

Developmental Disabilities Resource Board of St. Charles County  
Board Meeting Minutes  
November 16, 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, Todd Gentry, Bryon Hale, Missy Fallert, Mike Mahoney, Missy Palitzsch, Sue Sharp, and Connie Tan

**Members Absent:**

None

**Mission Moment:**

Joy Steele, Executive Director, Willows Way, gave a brief overview of projects that Willows Way has. Joy shared with the Board their new mental health/counseling project funded by ARPA. Willows Way was able to hire a full-time counselor who has seen 28 individuals so far this year, 18 of which are still active. There is a waitlist of 17 for this service right now. It was known that mental health services were needed to cope with COVID, but it was not known the other supports those clients would need. This has shown to be a real need in the community. This service used ARPA funds for start up and will bill insurance ongoing.

**Public Comments and Announcements:**

Jodi Wessner, Executive Director, Pathways to Independence, expressed gratitude and thanks to Kathy Robb for attending "Thinksgiving" for non-profits that present challenges. Pathways was accepted for the challenge of growing the program in St. Charles County. They were paired with employees of Schnucks and were able to create new strategies and ways to grow.

**Finance Director's Report:**

Ginger Spallek's Finance Director Report included the following:

- October 2023 Financial Statements
- October 2023 Bank Activity Report

**FY2025 Budget Planning:**

- Fresh Look – This is Denise's first funding cycle, and she continues to share her insights from her previous SB40 Board, as well as helping the DDRB Funding Cycle Team take a "fresh look" at our funding cycle processes.
- Process Efficiencies: The team is using their vast organizational skills to streamline the Funding Cycle processes.
- Finance Committee/Program Committee Partnership: These two committees have worked together in leading the way for the Board to thoughtfully discuss pre-vetted options regarding the FY2025 funding cycle.

**Agency Payments via EFT:**

The first agency Electronic Funds Transfers (EFT) occurred on Friday, October 20 and was an overall success.

**Celebrating with Agencies:** In the past month, Ginger had a chance to do some celebrating with agencies, including attending United Services for Children's Open House at their new location where their ARPA-funded therapeutic swim pool, used to provide aqua therapy, was open for all to see.

**Bryon Hale motioned to accept the September 2023 & 1<sup>st</sup> Quarter Finance Reports as presented. Miss Fallert seconded the motion. Motion passed unanimously.**

### **Executive Director Report**

Denise Cross's Executive Director Report included the following:

### **Bylaws and Governance Policy Review**

In December, committees will begin reviewing the DDRB's Bylaws and Governance Policies. These serve as the operating manual for the board of directors. This will be a good time to review items such as the roles of directors and officers, procedures for holding meetings, and other essential governance matters. Items that have recently been discussed include the frequency of board meetings and the process for managing the consent agenda. The bylaws and governance procedures can be found in the board manual which can be found on the board portal.

### **Administrative Expenses**

Conversations have started regarding a strategy to monitor administrative expenses. The Finance Committee provided some historical information. Ginger and Denise have been researching best practices in this area, both when it comes to the correct percentage and the placement of the policy or procedure. Suggestions will be presented at upcoming committee meetings.

### **Strategic Planning**

The first phase of the DDRB's strategic planning process has begun. A design team was established and will meet just prior to the board meeting. The goal of this team is to design how the process will move forward. This phase is scheduled to be completed before the end of the year. Phase two, the actual strategic planning process, will begin in January 2024. During phase two, input will be sought from a wider range of board members and stakeholders.

### **Legislative Updates**

The Gateway Coalition of Service Providers hosted members of legislation from St. Charles County for coffee at Community Living. I have attached what I prepared as a handout for this event. There were 4 legislators in attendance along with several coalition and community members.

Our partners (Starling, MACDDS, and the Gateway Coalition of Service Providers) have announced, or are soon to announce, their legislative priorities for the coming session.

Common themes include advocacy for fair rates for services (including TCM) and the protection of revenues currently received through taxes. People First of Missouri identified their priorities in 2022-2023. They include transportation, financial wellness, self-determination, supported decision making and guardianship, and housing. Their members made videos describing these needs from their perspective and they can be found as part of the submitted report.

### **Impact of Senior Tax Credits**

I am frequently asked about the impact of the Senior Tax Credit on the revenues of the DDRB. The following has been my response:

*"It is very difficult to assess the impact of these credits as there are many unknowns and assumptions. The DDRB is subject to the Hancock Amendment which already limits revenue growth to the CPI or 5%, whichever is lower. The Senior Tax Credit ordinance is written so that taxing bodies must include all revenue in calculations when setting the tax rate. We will be including revenues that we know we will not realize as a result. There is no revenue restitution plan in this ordinance which means credits will represent a true loss of realized revenue. The impact year one will likely be minimal as the credit is the difference between assessed value/rate for the current tax year and the assessed value/rate at the year the person became 62 (starting in 2023). However, this should grow exponentially with impact being a real consideration as early as year 5."*

I continue to monitor activity on this item and have not heard of any action being brought at this time. I have heard that the coming legislative session will include attempts to better language SB190.

### **What's Going on in Building B?**

Our new neighbor, Community Living, is set to open their Young Adult Center in the coming weeks. Information was attached to the report.

### **Case Management Director Report**

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

- The DDRB Case Management Program is currently serving 1,352 individuals.
- The Columbus Group has scheduled the annual TCM Review for the week of December 4. All preliminary customer documentation will be sent to the auditors this week so they can begin reviewing documentation prior to their on-site visit. A "meet and greet" session was held virtually to meet our new review team. The meeting was productive, and Laura was able to obtain more information about how the process will run with the new format.
- Morgan Popp (Case Management Assistant Director) attended the 25 Annual Community Services Summit at Calvary Church, in Cottleville, last month. Morgan represented DDRB at the resource hall portion of the event along with staff from the Program Team. Morgan was able to connect and network with other community agencies regarding DDRB Case Management Services.
- Laura attended the annual St. Charles County Coffee with the Coalition on November 6 at Community Living's Family Center. The Gateway Coalition shared their top 3 legislative priorities for 2024, one of which is to increase funding for TCM. Laura provided an overview of Case Management services as well as education regarding the TCM rate. There were four State Representatives present at the event. Several agencies and self-advocates also presented information about the impact of their services and the need for funding.

### **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 – October 19, 2023**
2. **Minutes of Finance Committee – November 7, 2023**
3. **Minutes of Program Committee – November 9, 2023**
4. **Minutes of Nominating Committee – October 19, 2023**
5. **Minutes of Ad Hoc – Strategic Planning RFP Committee – October 19, 2023**
6. **Minutes of Ad Hoc – Property Committee – October 12, 2023**
7. **2024 Human Resource Policies Approval**
8. **2024 job Descriptions Approval**

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

### **Old Business:**

None

**New Business:**

**1. FY2023 Annual Report**

The FY2023 Annual Report was reviewed.

**Terry Elmendorf motioned to approve the DDRB FY2023 Annual Report as presented. Sue Sharp seconded the motion. Motion passed unanimously.**

**2. FY2025 MRA Approval**

Ginger Spallek reviewed Market Rate Adjustment (MRA) scenarios were shared and discussed. After debate the Board recommended a 3.5% MRA for FY2025.

**Bryon Hale motioned to approve the FY2025 MRA at 3.5% as discussed. Dan Dozier seconded the motion. Motion passed unanimously.**

**3. FY2025 Funding Priorities & Timeline Approval**

Kathy Robb reviewed the FY2025 Funding Priorities & Timeline for approval. Both were discussed at the Finance and Program Committee meetings.

**Bryon Hale motioned to approve the FY2025 Funding Priorities & Timeline as presented. Missy Fallert seconded the motion. Motion passed unanimously.**

**4. Election of Vice President**

Connie Tan announced that the nominating committee has nominated Dan Dozier to the vacant Vice-President position.

**Sue Sharp motioned to elect Dan Dozier as Vice President as nominated. Todd Gentry seconded the motion. Motion passed unanimously.**

**5. December Board Meeting Discussion**

Denise Cross informed the Board that there were currently no agenda items needing to be discussed at the December 21, 2023, Board meeting, also the meeting is quite close to the holidays. Denise requested that the Board consider canceling the December 21, 2023, Board meeting.

**Dan Dozier motioned to amend the By-Laws previously adopted to make an exception and cancel the December 21, 2023, Board meeting as discussed. Sue Sharp seconded the motion. Motion passed unanimously.**

**Adjournment**

**Bryon Hale motioned to adjourn. Missy Fallert seconded the motion. Motion passed unanimously. Motion passed unanimously.**

Respectfully Submitted: *Nikki Rogers*