhodes motioned to City of St. Charles Water Issue Letter as presented and authorize the President to sign the letter. Missy Fallert seconded the motion. Motion passed unanimously.

2. ARPA Summary

Peg Capo gave a summary of ARPA requests. Peg asked the Board how they would like to handle reviewing the ARPA requests. I was agreed upon by the Board that committees would review the submitted requests. Finance Committee will review one-time/capital funding requests and Program Committee will review Service requests.

No motion needed.

Closed Session

Angie Rhodes motioned to go into closed session, announcing the intent to discuss Personnel (S.B., Section 610.021 (3) RSMo) as presented. Dan Dozier seconded the motion. Motion passed

unanimously. A roll call of members present was taken: Dan Dozier, yes; Missy Fallert, yes; Todd Gentry, yes; Mike Mahoney, yes; Angie Rhodes, yes: and Connie Tan, yes.

Open Session

Todd Gentry motioned to end the closed session and return to open session. Missy Fallert seconded the motion. Motion passed unanimously. Roll call of the members present was taken: Dan Dozier, yes; Missy Fallert, yes; Todd Gentry, yes; Mike Mahoney, yes; Angie Rhodes, yes: and Connie Tan, yes.

Adjournment

Missy Fallert motioned to adjourn. Todd Gentry seconded the motion. Motion passed unanimously. Motion passed unanimously.

Respectfully Submitted: *Nikki Rogers*