

Developmental Disabilities Resource Board of St. Charles County  
Board Meeting Minutes  
February 15, 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.

Bryon Hale, DDRB Vice-President, called the meeting to order at 7:00 p.m. with a moment of silent reflection.

**Members Physically Present:**

Terry Elmendorf, Todd Gentry, Bryon Hale, Missy Fallert, Mike Mahoney, and Sue Sharp

**Members Present by Video Conferencing:**

Missy Palitzsch

**Members Absent:**

Dan Dozier and Connie Tan

**Mission Moment:**

Laura Taylor, DDRB Case Management Director, introduced Matt Degruccio, DDRB Case Manager, to the Board. Matt introduced Marcus to the Board. Matt and Marcus have been working together since September 2023. Shortly after Matt and Marcus's first meeting Marcus's 24 family placement broke down and Marcus was nearly homeless. Marcus's benefits were also about to close. Matt and Marcus worked together to get Marcus's benefits reinstated and a comprehensive wavier slot. Marcus got a position at Amazon but found it was not a good fit so they worked together for additional employment. Matt also worked with Marcus to find a suitable host home that was a good fit. Unfortunately, the first placement did not work out well, and Marcus had to pick another host home. The second was a great fit. Now Marcus has a home, benefits, and employment. Marcus shared with the Board his appreciation for Matt for helping him through all the difficult challenges.

**Strategic Planning Update:**

Sarah Buek, IllumiLab, Inc., gave an update on strategic planning. She presented to the Board the next steps from February through June.

**FY2023 DDRB Audit Presentation:**

RubinBrown, presented the DDRB FY2023 Audit. The audit is on the agenda for approval later in the meeting.

**Public Comments and Announcements:**

None

**Finance Director's Report:**

Ginger Spallek's Finance Director Report included the following:

- January 2024 Financial Statements
- January 2024 Bank Activity

**Emmaus Training Center Start-up Costs**

Per the January Board meeting motion, the Board requested to increase the ARPA budget for start-up costs for Emmaus' ARPA training center project by \$127,490.00. This motion was subject to St. Charles County's approval of these expenses as being ARPA-related. On January 23, 2024, the county approved the use of

ARPA funds for the additional request of \$127,490.00 for start-up cost associated with the Emmaus Training Center.

#### Center for Autism Education Equity Funding Transfer

The Center for Autism Education completed the sale of their existing building and the purchase of their new building on February 1, 2024. On the sale of the existing building DDRB executed a Deed of Release on the existing Deed of Trust. For the purchase of the new building, DDRB executed an Equity Funding contract and a Deed of Trust to secure DDRB's interest in the new building.

#### FY2025 Funding Applications

FY2025 Funding Applications are due February 16, 2024.

**Terry Elmendorf motioned to accept the January 2024 Financial Statements Finance Reports as presented. Missy Fallert seconded the motion. Motion passed unanimously.**

#### Executive Director Report

Denise Cross's Executive Director Report included the following:

#### **New DDRB Team Members and Team Member Service Recognition**

Welcome to Jon Washburn, Information Systems Coordinator and Becky Zerillo, Human Resources/Payroll Coordinator. The team is pleased to have them join the team. At an all staff meeting earlier this month the DDRB also celebrated the dedication and service of team members who celebrated a work anniversary in 2023. The anniversaries are as follows:

1 Year: Ander Weis, Amanda Humphrey, Jody Martin, Ginger Spallek, Jill Mayhew, Karah Kuhlman, Jess Cain

5 Years: Lauren Priddy, Kelly Elledge

10 Years: Liz Nowack, Julie Lebowitz

15 Years: Bethanie Berg

20 Years: Kathy Robb

#### **CARF**

CARF is an international, independent, nonprofit accreditor of health and human services. Accreditation is a review to determine if services meet defined international standards of quality in health and human services. It is a consultative peer-review process promoting active, dynamic planning focused on impact and outcomes. Achieving accreditation shows the public and funders/regulators our commitment to continuously improve services, manage risk, and distinguish our services.

#### Focus:

- Assurance to persons seeking services and funding sources, referral agencies, and the community that a provider has demonstrated conformance to internationally accepted standards.
- Person-focused standards that emphasize an integrated and individualized approach to services and outcomes.
- Improved communication with persons served.
- Evidence to federal, state, and local governments of commitment to quality of programs and services that receive government funding.

CARF will be at the DDRB on April 18 and 19. The focus is on Case Management Services but the organization benefits from conformance to standards. The DDRB is also seeking accreditation of Governance Standards. They typically enjoy speaking with board members. The DDRB has consistently achieved 3 Year Accreditation, which is the highest standard possible and this is the anticipated result this year as well. More information will be shared as it is received.

### **Disability Rights Legislative Day**

Disability Rights Legislative Day is March 13, 2024, from 10:00am to 1:00pm. Those interested can register using the link below. Information about attending the rally virtually can also be found using this link.

<https://drlld.org/events/drlld/>

People First is a self-advocacy organization that was formed by, is run by, and exists for people with developmental disabilities in the state of Missouri. The local St. Charles County Chapter is known to have a large presence at this event.

### **Case Management Director Report**

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

- The DDRB Case Management Program is currently serving 1,371 individuals.
- The Missouri Mental Health Foundation has announced their 2024 Mental Health Champion Award recipients. Lilly Eickermann, of St. Charles County, was chosen as a 2024 Mental Health Champion. This marks the third year in a row that a St. Charles County resident has received the award. Lilly will be honored at the Mental Health Foundation's Banquet on May 7, 2024, in Jefferson City.
- Laura coordinated a two-day free dental clinic here at DDRB with Enable Dental, a mobile dentistry unit, on January 30th and February 1st. Enable Dental partners with the Missouri Coalition for Oral Health to provide dentistry services for the IDD community. Services are free for individuals with active Medicaid. The mobile unit provides an exam, oral cancer screening, x-rays, and fluoride cleaning. They also provide follow up treatment, if needed. Approximately 20 individuals received dental care over the course of the two-day event.
- The 2024 DDRB Provider Fair has been scheduled for May 8, 2024. A save the date email blast was sent out.
- Starling, formerly MARF, engaged in a Legislative Advocacy Day at the Missouri State Capitol on January 31, 2024. Over 100 community providers attended the event and shared legislative priorities while meeting with elected officials. Three representatives from DDRB attended the event.

### **Gateway Coalition Report**

There was no Gateway Coalition Report given at the meeting.

### **Committee Appointments**

Dan Dozier has appointed the following Board members to Standing and Ad Hoc Committees:

#### **Standing Committees**

##### Finance Committee

Dr. Sue Sharp, Treasurer  
Bryon Hale  
Mike Mahoney

##### Human Resource Committee

Terry Elmendorf  
Missy Fallert  
Bryon Hale  
Dr. Sue Sharp

##### Program Committee

Terry Elmendorf  
Missy Fallert  
Todd Gentry  
Missy Palitzsch  
Connie Tan

#### **Ad Hoc Committees**

##### Property

Missy Palitzsch  
Connie Tan

##### Strategic Planning

Terry Elmendorf  
Mike Mahoney  
Sue Sharp

### **Consent Agenda**

1. **Minutes of Board Meeting – January 18, 2024**
2. **Minutes of Closed Session – January 18, 2024**
3. **Minutes of Finance Committee – February 6, 2024**
4. **Minutes of Program Committee – February 8, 2024**
5. **Minutes of Human Resource Committee – January 16, 2024**
6. **Minutes of Nominating Committee – January 15, 2024**
7. **Minutes of Ad Hoc – Property Committee**
  - a. **January 18, 2024**
  - b. **February 1, 2024**
8. **Minutes of Ad Hoc - Strategic Plan Design Committee – February 6, 2024**
9. **2024 By-Laws Approval**
10. **2024 Governance Policies Approval**
11. **2024 Accessibility Plan Approval**
12. **2024 Community Relations Plan Approval**
13. **2024 Diversity, Equity & Inclusion Plan Approval**
14. **2024 Human Resource Plan Approval**
15. **2024 Risk Management Plan Approval**
16. **2024 Succession Plan Approval**
17. **2024 Technology & Systems Plan Approval**

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

### **Old Business:**

None

**New Business:**

**1. Pathways to Independence Capacity Building Funding Request**

Pathways to Independence is requesting \$15,000.00 to support the development of an awareness campaign to recruit new participants in St. Charles County. An initial proposal has been received from Magnetize the company that completed past work for Pathway's website and branding. Additional proposals are being sought. The following deliverables are expected; 1) Develop a messaging and marketing strategy, 2) Create a campaign and marketing plan, 3) Produce campaign materials, 4) Propose ongoing campaign support. The overall project budget will not exceed \$45,000.00. Pathways is committed to increasing the number of participants served in St. Charles County and achieving 100% utilization of DDRB funding allocation. The FY2024 budget includes a line item in community programs for capacity building.

**Missy Fallert motioned to approve Pathways to Independence Capacity Building Funding Request for up to \$15,000.00 as presented. Terry Elmendorf seconded the motion. Motion passed unanimously.**

**2. Audit Extension Request - DASA**

The Disabled Athletes Sports Association (DASA) is requesting an audit extension until February 29, 2024.

**Missy Fallert motioned to approve DASA's audit extension request until February 29, 2024 as presented. Sue Sharp seconded the motion. Motion passed unanimously.**

**3. FY2023 Audit Approval**

**Sue Sharp motioned to approve FY2023 Audit Approval as presented. Missy Fallert seconded the motion. Motion passed unanimously.**

**Closed Session**

**Sue Sharp 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: Terry Elmendorf, yes; Todd Gentry, yes; Bryon Hale, yes; Missy Fallert, yes; Mike Mahoney, yes; and Sue Sharp, yes.**

**Open Session**

**Todd Gentry motioned to end the closed session and return to open session. Terry Elmendorf seconded the motion. Motion passed unanimously. Roll call of the members present was taken: Terry Elmendorf, yes; Todd Gentry, yes; Bryon Hale, yes; Missy Fallert, yes; Mike Mahoney, yes; and Sue Sharp, yes.**

**Adjournment**

**Missy Fallert motioned to adjourn. Terry Elmendorf seconded the motion. Motion passed unanimously. Motion passed unanimously.**

Respectfully Submitted: *Nikki Rogers*