

Developmental Disabilities Resource Board of St. Charles County
Board Meeting Minutes
August 17, 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 Physically Present:

Dan Dozier, Terry Elmendorf, Mike Mahoney, Missy Palitzsch, Sue Sharp, and Connie Tan

Members Absent:

Missy Fallert, Todd Gentry, and Bryon Hale

Mission Moment:

Kathy Robb introduced Kelly Behlmann, Executive Director of Disabled Athletes Sports Association (DASA). Kelly spoke to the Board about DASA's summer camp, Camp We Can Du. Kelly shared photos of this summer's camp and spoke about some of the activities the kids did while at camp. Connie Tan participated in a site visit at the camp and shared her firsthand experience with the rest of the Board. Overall, all had a wonderful time and can not wait until next summer's camp.

Public Comments and Announcements:

Gabrielle from Promise Community Homes thanked the Board for their funding partnership with their house recently.

Finance Director's Report:

Ginger Spallek's Finance Director Report included the following:

NOTE: FY2024 budget has not yet been uploaded. The budget preparation process has begun. Due to budget not having been uploaded, July23 financials will not be presented tonight.

Reports Included in Packet:

Draft June Financials with variance explanations (new variances have been highlighted)
FY2024 Funding Request Summary with FY2023 Draft Projections
ARPA Quarterly Financials
June Bank Activity
July Bank Activity

FINANCE DEPT PROJECTS:

- **FY24 INSURANCE RENEWALS:** Completed. Total premiums were 8% higher than the prior year.
- **FUNDING CYCLE PREP/DE-BRIEF:** Participated in several meetings with the DDRB Funding Team to de-brief on FY2024 Funding Cycle and to prepare for FY2025 Funding Cycle with effective evaluations of the past year and constructive brainstorming for the future.
- **FY23 AUDIT:** Time to begin preparing for the FY2023 audit. The results of the audit RFP will be discussed under New Business.
- **TAX RATE SETTING PROCESS:** Will begin working on the tax rate setting process soon.

- **COUNTY UPDATE WITH STEVE EHLMANN:** Attended the Community Council Network Luncheon on Thursday, August 3 where Steve Ehlmann presented the annual county update.

Sue Sharp motioned to accept the June 2023 Finance Reports as presented. Dan Dozier seconded the motion. Motion passed unanimously.

Executive Director Report

Denise Cross's Executive Director Report included the following:

Executive Director Onboarding

The DDRB team is amazing at making new employees feel welcome and supported. Denise's first weeks with this team were informative and enjoyable. She was grateful for many introductory meetings with members of the ERA and provider agencies. Denise has been introduced to County Leadership, including the County Executive and the Director and Assistant Director of Administration. She has had meetings with the Executive Director of the Community and Children's Resource Board and invited to People First's monthly meeting. She has also met with service providers including Enterprise Bank, Datotel, and the DDRB's attorney. Denise was fortunate enough to have lunch with Peg, who also reached out recently to check in. Her wise counsel is always valued. She looks forward to meeting many more people in many more roles in the coming months.

As part of Denise's 30, 60, 90-day plan, she sent a set of questions to employees and stakeholders. Denise's interpretation of the information received has been shared with the leadership team, all employees, and with the Board of Directors as an attachment to this report. All signs suggest that the DDRB is a respected industry leader and employer and that it is a suitable time to do a new strategic plan. The leadership team has begun the process of creating an RFP for a strategic planning facilitator as budgeted.

DDRB Updates

July saw a flurry of successful recruiting. Congratulations to the Case Management and Human Resources Departments. More information is shared in the Case Management report. While the funding cycle for FY2024 has just wrapped up, the Agency and Community Relations Department is hard at work evaluating processes and timelines for the next cycle. The Finance Department has been working to put processes in place to allow for the use of electronic funds transfer for much of its payments. Procedure suggestions will be discussed at this meeting. The DDRB was riddled with internet issues during July. Much gratitude is due to Nikki as she worked to balance her regular duties with the near constant battle with the internet. Appreciation is also noted for our ERA partners Glen Goldstien and Nathan Patton for their help and insight. Further, thanks to DDRB employees and customers who have been patient and creative as the team worked through this situation.

Legislative Update

Senate Bill 190, which gives counties the ability to enact an ordinance to freeze property tax rates for seniors, was passed and signed. There is no shortage of information available on the perceived pros and cons of enacting this bill. Attached is an article from the St. Louis Post Dispatch noting possible impacts. A continued discussion on the taxing structure in Missouri is predicted in the coming session. Also passed and signed is SB106, giving more latitude to competency restoration and strengthening both the Missouri Model Employer and Employment First initiatives. MACDDS is creating legislative priorities, the rate for TCM services will be on the list.

MACDDS Update

The July membership meeting was held at Boone County Family Resources, an SB40 Board located in Columbia, Missouri. An ad hoc work group was created to inform DMH/DDD of the impact of new initiatives in process and to collaborate toward solutions. There continues to be solid progress. Transportation is a

statewide concern. A transportation task force has been created and is working on public policy. We were provided a legal brief on basic contract language. The MACDDS Annual Conference is to be held September 28 and 29 with a preconference session on the 27.

Information, including the annual report, which is linked here, can be found on the MACDDS website.

<https://www.flipsnack.com/commopps/macdds-2022-annual-report-f-1.html>

Case Management Director Report

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

- The DDRB Case Management Program is currently serving 1,324 individuals.
- All five open Case Manager positions have been filled as well as the three positions needed for growth. The eight new case managers have staggered start dates with the final one starting on August 28. All cases in coverage will be assigned to a permanent case manager by the end of August. The team will also be able to eliminate the wait list and begin taking new cases again next month.
- The Division announced ConneXion training will be delayed due to additional time needed to ensure the production environment and training materials are aligned. All training courses scheduled for our staff have been cancelled. At this time, there has been no further communication on a new launch date or training window.
- The value-based payments for case manager completion of the Health Risk Screening Tool (HRST) ended on June 30, 2023. The Division will be providing a value-based payment of \$72 for each HRST our Case Managers completed prior to this date.
- MARF has undergone a rebranding and has announced their new name, Starling. The intent of the rebranding was to stand apart from other Missouri Associations and come up with a name that captures the spirit of its members and the individuals we support. An attachment with more information was included with the report.

Gateway Coalition Report

Stephanie Hand, Gateway Coalition President, gave the following report:

The Membership meeting was held August 3, 2022, with a presentation by Jessi Brown with NAMI.

Topics of discussion during the meeting were as follows:

- Committee Reports
- Confirmation of FY2024 Schedule, Virtual meetings except every 3rd month is in person
- Partner Updates

The next meeting is September 7 and is in person at the Down Syndrome Association of Greater St. Louis.

Consent Agenda

- 1. Minutes of Board Meeting –**
 - a. July 24, 2023**
- 2. Minutes of Closed Session –**
 - a. August 19, 2022**
 - b. November 17, 2022**
 - c. December 15, 2022**

- d. January 19, 2023
 - e. February 16, 2023
 - f. March 15, 2023
 - g. April 20, 2023
 - h. May 18, 2023
- 3. Minutes of Finance Committee – August 1, 2023
 - 4. Minutes of Program Committee – August 10, 2023
 - 5. Minutes of Human Resource Committee Closed Session
 - a. October 20, 2022
 - b. November 16, 2022
 - c. December 15, 2022
 - d. February 16, 2023
 - e. March 30, 2023
 - f. April 3, 2023
 - g. April 6, 2023
 - h. April 10, 2023
 - i. April 13, 2023

6. Easterseals Midwest – STEP FY2023 Carry Over Total

Sue Sharp motioned to approve the consent agenda as presented. Missy Palitzsch seconded the motion. Motion passed unanimously.

Old Business

None

New Business

1. FY2023 Community Living – Consultative Behavior Support Emergency Request

Community Living is requesting FY2023 Emergency Funding for their Consultative Behavior Support project. The request is for additional units to cover services provided in the last month of the fiscal year. The services provided were an additional 41.75 units at a unit rate of \$132.44 for a total increased request of \$5,529.37.

Dan Dozier motioned to approve Community Living's Consultative Behavior Support Emergency Request for up to \$5,529.37 as presented and amend the FY2023 Budget. Missy Palitzsch seconded the motion. Motion passed unanimously.

2. Delegated Authority – Check Signing/EFT Processing

As recommended by the Finance Committee, the request is to delegate authority to the Executive Director and Finance Director to sign checks up to \$3,000 and to complete the online EFT payment processing. The Board recommended a policy be written to ensure review of EFT payments by the Executive Committee and that the effective date be October 19, 2023, to allow agencies time to prepare for EFT payments.

Dan Dozier motioned to approve the Executive and Finance Directors to sign checks up to \$3,000.00 and complete the online EFT payment processes as revised. Missy Palitzsch seconded the motion. Motion passed unanimously.

3. FY2023 Case Management Service Delivery & Improvement Plan Results

Laura Taylor presented the FY2023 Service Delivery & Improvement Plan Report. The report is titled, "Case Management Program FY23 End of Year Report," and can be found on the DDRB website, www.ddrb.org.

Sue Sharp motioned to approve FY2023 Service Delivery & Improvement Plan Report as presented. Missy Palitzsch seconded the motion. Motion passed unanimously.

4. FY2023 Strategic Plan Report

DDRB staff presented the FY2023 Strategic Plan Report according to goal responsibility. The report can be found on the DDRB website, www.ddrb.org.

Missy Palitzsch motioned to approve FY2023 Strategic Plan Report as presented. Sue Sharp seconded the motion. Motion passed unanimously.

5. FY2024 Draft Strategic Plan

The FY2024 Draft Strategic Plan was presented. The plan will come before the Board for final approval at the September 21, 2022, Board meeting.

No motion needed.

6. Audit Firm Approval

As recommended by the Finance Committee, the request is to approve Rubin Brown as the DDRB Audit Firm for five years. Rubin Brown was the lowest, qualified bidder.

Dan Dozier motioned to approve Rubin Brown as the DDRB's audit firm as presented. Missy Palitzsch seconded the motion. Motion passed unanimously.

7. Strategic Plan RFP Delegation

Denise Cross discussed with the Board the timeline needed for Strategic Plan development. The hope is to have the Board's work with Strategic Plan development done before FY2025 Funding Cycle meetings begin. In order to stick to this timeline, an Ad Hoc Committee will need to be appointed and the committee would need to be delegated authority to approve the release of the request for proposals for strategic planning. Connie Tan asked all Board members who were interested in being on the committee to contact her.

Dan Dozier motioned to delegate authority to the Ad Hoc Committee to approve and release an RFP for Strategic Planning as presented. Missy Palitzsch seconded the motion. Motion passed unanimously.

Adjournment

Dan Dozier motioned to adjourn. Sue Sharp seconded the motion. Motion passed unanimously. Motion passed unanimously.

Respectfully Submitted: *Nikki Rogers*