

Developmental Disabilities Resource Board of St. Charles County
Board Meeting Minutes
January 18, 2024

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, Bryon Hale, Missy Fallert, Mike Mahoney, Missy Palitzsch, Sue Sharp, and Connie Tan

Members Absent:

Todd Gentry

Mission Moment:

Mary Ann Gehrin, Executive Director, Options for Justice shared a video with the Board to about their mission that is available to view on their website at www.ofjstl.org. Mary Ann gave an overview of the type of clients they usually serve. Many times Options for Justice's clients are not connected to the I/DD system and need assistance getting connected. Options for Justice not only helps individuals when they have been detained or incarcerated, but also helps them find resources when they get out to establish a stable environment. Mary Ann thanked the Board for their ongoing support and showed appreciation to DDRB staff.

Public Comments and Announcements:

None

Finance Director's Report:

Ginger Spallek's Finance Director Report included the following:

- December 2023 Financial Statements
- November 2023 Financial Statements
- 2nd Quarter Agency Operations and Other Operating Expense Report
- Quarterly ARPA Financials
- December 2023 Bank Activity
- November 2023 Bank Activity

FY2023 DDRB Audit

The final draft of DDRB's FY2023 audit will be reviewed by RubinBrown at the February Finance Committee meeting, as well as at the February Board meeting. The delay in completing the audit was circumstantial: a new audit firm, as well as a relatively new Finance Director. Ginger was pleased and excited about DDRB's continuing partnership with RubinBrown and looks forward to expected efficiencies for the FY2024 audit.

Alliance FY2025 Funding Cycle

Each Alliance Board has set their Market Rate Adjustments, and the FY2025 data has been created. Progress continues in the funding cycle timeline. Soon the FY2025 data will be generated for the Agency Funding Applications.

Bryon Hale motioned to accept the November, December 2023, 2nd Quarter, and Quarterly ARPA Financial Statements Finance Reports as presented. Sue Sharp seconded the motion. Motion passed unanimously.

Executive Director Report

Denise Cross's Executive Director Report included the following:

Strategic Planning

The planning team had their final meeting on January 9, 2024. The goal of this team was to complete the discovery and design phase, basically to plan the planning process. Those who have participated on this team have reported a feeling of satisfaction and enthusiasm for the process going forward. Minutes from those meetings can be found in the Board's packet. Look for information to come soon about the next steps.

Legislative Updates

At committee meetings this month, Denise asked for guidance about how best to represent the DDRB in the legislative arena. Denise shared those items to keep an eye on, including the budgeting process in general as we will be advocating for funding that includes a rate increase for targeted case management as there has not been one in 8 years. Other legislation shared includes SB1136 which supports voting rights for people with disabilities, and HB1146 which identifies certain aspects of the funding relationship between SB40 boards and sheltered workshops. Since the committee meetings Denise has been made aware that the following are bills that have been introduced and are specific to property tax initiatives. Guidance from committees was to provide a fiscal note impact if asked and to continue the message about the value of our services. A reduction in revenue would equal a reduction in services. It may be worth noting that both bills include a statement about political subdivisions being eligible for reimbursement from the state to offset lost revenue.

SB 733 (Eigel) and SB725 (Hoskins)— *"Current law requires that personal property be assessed at 33.3% of its true value in money. This act requires political subdivisions to annually reduce such percentage such that the amount by which the revenue generated by taxes levied on such personal property is reduced is substantially equal to one hundred percent of the growth in revenue generated by real property assessment growth, as defined in the act. Annual reductions shall be made until December 31, 2073. Thereafter, the percentage of true value in money at which personal property is assessed shall be equal to the percentage in effect on December 31, 2073.*

Subject to appropriations, a political subdivision that receives less than the allowable amount of total real and personal property tax revenues shall be eligible for reimbursement from the state in an amount equal to the amount by which such revenues are below the allowable amount."

Denise will accompany both MACDDS and the Gateway Coalition to Jefferson City on January 30 for the first capitol visits of this session. Members of Starling, including DDRB staff members, will visit on February 1. Disability Rights Legislative Day is March 13 and MACDDS plans to return to Jefferson City for its meeting location, and likely legislative visits, on March 26.

Welcome to the DDRB!

We are excited to welcome Jon Washburn to the DDRB team in the role of Information Systems Coordinator. His first day was January 16. Jon comes to us with IT experience from both a managed service provider and a DMH provider. This combination, plus a passion for our mission, makes Jon the ideal addition to our team in this role. A robust onboarding schedule has been planned. Later this month we will be welcoming someone in the Human Resources Payroll position. More information at next month's board meeting.

People First of St. Charles County

People First of St. Charles is the most active chapter Denise has experienced. Denise, along with around fifty advocates and allies, attended the December meeting. They announced that two members were elected to statewide leadership roles. Susan Parker, who has recently served as chapter president, was elected to serve as President of People First Missouri. Hayden Lozen serves as the Secretary for the local chapter and has now been elected to serve as Secretary for People First of Missouri. The local chapter held elections at the December meeting and there were several candidates for each role. Those vying for roles made their

election pleas through speeches and the chapter voted. The following slate of officers was confirmed for the coming year:

- President Matthew Schultz
- Vice President Susan Parker
- Treasurer Jill Helton
- Secretary Hayden Lozen
- Sergeant at Arms Linda James

Case Management Director Report

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

- The DDRB Case Management Program is currently serving 1,367 individuals.
- The Case Management Program's annual Targeted Case Management Review was completed by Columbus Group the first week in December. 54 customer files were reviewed. The exit meeting occurred on December 6 and the final report was received on January 5. Overall, the program received positive results. The final report included praise towards our focus on person centered processes as well as our quality assurance structure.
- The program's 3-year CARF accreditation survey will be occurring in late March/early April. The application has been submitted and early preparations have begun.
- The 2024 DDRB Provider Fair has been scheduled for May 8. A save the date email blast will be sent out soon.
- Laura attended the annual St. Charles Community Resource Fair at Francis Howell High School on December 16. Karen Craven and Laura represented the DDRB at a resource table. The event featured agencies who provide supports to individuals of all ages including assistive technology, mental health, behavior supports, residential, day programs, recreation, transition planning, and more.

Gateway Coalition Report

There was no Gateway Coalition Report given at the meeting. One was submitted for review prior to the meeting.

Consent Agenda

1. Minutes of Board Meeting – November 17, 2023
2. Minutes of Finance Committee – January 2, 2024
3. Minutes of Program Committee – January 4, 2024
4. Minutes of Ad Hoc - Strategic Plan Design Committee
 - a. November 16, 2023
 - b. December 5, 2023
 - c. January 9, 2024

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

Old Business:

None

New Business:

1. Audit Extension Requests

Association on Aging with Developmental Disabilities

The DDRB has received three requests for audit extension the requests are as follows:

- Association on Aging with Developmental Disabilities - Request submitted December 11, 2023, for an extension to submit their audit on or before January 31, 2024. The extension is due to the auditor requiring additional time to compile information to complete the audit.
- ShowMe Aquatics and Fitness - Request submitted December 11, 2023, for an extension to submit the audit on or before April 1, 2024. The extension is needed due to additional time needed to resolve an issue and then not being able to schedule auditor field work until December 4, 2023.
- The Center for Specialized Services – Request submitted December 19, 2023, for an extension to submit the audit on or before February 28, 2024. The audit is scheduled for January completion, but due to recent agency transitions the agency would like extra time to address any unforeseen issues that may arise.

Bryon Hale motioned to approve the Audit Extension Requests for Association on Aging with Developmental Disabilities until January 31, 2024; for ShowMe Aquatics and Fitness until April 1, 2024; and for The Center for Specialized Services until February 28, 2024, as presented as presented. Missy Fallert seconded the motion. Motion passed unanimously.

2. Emmaus Homes One-Time Emergency Request

Emmaus Homes is requesting Emergency Funding for their Training Center, an ARPA project beginning this month. The items requested are as follows: 1) Start- up cost to hire a nurse trainers for up to \$34,015.00; Build an Accessible Van Model for Training for up to \$8,000.00; Certifications/Training for nursing staff for up to \$9,107.00; Scheduling and Billing software for up to \$50,000.00; and Technology Acquisition for Training Center for up to \$26,638.00. The total of the Emmaus request is for up to \$127,490. The Board recommended funding this item out of the ARPA budget since it is an extension of the original ARPA project. The Board also recommended getting verification from St. Charles County that the projects would qualify for ARPA funds.

Bryon Hale motioned to approve Emmaus Homes one-time emergency request for up to \$127,490 as presented and discussed and amend the ARPA budget pending eligibility for ARPA funding, otherwise amend the FY2024 budget. Missy Fallert seconded the motion. Motion passed unanimously.

3. TREE House FY2024 Budget Adjustment Request

a. Grant Funding Transfers

At the June 15, 2023, Board meeting the Board approved specific positions to be funded by each of TREE House's grants. DDRB staff is requesting the Certified Riding Instructor (CRI) funded by the Equine Therapy be transferred to the TH Administration grant. The DDRB staff also requests that the Facilities Manager position funded by the TH Administration grant be transferred to the Equine Therapy Grant. The Finance Committee recommended approval of this request.

Sue Sharp motioned to approve Grant Funding Transfers for TREE House as presented. Bryon Hale seconded the motion. Motion passed unanimously.

b. Equine Therapy Budget Revision

TREE House's FY2024 budget was approved to cover wages and benefits for the outlined positions for the grant. TREE House is requesting to add a line item to the request and allow some of the funds to cover Facilities cost. The Finance Committee deferred making a decision on this request to the entire Board.

Bryon Hale motioned to approve Grant Funding Transfers for TREE House as presented. Dan Dozier seconded the motion. Motion was denied unanimously.

4. Strategic Planning Proposal

IllumiLab has submitted a revised proposal, as outlined in their original proposal. The proposal increases the original amount approved by the Board. IllumiLab has requested up to \$42,000.00 for part two of the Strategic Planning process. The increase is still within the budget for strategic planning. The Strategic Planning committee recommends approval of this request.

Sue Sharp motioned to approve IllumiLab's revised proposal for up to \$42,000 as presented. Missy Fallert seconded the motion. Motion passed unanimously.

5. Election of Officers

Connie Tan reported the Nominating Committee has nominated the following Board Members to serve on the Executive Committee in 2024: Dan Dozier, President; Bryon Hale, Vice-President; Sue Sharp, Treasurer and Todd Gentry, Secretary. The Executive Committee will take office on February 1, 2024.

Sue Sharp motioned to approve the following members to serve as the 2024 Executive Committee: Dan Dozier, President; Bryon Hale, Vice-President; Bryon Hale, Treasurer and Todd Gentry, Secretary. Missy Fallert seconded the motion. Motion passed unanimously.

6. Corporate Compliance Report & Resolution

Denise Cross, reported there were no reports of suspected fraud, waste or abuse in 2023. Nikki Rogers read aloud Resolution Number FY24 01-01, which will document how the DDRB will comply with all state, federal and local laws and to appoint a primary point of contact who will recommend, create, implement and oversee strategies for compliance.

Dan Dozier motioned to approve the Corporate Compliance Report as presented, adopt the Corporate Compliance Resolution Number FY24 01-01 as read aloud and appoint Denise Cross, DDRB Executive Director, as the Corporate Compliance Officer. Missy Palitzsch seconded the motion. Motion passed unanimously.

7. Sunshine Law Resolution

Nikki Rogers read aloud Resolution Number FY24 01-02, which states that a public governmental body shall provide access to and, on request, copies of public records. A custodian must be appointed to maintain those records. The board recommended the fees to be charged for access to or furnishing copies of records shall be reasonable and consistent with the Sunshine law.

Missy Fallert motioned to adopt the Sunshine Law Resolution Number FY24 01-02 as read aloud. The DDRB Executive Director was appointed as custodian of the records for the DDRB. Bryon Hale seconded the motion. Motion passed unanimously.

8. Bank Signatures Resolution

Nikki Rogers read aloud Resolution Number FY24 01-03, which authorizes members of the DDRB Board Executive Committee to sign checks, power to perform banking transactions, and power to delegate banking responsibilities.

Bryon Hale motioned to adopt the Bank Signatures Resolution Number FY24 01-03 as read aloud. Sue Sharp seconded the motion. Motion passed unanimously.

9. Draft 2023 By-Laws

Nikki Rogers presented the Draft 2024 By-Laws. The By-Laws will come before the Board for approval at the February 15, 2024, Board meeting.

No motion needed.

10. Accessibility Plan

a. 2023 Report

Nikki Rogers presented the 2023 Accessibility Plan Report.

Missy Fallert motioned to accept the 2023 Accessibility Plan Report as presented. Sue Sharp seconded the motion. Motion passed unanimously.

b. Draft 2024 Plan

Nikki Rogers presented the Draft 2024 Accessibility Plan. All requested changes should be submitted by January 31, 2024. This plan will come before the Board for approval on February 15, 2024.

No motion needed.

11. 2022 Community Relations Plan Report

a. 2023 Report

Kathy Robb presented the 2023 Community Relations Plan Report.

Sue Sharp motioned to accept the 2023 Community Relations Plan Report as presented. Missy Palitzsch seconded the motion. Motion passed unanimously.

b. Draft 2024 Plan

Nikki Rogers presented the Draft 2024 Community Relations Plan. All requested changes should be submitted by January 31, 2024. This plan will come before the Board for approval on February 15, 2024.

No motion needed.

12. Diversity, Equity and Inclusion Plan

a. 2023 Report

Vicki Amsinger presented the 2023 Diversity, Equity, and Inclusion Plan Report.

Missy Palitzsch motioned to accept the 2023 Diversity, Equity, and Inclusion Plan Report as presented. Bryon Hale seconded the motion. Motion passed unanimously.

b. Draft 2024 Plan

Vicki Amsinger presented the Draft 2024 Diversity, Equity, and Inclusion Plan. All requested changes should be submitted by January 31, 2024. This plan will come before the Board for approval on February 15, 2024.

No motion needed.

13. Human Resource Plan

a. 2023 Report

Vicki Amsinger presented the 2023 Human Resource Plan Report.

Bryon Hale motioned to accept the 2023 Human Resource Plan Report as presented. Missy Palitzsch seconded the motion. Motion passed unanimously.

b. Draft 2024 Plan

Vicki Amsinger presented the Draft 2024 Human Resource Plan. All requested changes should be submitted by January 31, 2024. The plan will come before the Board for approval on February 15, 2024.

No motion needed.

14. Risk Management Plan

a. 2023 Report

Ginger Spallek presented the 2023 Risk Management Plan Report.

Bryon Hale motioned to accept the 2023 Risk Management Report as presented. Missy Fallert seconded the motion. Motion passed unanimously.

b. Draft 2024 Plan

Ginger Spallek presented the Draft 2024 Risk Management Plan. All requested changes should be submitted by January 31, 2024. This plan will come before the Board for approval on February 15, 2024.

No motion needed.

15. Succession Plan

b. 2023 Report

Vicki Amsinger presented the 2023 Succession Plan Report.

Bryon Hale motioned to accept the 2023 Succession Plan Report as presented. Sue Sharp seconded the motion. Motion passed unanimously.

b. Draft 2024 Plan

Vicki Amsinger presented the Draft 2024 Succession Plan. All requested changes should be submitted by January 31, 2024. The plan will come before the Board for approval on February 15, 2024.

No motion needed.

16. Technology & Systems Plan

a. 2023 Report

Nikki Rogers presented the 2023 Technology & Systems Plan Report.

Bryon Hale motioned to accept the 2023 Technology & Systems Plan Report as presented. Missy Palitzsch seconded the motion. Motion passed unanimously.

b. Draft 2024 Plan

Nikki Rogers presented the Draft 2024 Technology & Systems Plan. All requested changes should be submitted by January 31, 2024. This plan will come before the Board for approval on February 15, 2024.

No motion needed.

Closed Session

Bryon Hale motioned to go into closed session, announcing the intent to discuss Property: (S.B. 2, Section 610.021 (2) RSMo). Missy Fallert seconded the motion. Motion passed unanimously. A roll call of members present was taken: Dan Dozier, yes; Terry Elmendorf, yes; Bryon Hale, yes; Missy Fallert, 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; Bryon Hale, yes; Missy Fallert, 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. Motion passed unanimously.

Respectfully Submitted: *Nikki Rogers*