

Developmental Disabilities Resource Board of St. Charles County
Board Meeting Minutes
January 19, 2023

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, Bryon Hale, Missy Fallert, Todd Gentry, Mike Mahoney, Sue Sharp, Angie Rhodes and Connie Tan

Members Absent:

Joe Barton

Mission Moment: Assistive Technology – Remote Monitoring

Laura Taylor, DDRB Case Management Director introduced Mike and his mother Susan. Mike grew up with two siblings and when they both moved out, he felt he should also move out like them. His mom reported that Mike stopped doing anything at home, he would not do chores and become very upset with his situation. His parents began looking for a townhouse for Mike and were able to find one that was perfect for him. Susan had concerns about Mike staying alone. What if he needed help? Susan found out about a HERO monitoring system where there are cameras and sensors through Mike's home that will notify the monitoring company should suspicious activity happen. These would be things like the shower staying on for too long or Mike not getting out of bed for a long time. This is accompanied by a large tablet where he can communicate with the monitoring company should he have any needs. Recently, Susan was at Mike's house, and they were cooking dinner together and set off the smoke detector. Susan happily reports that the system does work! Susan and Mike are so thankful for remote monitoring systems like this that allow Mike to live independently and Susan to have piece of mind that he is okay.

FY2022 DDRB Audit

Michelle Graham: Botz, Deal & Co. presented the FY2022 DDRB Audit.

Public Comments and Announcements:

None

Finance Director's Report:

Ginger Spallek's Finance Director Report included the following:

Attached Reports

The following reports were included: December Financials with variance explanations, 2nd Quarter Agency/Expense Report, and December Bank Activity.

Finance Department Projects

- **FY2024 Funding Agency Meetings** – Began meetings in December and they continue through the 3rd week in January. The meetings include reviewing market rate adjustment data and sharing the Board priorities.
- **ARPA Projects** – Internal staff meetings have been held on how to process ARPA invoicing, requirements for supporting documentation, and agency reporting. ARPA invoices will not be processed via the Eastern Region Alliance (ERA) portal.

- **FY2022 Audit Wrap-up** – Drafts of the audit were reviewed, and feedback shared with Botz, Deal & Co. staff.

Finance Follow-ups

At the last Board meeting a question was raised about the percentage of total FY2023 budget for each priority level; critical, essential, and enhancement. The results are as follows: Critical, 17%, \$2,433,083; Essential, 71%, \$10,397,422; and, Enhancement, 13%, \$1,855,663.

Bryon Hale motioned to accept the December 2022 and Second Quarter Financial Statements as presented. Angie Rhodes seconded the motion. Motion passed unanimously.

Executive Director Report

Peg Capo's Executive Director Report included the following:

Legislative Update

MACDDS's 2023 Legislative Priorities are 1) ensure local property tax levies remain intact, 2) ensure people with I/DD receive vital services necessary to live and work in their communities by appropriating critical funding to the Division of Developmental Disabilities and 3) increase funding for Targeted Case Management.

MARF's 2023 Legislative Priorities also include maximizing federal funding of Vocational Rehabilitation and passing legislation making Missouri an Employment First state.

Included in the packet, was information sheets with more information.

In addition to Senate Bill 8 (Eigel), several bills have been introduced this session to lower taxes in Missouri. Specifically, the other personal property tax bills reduce the overall tax utilizing other strategies, such as reducing, but not eliminating the assessment percentage, capping the number of years that cars are taxed and making certain populations exempt (veterans, seniors, etc.) At this early stage, no bills have been assigned to committee, but we are carefully monitoring the situation.

DDRB Strategic Planning

Included in the packet was the 2nd Quarter Strategic Plan report. The original plan was to update the DDRB strategic plan in FY2023. Given the impending Executive Director transition, the timeline for planning will be extended into FY2024 so that the new Executive Director can lead the effort.

FY2024 DDRB Funding Cycle

Kathy and Ginger will be completing their meetings with agencies in the next week. Alliance Kick-Off Trainings will be held January 24-26. Applications are due by Friday, February 17 (4:00 pm). Nikki will be setting up Board meetings, including a Kick-Off, Agency Hearings and a Working Session. Please fill out the Survey Monkey surveys Nikki emailed to you so that she can set the meetings up soon.

Case Management Director Report

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

- The DDRB Case Management Program is currently serving 1,313 individuals. Intakes continue to show an upward trend with 46 in the last quarter alone. Halfway through FY2023, the number of intakes in 6 months (87) has now surpassed the total number for the entire FY2022 (86).
- There is one remaining open Case Manager position. Interviews are scheduled for next week.

- The DDRB Case Management after hours on call responsibility was moved to St. Louis Regional Office, effective January 1, 2023. This decision was made due to county boards no longer being required to provide this service. Other counties in the St. Louis Region have already made the change. This will relieve DDRB Case Management staff of answering the on call phone after hours. Moving to the Regional Office after hours number also eliminates confusion from agencies who work in multiple counties since the after-hours phone number will now be the same regardless of who the customer receives Case Management from in the St. Louis Region.
- The Division announced an amendment to one of the Code of State Regulations (9 CSR 45-2), effective January 1, 2023. The amendment replaces the assessment used to determine waiver eligibility from the Missouri Critical Adaptive Behaviors Inventory (MOCABI) to a new assessment called the Missouri Adaptive Ability Scale (MAAS). The MAAS assessment is completed virtually by a certified administrator, thus shifting the eligibility and screening responsibility away from the Case Manager.

Committee Reports:

- **Finance Committee**
Ginger Spallek reviewed the January 11, 2023, Finance Committee meeting minutes.
- **Program Committee**
Kathy Robb reviewed the January 12, 2023, Program Committee meeting minutes.

Gateway Coalition Report

Suzanne Yardley, Gateway Coalition President, reported the following:

January Meeting Presentation: Jose Jones with Boxing Therapy and Bill Gamble, Legislative Advocate.

Reports:

1. Legislative Committee: The Legislative Committee had a successful St. Louis County coffee with legislators. The St. Charles County event had to be cancelled due to no legislative RSVP's. The committee chair will be a trip to the Capitol on January 11 to discuss priorities. The first Coalition advocacy day is February 2. Disability Rights Day is March 1, 2023. The committee chair will work with Bill Gamble to set up meetings. The Coalition reserved an alcove and usually start around 9am, ending at 1:00 or 2:00 pm.
2. Activities Committee: The DSP Conference planning is still underway. The keynote speaker has been booked and the committee is working to secure presenter for breakout tracks.
3. Governance Committee: No report.
4. Business:
 - a. Legislative advocacy trip to Jefferson City planned for February 2/2/23
 - b. Disability Right's Day in Jefferson City on 3/1/2023
 - c. Membership Networking Event: Thursday, February 9 @ Trainwreck Saloon Westport Plaza
 - d. Next membership meeting is February 2, 8:30am via Zoom

Consent Agenda

1. **Minutes of Board Meeting – December 15, 2022** - Available on the website, www.ddrb.org.
2. **FY2022 Audit Approval**

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

Old Business:

None

New Business:

1. Election of Officers

Bryon Hale reported the Nominating Committee has nominated the following people to serve on the Executive Committee in 2023: Connie Tan, President; Angie Rhodes, Vice-President; Bryon Hale, Treasurer and Todd Gentry, Secretary. The Executive Committee will take office on February 1, 2023.

Dan Dozier motioned to approve the following members to serve as the 2022 Executive Committee: Connie Tan, President; Angie Rhodes, Vice-President; Bryon Hale, Treasurer and Angie Rhodes, Secretary. Bryon Hale seconded the motion. Motion passed unanimously.

2. Corporate Compliance Report & Resolution

Peg Capo, reported there were no reports of suspected fraud, waste or abuse in 2022. Peg read aloud Resolution Number FY23 01-01, which will document how the DDRB will comply with all state, federal and local laws and to appoint a primary point of contact who will recommend, create, implement and oversee strategies for compliance.

Bryon Hale motioned to approve the Corporate Compliance Report as presented, adopt the Corporate Compliance Resolution Number FY23 01-01 as read aloud and appoint Peg Capo, DDRB Executive Director, as the Corporate Compliance Officer. Angie Rhodes seconded the motion. Motion passed unanimously.

3. Sunshine Law Resolution

Peg Capo read aloud Resolution Number FY23 01-02, which states that a public governmental body shall provide access to and, on request, copies of public records. A custodian must be appointed to maintain those records. The board recommended the fees to be charged for access to or furnishing copies of records shall be reasonable and consistent with the Sunshine law.

Bryon Hale motioned to adopt the Sunshine Law Resolution Number FY23 01-02 as read aloud. The DDRB Executive Director was appointed as custodian of the records for the DDRB. Missy Fallert seconded the motion. Motion passed unanimously.

4. Bank Signatures Resolution

Ginger Spallek read aloud Resolution Number FY23 01-03, which authorizes members of the DDRB Board Executive Committee to sign checks and power to preform banking transactions.

Missy Fallert motioned to approve the ARPA Funding Requests and Budget up to \$2,392,437.59 as presented and authorize the President to sign the contracts. Bryon Hale seconded the motion. Motion passed unanimously.

5. Personal Property Tax Legislation Resolution

Peg Capo read aloud Resolution Number FY23 01-04 encouraging State of Missouri Representatives and Senators and the Governor to oppose Senate Bill 8 and/or any related or amended bill versions to phase out or eliminate personal property taxes.

Bryon Hale motioned to adopt the Personal Property Tax Legislation Resolution Number FY23 01-04 as read aloud. Missy Fallert seconded the motion. Motion passed unanimously.

6. Emergency Temporary Transportation Project

Kathy Robb presented the Emergency Temporary Transportation Project made in response to the input given at the FY2024 Funding Priorities Hearing. The project is presented as a temporary project that agencies will manage and will report at the end of the fiscal year on how funds were used, number of individuals served, and types of use. The project is one-time funding to help individuals and families with the cost of finding and providing transportation while DMH Medicaid Waiver Funded Transportation providers are unavailable. The

proposed budget is for up to \$130,000.00; \$67,000.00 for BCI/Sheltered Workshop, \$52,000.00 for Day Habilitation providers, and \$11,000.00 for reserve for additional individuals.

Bryon Hale motioned to approve the Emergency Temporary Transportation Project as presented and to amend the FY2023 Budget. Missy Fallert seconded the motion. Motion passed unanimously.

7. ARPA Contract Amendment

While agencies were reviewing the ARPA contract for ARPA funding approved on December 15, 2022, it was found that the ARPA contract section 5.2 could potentially cause unintentional additional cost for the agency(s). Section 5.2 of the ARPA contract states:

"SUBRECIPIENT shall have an audit performed for the fiscal year in which funds are received by it and shall file a copy of the audit report with the DDRB. The audit must be conducted by a Certified Public Account (CPA) in accordance with accounting professional standards established by the American Institute of Certificate Public Accounts (AICPA). The audit shall be submitted to the DDRB within one hundred (100) days of the end of the DDRB's fiscal year. In conjunction with the audit, the SUBRECIPIENT must provide a written report that states how the SUBRECIPIENT has addressed any and all audit findings related to the use of funds and that the findings have been resolved."

The DDRB contract with St. Charles County states that audits need to be submitted to the County within 180 days. Staff is recommending making a contract amendment to allow agencies 180 days to submit their audit for ARPA funding. Allowing agencies, the additional 80 days to complete and submit their audit to the DDRB would be more cost effective for agencies. DDRB staff would still ensure that the County receives the audit.

Dan Dozier motioned to approve the ARPA Contract Amendment as presented. Missy Fallert seconded the motion. Motion passed unanimously.

8. DDRB One-Time Technology Budget Authority

DDRB staff are requesting that \$30,000.00 from the ERA Technology Reserve Funds be transferred to the Information Technology Capital Projects funds creating a budget of \$60,000.00. This would allow DDRB staff to move forward with a project on to make the Community, Team, Committee and Building B Conference Rooms Video Conference capable.

Connie Tan motioned to approve the DDRB One-Time Technology Budget Authority as presented. Angie Rhodes seconded the motion. Motion passed unanimously.

9. Draft 2023 By-Laws

Peg Capo presented the Draft 2023 By-Laws. The By-Laws will come before the Board for approval at the February 16, 2023, Board meeting.

No motion needed.

10. 2022 Accessibility Plan Report

Peg Capo presented the 2022 Accessibility Plan Yearend Report.

Bryon Hale motioned to accept the 2022 Accessibility Plan Report as presented. Todd Gentry seconded the motion. Motion passed unanimously.

11. 2022 Community Relations Plan Report

Kathy Robb presented the 2022 Community Relations Plan Report.

Angie Rhodes motioned to accept the 2022 Community Relations Plan Report as presented. Connie Tan seconded the motion. Motion passed unanimously.

12. Diversity, Equity and Inclusion Plan

a. 2022 Report

Vicki Amsinger presented the 2022 Diversity, Equity and Inclusion Plan Report.

Angie Rhodes motioned to accept the 2022 Diversity, Equity and Inclusion Plan Report as presented. Bryon Hale seconded the motion. Motion passed unanimously.

b. Draft 2023 Plan

Vicki Amsinger presented the Draft 2023 Diversity, Equity and Inclusion Plan. This plan will come before the Board for approval on February 16, 2023.

No motion needed.

13. Human Resource Plan

a. 2022 Report

Vicki Amsinger presented the 2022 Human Resource Plan Report.

Bryon Hale motioned to accept the 2022 Human Resource Plan Report as presented. Connie Tan seconded the motion. Motion passed unanimously.

b. Draft 2023 Plan

Vicki Amsinger presented the Draft 2023 Human Resource Plan. The plan will come before the Board for approval on February 16, 2023.

No motion needed.

14. 2022 Risk Management Plan Report

Ginger Spallek presented the 2022 Risk Management Plan Report.

Bryon Hale motioned to accept the 2022 Risk Management Report as presented. Angie Rhodes seconded the motion. Motion passed unanimously.

Closed Session

Dan Dozier motioned to go into closed session, announcing the intent to discuss Personnel (S.B., Section 610.021 (3) RSMo), Technology, (S.B. 2, Section 610.021 (21) RSMo), Property: (S.B. 2, Section 610.021 (2) RSMo) and as presented. Angie Rhodes seconded the motion. Motion passed unanimously. A roll call of members present was taken: Dan Dozier, yes; Bryon Hale, yes; Missy Fallert, yes; Todd Gentry, yes; Mike Mahoney, yes; Sue Sharp, yes; Angie Rhodes, yes; and Connie Tan, yes.

Open Session

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

Adjournment

Bryon Hale motioned to adjourn. Angie Rhodes seconded the motion. Motion passed unanimously.

Respectfully Submitted: *Nikki Rogers*