

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

Members Absent:

None

Peg Capo Recognition

The DDRB recognized Peg Capo for her 30 years of service prior to her retirement scheduled for June 30, 2023. The St. Charles County Executive submitted a resolution on the many accomplishments that Peg had during her career at DDRB.

Public Comments and Announcements:

None

Finance Director Report:

Ginger Spallek's May 2023 Finance Director Report included the following:

Included Reports

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

Finance Department Projects:

- **FY2024 Funding Cycle Wrap Up:**
 - **May 11 Working Session:** Prepared Service Category Summary Reviews (Ginger)
During Meeting, Tracked Budget Changes on Master File (Joyce)
 - **May 18 Board Meeting:** Reviewed All Budget Schedules for Approval (Ginger)
After Board meeting, recommendation to send out emails to agencies regarding FINAL budget approvals vs. mailing letters as in the past (Joyce).
NOTE: It was decided to send emails for time efficiency.
 - **Alliance Funding Cycle De-Brief Meeting (May 10th):** Met with Alliance colleagues to discuss the FY24 Funding Cycle. Alliance agency survey results were shared: much positive feedback. Open and frank discussions among the Alliance members on positives and areas for improvement in the work that was done in preparing FY24's budget.
- **INSURANCE APPLICATIONS:** Completed and sent to broker on May 26th.

Bryon Hale motioned to accept the May 2023 Finance Report as presented. Missy Palitzsch seconded the motion. Motion passed unanimously.

Executive Director Report

Peg Capo's Executive Director Report included the following:

Legislative Update

Peg updated the Board on legislation passed pertaining to counties being able to grant property tax credit to seniors. There is a lot to learn about this piece of legislation and it is suspected that it will take a lot for the Governor to veto this bill.

Case Management Director Report

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

- The DDRB Case Management Program is currently serving 1,331 individuals. In addition, there are 17 individuals on the wait list for DDRB Case Management services.
- There are currently 3 open Case Manager positions. An additional Case Manager submitted their resignation, effective June 23rd. However, a new Case Manager is starting on June 20th, which will leave the 3 open positions remaining.
- The Division opened enrollment for ConneXion training that will be held during the months of August through October. Case Management staff are required to attend a one day 8-hour training that will be held in Florissant during this timeframe. There will be separate trainings for our Billing Specialist and Quality Enhancement Specialist to attend as well.
- The program received notice that Motivcare (formerly Logisticare) is terminating their contract with DMH, effective July 1st. As a result, we were notified of 20 more individuals who will have their transportation services terminated. This was the last group of DDRB customers receiving waiver transportation funding.
- All DDRB Case Managers have now completed training on the Health Risk Screening Tool (HRST) administration. Case Managers have begun administering the HRST for all natural home waiver customers. The Division will be providing a value-based payment for all assessments completed prior to June 30th.

Gateway Coalition Report:

Suzanne Yardley, Gateway Coalition President, reported on the following:

- The Coalition meeting was held at St. Louis Arc.
- Suzanne thanked Peg and the Board for their funding collaboration with the Gateway Coalition.
- A new president will take effect July 1 for the Gateway Coalition.
- There will be no Gateway Coalition membership meeting in July.

Consent Agenda

1. Minutes of Agency Hearing

- a. April 13, 2023
- b. April 26, 2023

2. Minutes of Board Meeting

- a. April 20, 2023
- b. May 18, 2023

3. Minutes of Working Session – May 11, 2023

4. Minutes of Finance Committee – June 6, 2023

5. Minutes of Human Resource Closed Session

- a. October 20, 2022
- b. November 16, 2022
- c. December 15, 2022
- d. January 6, 2023

6. Carry Over Request –

- a. Easterseals Midwest – STEP
- b. Promise Community Homes

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

Old Business

None

New Business

1. TREE House – TH Administration FY2024 Budget Revision

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 was recommended to continue until DDRB staff have had time to review the TH Administration request and history of originally requested staff positions.

DDRB staff met with TREE House's Executive Director, reviewing in detail all TREE House staff positions, including staff positions included in original Administration project funding in FY2020. FY2024 staff salary projections were included in the discussions. The DDRB staff made the following observations:

1) Key factors increase TH costs as compared to other therapy services: Three (3) critical positions (Equine Manager, Facilities Manager, Volunteer Resource Manager) that in total cost over \$100,000/year. Facilities' costs are higher than other therapy services: buildings, grounds (90 acres), horse care (food, medical, shoes, utility expense); Current staff are underpaid for position requirements Only offer health insurance (started in FY2020)

DDRB staff recommends Board approval of an increase in funding of \$65,131 with the following stipulations: Administration project funding only include specific, total positions (not % of a position) and monthly tracking of units and individuals served.

Missy Fallert motioned to approve the TREE House – TH Administration FY2024 Budget Revision for up to \$65,131.00 as presented and amend the FY2024 Budget. Bryon Hale seconded the motion. Motion passed unanimously.

2. Willows Way Emergency Request

Willows Way has requested an additional 400 units at a unit rate of \$66.56 for a total of \$26,624 for their ISLA project. Willows Way typically has several individuals in the ISLA Program leave services and usually has several individuals enter services within a year. This year only one individual left the service. To meet all the individuals' needs for the month of June, Willows Way will need an additional 400 units. There are three other agencies that provide this service. The anticipated lapse from these three agencies is sufficient to cover this funding request.

Bryon Hale motioned to approve the Willows Way's Request for up to \$26,624.00 as presented and to amend the FY2023 Budget. Missy Palitzsch seconded the motion. Motion passed unanimously.

3. The Center for Specialized Services Audit Extension Request

At the December 15, 2023, Board Meeting, the Board approved an audit extension for The Center for Specialized Services FY2022 Audit until June 15, 2023. The Center's FY2022 audit has not yet been completed. The auditing firm notes the delay is due to staffing and scheduling issues and the results of remaining audit procedures is yet to be determined. The firm is now targeting a mid-to-late July completion. The Center is requesting another FY2022 Audit Extension until September 30, 2023, to give additional time should there be any more delays.

Bryon Hale motioned to approve The Center for Specialized Services Audit Extension Request until September 30, 2023, as presented. Missy Fallert seconded the motion. Motion passed unanimously.

4. FY2024 ARPA Budget

The completion deadline for ARPA funded projects is December 31, 2024, therefore, staff is requesting approval of the DY2024 ARPA budget in the amount of \$2,392,411.20.

Sue Sharp motioned to approve the FY2024 ARPA Budget for up to \$2,392,411.20 as presented. Bryon Hale seconded the motion. Motion passed unanimously by members physically present.

5. FY2022 Committed Reserve Funds Update

a. ERA Technology

Annually the DDRB reviews committed funds within their reserves. Annually, the Board adds funds to the ERA committed funds to cover technology costs triennially. An addition of \$28,567.00 is scheduled to be added to ERA Technology. The DDRB has also committed funds to Housing.

Bryon Hale motioned to approve FY2023 ERA Technology Reserve Committed Funds for up to \$28,567.00 as presented. Sue Sharp seconded the motion. Motion passed unanimously by members physically present.

b. ARPA

ARPA funded projects have a competition deadline of December 31, 2024, therefore it is requested that the existing gap funding between the approved ARPA budget and the St. Charles County ARPA funding in the amount of \$292,411.20 be reserved as committed funds for use in FY2024, as needed.

Bryon Hale motioned to approve ARPA Committed Funds for up to \$292,411.20 as presented. Dan Dozier seconded the motion. Motion passed unanimously by members physically present.

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. Missy Fallert seconded the motion. Motion passed unanimously. A roll call of members present was taken: Dan Dozier, yes; Terry Elmendorf, yes; Missy Fallert, yes; Todd Gentry, yes; Bryon Hale, 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; Terry Elmendorf, yes; Missy Fallert, yes; Bryon Hale, 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 by members physically present.

Respectfully Submitted: *Nikki Rogers*