

Developmental Disabilities Resource Board of St. Charles County
Board Meeting Minutes
December 15, 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, Bryon Hale, Missy Fallert, Todd Gentry, Mike Mahoney, Sue Sharp, and Connie Tan

Members Absent:

Joe Barton and Angie Rhodes

Mission Moment: Willows Way – Project Heart

Kathy Robb shared a video about Willows Way's Project Heart project that can be found on the DDRB website www.ddrb.org.

Kathy introduced Gabrielle Miller, Willows Way's Director of Community Service, who introduced to the Board Arizona, a participant in Project Heart. Arizona has taken several Project Heart classes, including Drivers Education, Life 101, and Tablet classes. In the tablet technology class, she learned about internet safety and Roblox. She continues to play Roblox with other classmates. In the Life 101 class she learned about kitchen safety, how to cook biscuits, resume creation, and self-defense. In the Driver's Education class, participants study for their permit test. Arizona passed the permit test her first time taking it. Arizona would like to see a CPR class offered in the future.

Barb Griffith Recognition:

Sue Sharp stated the following while presenting a vase to Barb Griffith:

"Tonight, we would like to honor Barb Griffith who is retiring from her position as President & CEO of Community Living at the end of the month. Barb has been with Community Living for 36 years and has served as its leader for 24 years! Under her leadership, Community Living has grown its annual budget from under \$5 million to over \$17 million. In 2010, she led a merger with Family Support Services that enabled Community living to add children and adolescent services to its offerings.

Barb has been active in many professional and public service organizations including Vision St. Charles Leadership (Class of 2000), Sunrise Rotary Club of St. Charles, St. Charles County Ambulance District Citizens' Advisory Board, St. Charles Regional Chamber, Phi Beta Kappa Honorary Society, Leadership St. Louis (Class of 2003), MARF Board of Directors, Athena Leadership Foundation of St. Charles County and St. Louis Life Board of Directors. She has received many awards for her contributions to the community, including the Dove Award for Leadership, Vision St. Charles County's Visionary of the Year, and the Athena Leadership Award.

Barb has sustained the strong partnership between Community Living and the DDRB. Specific projects in which Barb has taken an active role are:

- Revising and expanding the In-Home Respite Program to be more responsive to family's needs

- In collaboration with other residential providers, creating the Direct Support Professional Project
- Educating legislators about the direct support staffing crisis and the importance of Personal Property tax funds for all public services, including services provided to citizens with developmental disabilities
- Collaborating with St. Charles County and the Health Department mitigate the effects of Covid-19"

Peg Capo, DDRB Executive Director shared that Barb will be missed. Peg thanked Barb for her ongoing leadership and partnership. Prior to 1993, the DDRB was supported by the leadership at Community Living. In 1993, the DDRB decided to hire its own administrative staff. The transition process had its bumps. Barb generously provided invaluable support to Peg and the DDRB, ensuring a successful transition. The DDRB's success is due, in large part, to Barb's commitment to the community and to people with IDD.

Sue Sharp asked that everyone please join her in acknowledging Barb Griffith for her significant contributions to the St. Charles County community and the lives of St. Charles County citizens with developmental disabilities.

Public Comments and Announcements:

Barb Griffith, President/CEO of Community Living, announced that Peg Capo will be the recipient of the Legacy Award at this year's annual Legacy Ball. Barb invited everyone to the ball on February 18 at the Ameristar Casino to help celebrate Peg.

Finance Director's Report:

Ginger Spallek's Finance Director Report included the following:

November Financials

Reports now have variances listed directly on them.

FY2024 Budget Planning

A focus has been put on FY2024 market rate adjustment (MRA) and budget planning considerations with the Finance Committee in the 2nd Quarter's meetings. Beginning this month, 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.

FY2022 Audit Update

Per Botz Deal, the draft FY2022 audit may not be available until January.

Bryon Hale motioned to accept the November 2022 Financial Statements as presented. Missy Fallert seconded the motion. Motion passed unanimously.

Executive Director Report

Peg Capo's Executive Director Report included the following:

Legislative Update

The Gateway Coalition of Service Providers hosted a legislator event in December to advocate for support in the 2023 Legislative Session, which begins January 4, 2023. The event was held in St. Louis County. There was one scheduled for earlier this month for St. Charles County legislators, but it was cancelled due to lack of legislator attendance.

Senator Eigel, as expected has pre-filed Senate Bill 8, which will effectively eliminate Personal Property taxes statewide overtime. An additional clause was included which provides that, subject to appropriation, the taxing district can apply to the state of Missouri for funds lost. A copy of the bill with highlights was included with the report.

Eastern Region Alliance (ERA) Capacity Building Initiative

Based on feedback received from partner agencies in the recent ERA provider survey, many agencies indicated that they would like the ERA to help agencies who are facing challenges, often related to recovering from the challenges of providing services during COVID. Assistance requested includes expanding provider peer group availability, which is underway, and helping agencies identify and access consultation services to address their specific needs. The ERA has engaged the support of Julie Simon, recently retired United Way Director of Agency Capacity Building Initiative, to help us in this effort. The plan is to host trainings for agencies and to share the cost of consultation for shared agencies. For DDRB-funded agencies, a capacity-building fund will be developed, similar to other DDRB Community Programs like Training and Best Practice Stipend programs, for Board approval.

St. Charles Leadership Council

As you know, the St. Charles County Property Taxing Districts worked together last year to educate our legislators and the community on the negative impact on essential services that would result from the elimination of the Personal Property tax. Community allies were engaged in this effort. As a result, the concept of the St. Charles Leadership Council was born. The Council is currently being formed. Included with the report was a working draft of the mission, vision, and objectives of the group. Sheri Wiltse has agreed to serve on the founding Board as Secretary.

Case Management Director Report

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

- The DDRB Case Management Program is currently serving 1,310 individuals. There has continued to be a steady increase in intakes over the past month, particularly in 16- and 17-year-olds.
- Tiffany Jackson has submitted her resignation. Her last day is December 9. One new Case Manager started on November 21 and two more started on December 5. Interviews are still in process for a fourth open position.
- Last December, the Division announced plans to create a network of assistive technology experts, called SHIFT Navigators. "SHIFT" comes from the intent to make the shift to a technology first culture. Their goal was to train 22 Case Managers across the three regional areas of Kansas City, Springfield, and St. Louis to become SHIFT navigators. One of our Case Manager Mentors, Liz Nowack, participated in this intense training and certification process. She has completed her training and is now certified as a SHIFT Navigator. Liz has started meeting with families in St. Charles County who have questions/concerns about exploring assistive technology.
- The Division's new electronic Case Management System, ConneXion, is scheduled to go live in July 2023. This system will provide a centralized service planning process for all customers receiving service coordination. ConneXion will be the hub for intakes, annual support plans, assessments, authorizations, logging, and Medicaid billing. This new system will take the place of our current logging and billing database. Leadership staff will be attending a virtual walk through of the system in December to begin preparing for the launch in July.

Committee Reports:

- **Finance Committee**
Ginger Spallek reviewed the December 6, 2022, Finance Committee meeting minutes.
- **Program Committee**
Kathy Robb reviewed the December 1, 2022, Program Committee meeting minutes.

Gateway Coalition Report

There was no Gateway Coalition Report. A Save the Date for the Direct Support Professionals Conference on April 19 was given out at the meeting.

Consent Agenda

1. **Minutes of Board Meeting – November 17, 2022** - Available on the website, www.ddrb.org.
2. **The Center for Head Injury Services Audit Extension Request** – The Center for Head Injury Services requested an audit extension for their FY2022 audit until June 15, 2023.

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

Old Business:

None

New Business:

1. ShowMe Aquatics & Fitness Audit Extension Request

ShowMe Aquatics & Fitness is requesting an audit extension for their FY2022 audit. They were notified by their auditors that their audit would not be completed by December 30, 2023. They are requesting an extension until February 15, 2023.

Bryon Hale motioned to approve the ShowMe Aquatics & Fitness Audit Extension as presented. Missy Fallert seconded the motion. Motion passed unanimously.

2. FY2024 Market Rate Adjustment Approval

Ginger reviewed with the Board the scenarios for a potential FY2024 Market Rate Adjustment. The Finance Committee recommended a 6% market rate adjustment for FY2024.

Bryon Hale motioned to approve the FY2024 Market Rate Adjustment at 6% as recommended. Mike Mahoney seconded the motion. Motion passed unanimously.

3. FY2024 Funding Priorities and Timeline Approval

Kathy reviewed the proposed FY2024 Funding Priorities and Timeline that were reviewed in both the Program and Finance Committees. The FY2024 Funding Priorities and Timeline are available on the DDRB website at www.ddrb.org.

Bryon Hale motioned to approve the FY2024 Funding Priorities and Timeline as presented. Mike Mahoney seconded the motion. Motion passed unanimously.

4. ARPA Funding Requests Approval

Peg shared the full ARPA Funding Requests Budget as recommended by the Finance and Program Committees. The recommended ARPA Funding Requests total \$2,392,437.59, which includes previously requested and approved FY2024 budgeted funds of \$262,158.40.

Dan Dozier 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. Connie Tan seconded the motion. Motion passed unanimously.

Closed Session

Bryon Hale 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; Bryon Hale, yes; Missy Fallert, yes; Todd Gentry, yes; Mike Mahoney, yes; Sue Sharp, yes; and Connie Tan, yes.

Open Session

Bryon Hale 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; Bryon Hale, yes; Missy Fallert, yes; Todd Gentry, yes; Mike Mahoney, yes; Sue Sharp, yes; and Connie Tan, yes.

Adjournment

Bryon Hale motioned to adjourn. Missy Fallert seconded the motion. Motion passed unanimously.

Respectfully Submitted: *Nikki Rogers*