Developmental Disability Advocates
Connecting Individuals with Resources
IN JEFFERSON COUNTY - SINCE 1978

MINUTES OF THE REGULAR SESSION OF DEVELOPMENTAL DISABILITY ADVOCATES BOARD OF DIRECTORS MEETING
January 27, 2025

The mission of Developmental Disability Advocates is to provide resources to create opportunities for individuals with developmental disabilities in Jefferson County to live full and enriched lives.

This meeting was held as a hybrid meeting in person with a virtual option through Zoom. The link and phone number to access the meeting virtually were posted more than 24 hours prior to the meeting per Missouri Sunshine Law.

PRESENT: Dr. Marsha Mertens, Chairperson; Scott Brothers, Treasurer; Randy Starkey, Secretary; Tony Sokolic, Director; Elizabeth Spaugh, Director; Cara Pellerin, Director; Stacey Ismail, Executive Director DD Advocates; Dawn Warner, Executive Assistant DD Advocates; Dave Weiler, Director of Administration DD Advocates.

PUBLIC PRESENT: Emily Brouk, DD Advocates; Jeff Niehaus, DD Advocates; Nathan Patton, DD Advocates; Barb Bartholome, DD Advocates; Rob Mathes, Crouch, Farley and Heuring; Christine Kennett, FACT; Andrea Lesniewski, FACT; Scott Skarstad, Lafayette Industries; Lori Taborek, Pony Bird

I. **OPEN and INTRODUCTIONS**– Dr. Marsha Mertens opened and led the regular session of the meeting of Developmental Disability Advocates Board of Directors at 6:30 p.m. Introductions of all present were done at this time.

II. **MISSION STATEMENT** – Randy Starkey read the Mission Statement.

III. **MISSION MOMENT** – Barb Bartholome, Service Coordinator presented Mission Moments on three individuals she serves. The first was a young woman who was in a poor living situation and really wanted a job. Barb was able to get her into a Residential Care Facility (RCF) and also a day program. In addition, Aspiring Solutions accepted her for their pre-vocational program where she was able to find a job utilizing supports. She has done so well with her job they are working to fade out her supports as they will no longer be needed. The next mission moment was about a man on her caseload who came to DDA in June from another county. This individual's housing was not very good, and he was in need of guardianship. Barb was able to get him into a day program, however his home situation worsened. After many phone calls and hard conversations, a couple of days prior to a recent ice storm, through St. Vincent de Paul, she was able to secure a new residence for him. The third mission moment Barb shared was a very challenging situation involving a young lady who had been in a Missouri hospital for an extended period of time and was moved for temporary treatment in Texas and then Arkansas while Missouri Children's Division was working on permanent placement back in Missouri. This past Friday Barb received word that a new facility in Kansas City has accepted her and she will be moved there soon.

IV. **APPROVAL OF MINUTES** – The Regular Session minutes from November 25, 2024, were presented for approval. Cara Pellerin made a motion to approve the Regular Session minutes from November 25, 2024, as presented. Scott Brothers seconded. Motion carried and minutes approved.

V. REPORTS

a. **FY24 Audit Report – Rob Mathes – Crouch, Farley & Heuring -** Mr. Rob Mathes joined the meeting via Zoom to present the FY24 Audit Report that has been prepared by Crouch, Farley and Heuring. Mr. Mathes shared that the report is a clean/unmodified opinion of the organization as of June 30, 2024. This report is not a forensic or internal control audit. All DD Advocates financial statements have been prepared in accordance with Generally Accepted Accounting Principles (GAAP). Mr. Mathes presented various highlights of the report. Scott Brothers made a motion to accept and approve the FY24 Audit Report as prepared and presented by Mr. Mathes. Randy Starkey seconded. Motion carried.

b. **Financial Report** – Dave Weiler presented the December 2024 Financial Report:

- Service Coordination revenue is 4% under plan. November and December had lots of holidays and vacation time. The spring months usually see better numbers and should bring the organization closer to plan. County tax revenue is on track. Under non-operating expenses, UCP and Mercy Supported Employment have had higher utilization and are serving more individuals than originally anticipated. This may lead to a request for additional funding later in the year. Total expenses are 4% better than plan through December.
- On the Financial Position page under cash breakdown, it shows where the T-bills matured. This was renewed for 12 months at 3.8% interest. There was deferred revenue of $10,000 awarded from the Jefferson Foundation for a lighting project which has not been completed yet.
- On the Checks Written page several voided checks are shown. These were reimbursement checks which were lost and had to be reissued. Reimbursements have since been changed from a manual check to direct deposit ACH. There was also a $1.1M transfer to the money market account noted.

Cara Pellerin made a motion to approve the December 2024 Financial Report as presented. Elizabeth Spaugh seconded. Motion carried.

c. **Executive Director Report** – Stacey Ismail distributed her Executive Director report for review:

- ***Board Appointments:*** Dr. Mertens has been re-appointed by the County Executive. Elizabeth Spaugh is on the calendar for appointment at the February 10th County Council meeting. Danielle Moskop's interview went well, and her paperwork has been submitted to the County Executive to replace Julian Erber. Several names are being considered to pursue in order to fill Diane Daniel's seat.
- ***JSI/Lafayette Industries***: They continue to have conversations about a partnership in Jefferson County.
- ***CARF:*** The organization's CARF survey is scheduled for February 20th & 21st. There will be an entrance and exit meeting. The surveyors will want to interview a couple of Board members, possibly in a group. Stacey has a call this Friday with the surveyors and will have more details after that.
- ***Legislative:*** The new legislative session is underway. The breakfasts at Pony Bird and Sunnyhill went very well and had decent attendance. The Governor's state of the State address is tomorrow at 3pm. He will share his budget priorities at this time. DMH is in desperate need of a supplemental for the remainder of this fiscal year. There are many bills regarding property taxes.
- ***DMH Director:*** Jess Bax who was the Division of Developmental Disabilities Director at DMH has been appointed as the new Director for the Department of Social Services. Angie Brenner is the acting interim Division Director as DMH conducts a national search for a permanent replacement.
- ***Strategic Planning:*** Strategic planning is moving forward and is on target with the timeline. Some interesting data has been collected internally, from agencies, from our SC team and from TCM partners to inform our discussions. Next meeting is this Thursday at 4pm to discuss our strategic sweet spot. Then vision, mission values meeting is on February 3rd and a retreat on February 18th. The 18th date could change due to CARF. If any of the board has suggestions or input on mission, vision and values whether to re-affirm what we have or propose changes, please

email to Stacey Ismail. It was requested that the current mission, vision and values be emailed out to the board for review.

d. **Service Coordination Report** – Jeff Niehaus, Assistant Director of Service Coordination, shared the following information:
    - ***Client Tally Report*** – We received 27 new individuals (11 intake/16 transfers) in December. In addition, 6 individuals were discharged for a net growth of 21 for the month. Currently 1,062 are being served by DDA. 809 are enrolled in Targeted Case Management (Medicaid) and 253 are Resource Specialist (Non-Medicaid). December was a larger growth month over October and November primarily due to transfers of non-Medicaid persons from DMH Information Specialist to our Resource Specialist service.
    - ***Cold Calls-*** In December there were 15 cold calls recorded.
    - ***Community Outreach-*** Donna Pulliam has an event coming in February at Fox HS.
    - ***Personnel*** – No resignations or changes since the last Board meeting. All November hires have now been assigned a caseload.
    - ***Logging-*** The team average for the month of December was 73.2% on the report in the board packet. Due to a couple of corrections, the actual number is 73.9%. The corrections were due to training hours adjustment. Overall, 15 of 22 SC's are at 75% or better for December. The FY25 Q1 Billing review only had 1 note retraction which equated to 52 units or $449.28.
    - ***DMH Audits*** – All requested documents were submitted as directed.
    - ***DMH Updates-*** As we mentioned last meeting, the Fatal Five (FF) and Person-Centered Thinking (PCT) trainings being offered by DMH with a value-based payment (VBP) were being done by our team. We were originally told that these would be required trainings, and we were doing both in order to receive the VBP that was offered. Last week at MACDDS it was shared that they were optional and would not be required. Our team had determined that the FF was a very worthwhile training for our SC's and the PCT did not have a lot that pertained to our SC's and it was much more time consuming. Since they would not be required by DMH, we made the decision to still have our team complete the FF training but would not require them to do the PCT training. If an SC was in the middle of the PCT they could finish/complete if they wanted to, but it was not a requirement. Emily is submitting all the training in Red Cap for the VBP on all the training that is completed.
    - ***SETWorks Updates-*** All staff are now doing ISPs in SETWorks. Adobe Sign for digital signatures was rolled out in January. The Magical app which supports some automations and templates will be implemented in February.

VI. NEW BUSINESS

a. **Annual Declaration of Personnel, Medical and Consumer Records as Closed:** The Board annually must make this declaration and have it recorded in the minutes in order to maintain certain records as private / closed records. Mr. Scott Brothers made a motion to declare all personnel, medical and consumer records as closed records. Mr. Tony Sokolic seconded. Motion carried.

b. **Information Technology Handbook Approval:** Stacey and Nathan compared the DDA and DDR IT handbooks in order to create an updated handbook for the organization. This new updated IT handbook was also reviewed by AAIM as a part of the policy and procedure project being done with them. This updated version has all current assets and hardware for the new location. Once approved by the Board, it will be rolled out to DDA staff for training. There is also a form at the back to be signed acknowledging that they have reviewed the handbook. Scott Brothers made a motion to approve the updated IT Handbook as presented. Cara Pellerin seconded. Motion carried.

c. **HIPAA Policy Approval:** When the organization separated from NextStep for Life, Bill Knittig (SC Director) and Sue Vogt (IT Director) revised the HIPAA policies. The document is over 200 pages and not very user friendly. Nathan compared it to what DDR has and drafted a version for DDA that is more user friendly and also complies with Federal HIPAA rules. Stacey went through the highlights of the proposed HIPAA policy with the Board. Scott Brothers made a motion to approve the revised HIPAA Policy as presented. Tony Sokolic seconded. Motion carried.

d. **Agency Benefits Statement Review:** Dave shared that it is a best practice to provide an annual Agency Benefits Statement to employees and the Board. Each employee received a statement with their own personal/benefits information to demonstrate the full cost of their compensation package. The one presented to the Board is the summary of the full agency. The back side of the document has explanations of the terms used in the document.

e. **Draft 2025 Board Meeting Calendar:** Stacey presented a draft 2025 Board meeting schedule for review. She and Tony Sokolic attended a pre-conference session on Non-Profit Board Basics at the MACDDS conference in September and will be sharing some best practices with the Board throughout the year. It is unusual for SB40 Boards to meet each month and the by-laws state that the Board is only required to meet 8 times a year. The proposed 2025 calendar reflects this requirement and outlines the major topics to be covered at each meeting. If an issue arises, a special meeting can be called in between meetings to address. Since CARF is coming in February when Leadership would normally be preparing for a Board meeting, there is not a February meeting. Due to the budget cycle, the Board will need to meet in May to approve the FY26 budget. This calendar has the May meeting on the third Monday (19th) because our regular 4th Monday meeting would fall on Memorial Day. The Board indicated that the draft 2025 calendar seemed appropriate for the work needing to be accomplished and agreed to move forward with it.

VII. OLD BUSINESS

a. **Directors & Officers Insurance Policy:** It is best practice to provide the members of the Board a copy of Directors and Officers Insurance coverage. There are two separate policies which cover D&O which are a Flexi Plus5 and Fiduciary Private Company Protection. There is $3M in coverage. This renewed January 1st. The cost was $12,500 which was very similar to the previous year's premium.

VIII. APPROVAL OF REQUISITION – The February 2025 requisition was presented for approval. Due to the 2025 Board Calendar that was agreed to, there will not be a February meeting, so the requisition was amended to include March 2025 as well. These requisitions are based upon the FY25 budget. Randy Starkey made a motion to approve the February and March 2025 requisitions as presented. Tony Sokolic seconded. Motion carried.

IX. PUBLIC COMMENT – There were no comments from the public in attendance.

X. COMMENTS FROM THE BOARD – There were no additional comments from the Board.

XI. CLOSED SESSION – Missouri Sunshine Law RsMO 610.012 (2) Real Estate – Tony Sokolic made a motion to go into closed session pursuant to RsMO 610.012 (2) Real Estate at 7:57 pm. Elizabeth Spaugh seconded. Dr. Mertens called for a roll call vote. Scott Brothers, yes; Tony Sokolic, yes; Elizabeth Spaugh, yes; Dr. Marsha Mertens, yes; Cara Pellerin, yes; Randy Starkey, yes. Motion carried.

XII. ADJOURN – Being no further business, Scott Brothers made a motion to adjourn the regular session at 8:43 pm. Cara Pellerin seconded. Motion carried. Meeting adjourned.

Respectfully submitted,

Randy Starkey

Mr. Randy Starkey, Secretary