

Developmental Disabilities Resource Board of St. Charles County
Board Meeting Minutes
September 21, 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:

Bryon Hale, Connie Tan, Dan Dozier, Mike Mahoney, Missy Palitzsch, and Terry Elmendorf

Members Absent:

Missy Fallert, Sue Sharp, and Todd Gentry

Public Hearing: 2023 Tax Rate

Bryon Hale motioned to open the hearing for public comment on the 2023 proposed property tax rate as proposed by the Developmental Disabilities Resource Board of St. Charles County. Dan Dozier seconded the motion. Motion passed unanimously. Roll call of the members physically present was taken: Bryon Hale, yes; Connie Tan, yes; Dan Dozier, yes; Mike Mahoney, yes; Missy Palitzsch, yes; Terry Elmendorf, yes.

Ginger Spallek reviewed the projected tax revenue for the 2023 tax year. There was no public comment.

Bryon Hale motioned to close the hearing for public comment on the 2023 proposed property tax rate as proposed by the Developmental Disabilities Resource Board of St. Charles County. Missy Palitzsch seconded the motion. Motion passed unanimously. Roll call of the members present was taken: Bryon Hale, yes; Connie Tan, yes; Dan Dozier, yes; Mike Mahoney, yes; Missy Palitzsch, yes; Terry Elmendorf, yes.

Mission Moment:

Odie Smith, Community Activity and Summer Program Coordinator with Easterseals Midwest gave an overview of the 2023 STEP Program. Odie explained how it helps high school students gain work experience. Thirty eight of fifty-two enrolled students completed the program and were supported by 5 partner agencies which included 18 work sites. Odie explained how happy the students were when they received their first paycheck.

Kelly Stein, Director of Training and Transition with The Center for Specialized Services shared that three individuals obtained employment at the end of the STEP program and gave a brief overview of their experience while working at their jobs. Kelly next introduced Eddie. Eddie spoke to the Board about his experience while working at McAlister's Deli in the program and how he was offered a part time position at the end of the summer. Eddie enjoys working at McAlister's and is meeting his own milestones and is eager to help. He has gained more confidence because of participating in the program.

Public Comments and Announcements:

None

Finance Director's Report:

Ginger Spallek's Finance Director Report included the following:

- July and August 2023 Financial Statements.

DDRB Basis of Accounting Cycle: During the fiscal year, DDRB's basis of accounting is the modified-accrual basis of accounting, which is similar to the cash-basis accounting that DDRB all personally use (cash in, cash out). DDRB can see an example of this in the July DDRB financial statement which shows cash paid out for FY24 insurance premiums.

However, at year-end, the basis of accounting cycles over to the accrual basis of accounting. Accrual basis of accounting requires that DDRB recognize transactions not when the cash is received but when the transaction actually occurred. For example, each July, DDRB shows no operating revenue (as displayed on July's DDRB financial statement) because DDRB's typical monthly revenue relates to the prior month. As an example, case management's July revenue relates to the month of June and needs to be reflected in our year-end financials that include the 12 months ended June 30th.

Efficiencies in Cash Payment Process: DDRB has recently begun including employee reimbursements for mileage and other expenses in employee payroll deposits. In October, DDRB will begin paying our agency invoices via electronic fund transfers (EFTs).

FY23 Audit: DDRB has begun interacting with our new audit firm, RubinBrown on the FY23 audit.

Tax Rate Setting Process: After the September Board meeting, the County tax packet will be sent to the County and around the end of September, DDRB will receive the Certification letter from the State Auditor's office.

Bryon Hale motioned to accept the July and August 2023 Finance Reports as presented. Dan Dozier seconded the motion. Motion passed unanimously.

Executive Director Report

Denise Cross, Executive Director Report included the following:

Strategic Planning Update

The Strategic Planning RFP Ad-Hoc Committee met to review the request for proposals and schedule for screening candidates, choosing two to three to meet with, and making a recommendation to the full board, which will happen at the October Board Meeting. The RFP was published on September 12 and proposals are due October 3.

Legislative Update

The St. Charles County Council approved a freeze on property taxes for seniors (aged 62 and above) which could take effect as early as 2024. The freeze applies to all taxing districts in the County, such as school districts, fire districts, library districts, and the DDRB. Officials have said they expect this to be challenged. Those eligible will have to submit a request for credit when filing their taxes. Those requesting credit would have their rate reduced to the current rate or the rate that is present the year they turn 62. The County asked their counsel for a presentation about the potential legal concerns the bill presents as it is currently written. The very informative presentation linked here, beginning around the 7th minute, was made in the weeks leading up to the vote on November 11, 2023. <https://www.youtube.com/live/U-zL2ZUn2oQ?feature=shared>

MACDDS Update

The August membership meeting was held at EITAS in Jackson County. Several members of the Eastern Region Alliance chose to take Amtrak to Kansas City for this meeting as a good opportunity to further get to know one another and build teamwork. There appear to be in-home service deserts in both rural and urban areas across the state. A work group has been created to quantify the situation so that solutions can be explored. The impact workgroup continues to meet with DMH to discuss the challenges created by several new initiatives imposed on TCM providers. The TCM Contract Committee continues to meet with the Division

to negotiate updates to the agreement. The MACDDS Conference is on September 28 and is sold out, with the capacity being 480 attendees.

ERA Update

ERA members met with DMH Regional Office leadership to give updates and build partnership. As a new member of this group, Laura found the teamwork to be astounding and certainly focused on ways to make things better for all in the region.

Case Management Director Report

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

The DDRB Case Management Program is currently serving 1,333 individuals.

The five open positions and three for growth have all been filled. All 8 Case Managers have started and are in training. All cases that were in coverage have been assigned to a permanent Case Manager. Individuals who were on the wait list for DDRB Case Management have been assigned to a new Case Manager. DDRB are taking new intakes and transfers again and currently have capacity for approximately 100 new customers.

The Division has not announced any updates on a new launch date for the ConneXion database. Each year the Governor's Council on Disability distributes a Legislative Priorities Poll to gain a greater understanding of issues important to Missourians with disabilities and those who support them. The responses are compiled and sent to state legislators and elected officials. The Legislative Priorities Poll for 2023 is now open with all responses due by November 3rd. There are options to complete the form by hand and mail it in or complete the survey online. Both options can be found on their website at: disability.mo.gov

Laura recently served on an experts panel at the BCI Transition Planning Conference along with representatives from Vocational Rehabilitation, the school districts, and BCI's Benefits Manager. The purpose of the event is to educate and support individuals, families, schools, agencies, and educators for successful transitions to adult life.

Gateway Coalition Report

Stephanie Hand presented the Gateway Coalition Report.

September 2023 Report

DDRB; PLB; DD Advocates; DD Resources

1. Board Meeting held on August 25th, 2023.
2. Meeting held in person at Down Syndrome Association of Greater St. Louis on September 7th, 2023.
3. Review of Coalition Goals No Guest Speaker.
4. Business Reports submitted and approved Secretary-August 2023.
5. Treasurer-August 2023 Committee Updates.
6. Legislative-Working on priorities of membership Activities-Planning annual Conference Governance-Currently have 33 Paid Members.
7. New Business-Encourage participation for new leaders Partner Updates.
8. Next Meeting: October 5th via Zoom.
9. Next Networking Event: October 5th at 4pm; destination to be determined.

Consent Agenda

1. Minutes of Board Meeting – June 15, 2023
2. Minutes of Board Meeting – August 17, 2023
3. Minutes of Closed Session – June 15, 2023

4. Minutes of Finance Committee – September 5, 2023
5. Minutes of Program Committee – September 7, 2023
6. FY2024 Strategic Plan Approval
7. The Center for Specialized Services: FY2024 Budget Approval

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

Old Business

None

New Business

1. Agreed Upon Procedures Engagement

Ginger Spallek shared that the Agreed Upon Procedures Engagement (AUP) engagement for Adam Morgan Foundation has now been completed. Ginger reviewed the CPA firm's report and felt that the engagement was sufficient for the purpose of determining that the expenditures claimed have been expended as outlined in the funding contract and determining that those expenditures have not been reimbursed by another funding source.

Moving forward, Ginger recommended that Adam Morgan Foundation utilize the AUP engagement for FY2023 and for FY2024. For FY2024, Ginger recommended a letter to Adam Morgan Foundation with a Condition of Funding to include the requirement of an AUP engagement to determine that FY2024 expenditures claimed have been expended properly and that no FY2024 expenditures have been reimbursed by another funding source.

For FY2025, if Adam Morgan Foundation wants a waiver on their audit, the agency needs to follow the Partner Funding Manual requirements of submitting a signed copy of their financials signed by their Board Treasurer.

Bryon Hale motioned to approve Agreed Upon Procedures Engagement as presented. Mike Mahoney seconded the motion. Motion passed unanimously.

2. Tax Rate Resolution

Ginger Spallek read aloud resolution number FY24 09 01 pertaining to the 2024 Tax Rate, setting the tax rate at \$0.1108 per \$100 assessed value.

Bryon Hale motioned to adopt resolution number FY24 09 01 setting the tax rate at \$0.1108 per \$100 assessed value as read aloud. Missy Palitzsch seconded the motion. Motion passed unanimously.

3. FY2025 Partner Funding Manual Approval

Keri Riley reviewed the summary of changes to the FY2025 Partner Funding Manual also presented at the September Finance and Program Committee meetings.

Bryon Hale motioned to approve FY2025 Partner Funding Manual as presented, with the Board recommending no further review. Terry Elmendorf seconded the motion. Motion passed unanimously.

4. Draft 2023 DDRB Policies

a) Case Management

Laura Taylor reviewed the summary of Case Management policy changes. Case Management policies will come before the Board for approval at the October 19, 2023, Board meeting.

No motion needed.

b) General Operations

Ginger Spallek reviewed the summary of General Operations policy changes. General Operations policies will come before the Board for approval at the October 19, 2023, Board meeting.

No motion needed.

Closed Session

Bryon Hale motioned to go into closed session, announcing the intent to discuss Legal: (S.B. 2, Section 610.021 (1) RSMo) as presented. Dan Dozier seconded the motion. Motion passed unanimously. A roll call of the members physically present was taken: yes; Bryon Hale, yes; Connie Tan, yes; Dan Dozier, yes; Mike Mahoney, yes; Missy Palitzsch, yes; Terry Elmendorf, yes.

Open Session

Bryon Hale motioned to end the closed session and return to open session. Dan Dozier seconded the motion. Motion passed unanimously. Roll call of the members present was taken: Bryon Hale, yes; Connie Tan, yes; Dan Dozier, yes; Mike Mahoney, yes; Missy Palitzsch, yes; Terry Elmendorf, yes.

Adjournment

Bryon Hale motioned to adjourn. Dan Dozier seconded the motion. Motion passed unanimously.

Respectfully Submitted: *Chrissy McFarland*