

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

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

Members Present:

Dan Dozier, Missy Fallert, Bryon Hale, Todd Gentry, Mike Mahoney, Missy Palitzsch, Sue Sharp, and Connie Tan

Members Absent:

None

Mission Moment: Down Syndrome Association

Kathy Robb, DDRB Agency and Community Relations Director, introduced Erin Suelmann, Executive Director, Down Syndrome Association to the Board. Erin informed the Board that Down Syndrome Association is hosting an exhibit from photographer, filmmaker, and humanitarian Randy Bacon. The exhibit is titled *Just As I Am*. The exhibit consists of portraits and stories of individuals with Down Syndrome. Erin shared a brief video and PowerPoint about the exhibit. The photography exhibit will be displayed at the Down Syndrome Association of Greater St. Louis building from March 21-June 30, with a special closing event on June 30 from 3:00-6:00pm.

David Gould – Mental Health Champion Award

Laura Taylor, DDRB Case Management Director, introduced David Gould this year's recipient of the Mental Health Champion Award. David proudly presented his award to the Board. The Mental Health Champion Award ceremony was heavily attended by individuals from across St. Charles County and the I/DD field, all there to support David. It was a testament to his impact he has had on his community.

Public Comments and Announcements:

None

Finance Director's Report:

Ginger Spallek's Finance Director Report included the following:

Included Reports

The following were included in the Finance Report: April 2023 Financials and April Bank Activity.

FY2024 Agency Funding

Kathy and Ginger have worked closely together on preparing the agencies for their hearings, as well as preparing schedules to aid the Board in their review of agency requests.

FY2024 DDRB Budget

Peg Capo presented the DDRB Budget during the April 26 hearing, focusing on critical needs.

Bryon Hale motioned to accept the April 2023 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

FY2024 DMH Budget: A compromise budget bill increased residential rates for July 1, 2023. This increase was projected to increase direct support starting wages to \$16 per hour, but this has not yet been verified by the Department of Mental Health. Although this is an increase, the underfunding of residential services continues, as most St. Charles County agencies have starting wages of \$18-19 per hour. There was no increase proposed or discussed for targeted case management. MACDDS will make this a priority again in 2024.

Personal Property Tax Bills: On the last day of the legislative session Senator Eigel attempted to filibuster the Initiative Petition bill to force a vote on his Personal Property Tax bill. As a result, neither bill was passed. It is expected that the same Personal Property Tax bill will be pre-filed for the 2024 session.

Overall, fewer bills were truly agreed to and finally passed in this year's session than in any other recent year, except 2021, when the session was impacted by Covid. I will send out the final reports from MACDDS and MARF when they are available.

Alliance Capacity Building Workshop

Included with the Executive Director report was a summary of the agency feedback from the Agency Self-Assessment Capacity Building Workshop. 17 agencies participated and, as you can see from the summary, the experience was very positive for the participants. Most importantly, 85% indicated that they will take action as a result of what they learned. The Alliance will look to provide additional sessions in FY2024.

Alliance Funding Cycle Debrief

The Alliance held our Funding Cycle Debrief session earlier this month, where we reviewed agency feedback (included with the report) and set priorities for the FY2025 Funding process changes. Overall, the goal is to make system improvements to make the process simpler and more user friendly.

ARPA Funding Update

All agencies have submitted their First Quarter (January- March 2023) update reports. Reports will be posting the reports to the Board Portal. Peg has requested a meeting with County staff so that her and Ginger can review the first ARPA invoice.

Case Management Director Report

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

The DDRB Case Management Program is currently serving 1,329 individuals. With two more months remaining in the fiscal year, the program has already exceeded our total intakes in FY20 (123), FY21 (109), and FY22 (86) with 138 thus far.

There are currently three open Case Manager positions. A delayed start date has resumed due to open positions and caseloads in coverage. Customers currently going through the intake process are being placed on a wait list until there is availability on a caseload.

The annual community partner surveys have been emailed out. The annual customer satisfaction surveys are in the process of getting mailed out. Both surveys were revamped and shortened this year in hopes of resulting in a higher return rate. There is also a new line added to the customer surveys for

individuals/families to indicate if they would prefer an electronic emailed version next year in preparation to move to an electronic format in the future.

Liz Nowack, Case Management Mentor and SHIFT Navigator will be providing an in service to staff this month to highlight the benefits of utilizing self-directed supports in combination with assistive technology to provide the greatest amount of independence while ensuring safety.

The annual DDRB Provider Fair was held on May 3. Over 50 agencies were in attendance and approximately 100 Case Managers from across the St. Louis Region. Preliminary feedback on the event was very positive. A formal survey will be emailed out to participants.

Gateway Coalition Report

There was no Gateway Coalition Report.

Consent Agenda

- 1. Minutes of Finance Committee – May 2, 2023**
- 2. Caring Solutions FY2024 Funding Application Late Submission Acceptance**
- 3. Caring Solutions FY2022 Audit Extension Request**
- 4. Pilot Project to Operations Approval**
 - a. Down Syndrome Association – Family Support**
 - b. Easterseals Midwest – PEERS**
 - c. Pathways to Independence – Youth/Adult Program Combined**
 - d. United Services for Children – Therapeutic Interventions in the Classroom**

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

Old Business:

None

New Business:

1. Promise Community Homes Emergency Request

Promise Community Homes is requesting emergency funding to fix foundation issues with a home that the DDRB has an equity investment in. The exterior of the home had unreported poor drainage and basement seepage which resulted in serious foundation and basement wall issues. Promise Community Homes is requesting \$20,049.80 which is 85% of the lowest received bid to repair the foundation and basement walls.

Sue Sharp motioned to approve Promise Community Homes Emergency Request for up to \$20,049.80 as presented, to amend the FY2023 budget and authorize the President to sign the contract as presented. Bryon Hale seconded the motion. Motion passed unanimously.

2. Community Living Emergency Requests

a. Supported Employment

Community Living is requesting an additional 2,800 units for its Supported Employment project to maintain services for the remainder of FY2023. The FY2023 unit rate is \$54.05 this would increase the Supported Employment FY2023 budget by \$27,025.00.

Bryon Hale motioned to approve Community Living's Supported Employment Emergency Request for up to \$27,025 as presented and to amend the FY2023 budget. Missy Fallert seconded the motion. Motion passed unanimously.

b. SOAR

Community Living is requesting an additional 2,000 units for its SOAR project to maintain services for the remainder of FY2023. This will also allow for the project to break even for

FY2023. The FY2023 unit rate is \$61.39 this would increase the SOAR FY2023 budget by \$122,780.00.

Bryon Hale motioned to approve Community Living's SOAR Emergency Request for up to \$122,780.00 as presented and to amend the FY2023 budget. Todd Gentry seconded the motion. Motion passed unanimously.

3. FY2023 DDRB Budget Correction

DDRB staff is requesting a budget correction to correct the FY2023 State GR Family Support revenue line item. The line item was approved and recorded as \$242,000.00 when the actual revenue is \$242,500.00. The correction will need to be retroactively effective as of July 1, 2022

Dan Dozier motioned to amend the FY2023 Budget as presented. Missy Fallert seconded the motion. Bryon Hale abstained. Motion passed unanimously.

4. FY2024 DDRB Combined Budget Approval

The Board reviewed the DDRB Administrative and Case Management Combined Budget for FY2024 for a total of \$7,239,329.00.

Bryon Hale motioned to approve FY2024 DDRB Combined Budget as presented and. Dan Dozier seconded the motion. Bryon Hale abstained. Motion passed unanimously.

5. FACT FY2024 Budget Approval

The Board reviewed FACT's FY2024 Funding Request for approval. The request was as follows:

- Family Support Partner - Reimbursement up to \$806,060.71 to provide service to 500 individuals
- Education Advocacy – Purchase of Service up to \$696.25.96 to provide service to 210 individuals providing 8,583 units at a unit rate of \$81.12.
- People First/Self Advocacy – Reimbursement up to \$94,804.37 to provide service to 75 individuals

Missy Fallert motioned to approve FACT FY2024 Budget as presented and authorize the President to sign the contract. Todd Gentry seconded the motion. Bryon Hale abstained. Motion passed unanimously.

6. The Center for Specialized Services FY2024 Budget Approval

At the May 11, 2023, Board Working Session the Board recommended reserving the total requested funds for The Center for Specialized Services' ISLA, Pre-ISLA, and Supported Employment projects, while only approving The Center for Specialized Services to invoice at a unit rate 6% above the FY2023 unit rate. This is recommended to continue until The Center for Specialized Services' FY2022 Audit has been received and reviewed by DDRB staff and Finance Committee to justify the FY2024 requested unit rates. All other project funding requested by The Center for Specialized Services were recommended to be approved as requested.

Bryon Hale motioned to approve The Center for Specialized Services FY2024 Budget as presented and authorize the President to sign the contract. Dan Dozier seconded the motion. Motion passed unanimously.

7. TREE House FY2024 Budget Approval

At the May 11, 2023, Board Working Session the Board recommended reserving the total requested funds for TREE House's TH Administration project, while only approving TREE House to invoice at a 6% increase to FY2023 approved reimbursement budget. This is recommended to continue until DDRB staff have had time to review the TH Administration request and history of positions. This will allow staff time to come forward with a recommendation for funding. Equine Therapy was recommended to be approved as requested.

Bryon Hale motioned to approve TREE House FY2024 Budget as presented and authorize the President to sign the contract. Missy Fallert seconded the motion. Motion passed unanimously.

8. FY2024 Budget Approval

The Board reviewed the FY2024 Budget created at the May 11, 2023 Board Working Session. No changes were made since the Board Working Session

Bryon Hale motioned to approve FY2024 Budget as presented. Sue Sharp seconded the motion. Motion passed unanimously.

9. FY2024 Reserves – Committed Funds Approval

At the May 11, 2023, Board Working Session the Board recommended funding FY2024 one-time requests from the DDRB Reserves. The DDRB reserves will need funds committed to these one-time requests for approval of the requests. The recommended one-time requests to be funded from DDRB reserves are as follows:

- Community Living – One-Time
 - o In-Home Respite Family Portal - \$12,800.00
 - o Accessible Bathrooms - \$38,800.00
- DDRB – One-Time
 - o Information Technology Capital Project - \$50,000.00
 - o Strategic Planning - \$50,000.00

Sue Sharp motioned to approve FY2024 Reserves Committee Funds as presented. Bryon Hale seconded the motion. Motion passed unanimously.

10. Contract Conditions of Funding Approval

Kathy Robb reviewed Contract Conditions of Funding that were recommended at the May 11, 2023, Board Working Session.

Bryon Hale motioned to approve Contract Conditions of Funding Approval as presented. Missy Fallert seconded the motion. Motion passed unanimously.

11. FY2024 Agreements Resolution

Ginger Spallek read aloud Resolution Number FY23 05-01 pertaining to Annual Agreements.

Bryon Hale motioned to adopt Resolution Number FY23 05-01 as presented. Missy Fallert seconded the motion. Motion passed unanimously.

Closed Session

Bryon Hale motioned to go into closed session, announcing the intent to discuss Property: (S.B. 2, Section 610.021 (2) RSMo), Legal: (S.B., Section 610.021 (1) RSMo), and Personnel (S.B., Section 610.021 (3) RSMo) as presented. Sue Sharp 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; Missy Palitzsch, 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; Missy Palitzsch, 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*