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 May 19, 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 Microsoft Teams. 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; Amie Merz, Vice-Chairperson; Scott Brothers, Treasurer; Randy Starkey, Secretary; Elizabeth Spaugh, Director; Cara Pellerin, Director; Danielle Moskop, Director; Stacey Ismail, Executive Director DD Advocates; Dave Weiler, Director of Administration DD Advocates; Dawn Warner, Executive Assistant DD Advocates.

ABSENT: Tony Sokolic, Director

PUBLIC PRESENT: Emily Brouk, Jeff Niehaus, and Lindsey Clark - DD Advocates; Rob Libera, Scott Skarstad, Scott Shelton, and Stacey Elster - Lafayette Industries; Annette Kendrick - 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 in attendance were done at this time.

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

III. **MISSION MOMENT** – Lindsey Clark, DD Advocates Service Coordinator presented to the Board a mission moment regarding Stephen, a young man she serves. He had been residing in a single person ISL and gained a housemate when he moved in November. His socialization and community interaction previously had not been great. However, he has been doing well with having a roommate and for the first time in years he went out into the community and visited the zoo. He has been making great progress.

IV. **APPROVAL OF MINUTES** – The Regular Session minutes from March 24, 2025, Executive Committee Closed Session minutes from April 3, 2025, Finance Committee minutes from April 30, 2025, and Special Session Closed Session from minutes from May 5, 2025, were presented for approval. Scott Brothers made a motion to approve the Regular Session minutes from March 24, 2025, Executive Committee Closed Session minutes from April 3, 2025, Finance Committee minutes from April 30, 2025, and Special Session Closed Session minutes from May 5, 2025, as presented. Cara Pellerin seconded. Motion carried and minutes approved.

V. **REPORTS**

a. **Financial Report** – Dave Weiler presented the April 2025 Financial Report:

- We are 10 months into the fiscal year. Service Coordination revenue is tracking about 5% under plan year to date. County tax revenue has met the targeted budget amount and is expected to end the year about $50,000 above budget. Training expense is over plan. This is due to the purchase of a Diamond Training pass from AAIM. Supervisors are attending training through AAIM, and the pass has already paid for itself in the amount saved on the trainings. Office expense is showing over plan and maintenance is showing under plan. This is mainly due to some reclassification of items that had been put into the wrong category. Together, these two items are tracking within budget. Under non-operating expenses there are some timing items that should line out by year end. Total expenses are under plan YTD.

- On the Financial Position page, the Money Market account looks a little high at $3M for this time of the year, however that is the account we will be using now that all of our tax levy dollars have come in. Most of the reserve is invested in CDs and Treasury Bills trying to maximize the interest rates.
- On the Checks Written a couple of checks were noted for clarity. There was a check to Todd Real Estate Services for property appraisals which are part of the strategic plan. A check to the Illumilab represents the final payment for strategic plan consultant services.

Randy Starkey made a motion to approve the April 2025 Financial Report as presented. Elizabeth Spaugh seconded. Motion carried.

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

- ***Legislative Session:*** The legislative session has ended. DDA will receive a 1.25% COLA for TCM. There were no personal property tax bills passed. There will be a special session called by the Governor in June.
- ***Sheila Wunning:*** Sheila Wunning has been named the new Director of the DMH-Division of Developmental Disabilities. She most recently served as Director of State Operated Programs and prior to that she was the Eastern Deputy Director. She also worked previously as the Service Coordination Director for DDR in St. Louis City.
- ***The PLB:*** The PLB is currently without power in Clayton due to recent storms, this means the ERA Portal and Great Plains accounting system is currently down. The PLB is keeping users updated on when it will be back up. The storms have also damaged several homes of DDR's staff. DDR is reaching out to consumers to check on damage and needs if any.
- ***Promise Community Homes:*** They have found a home for a new ISL and will likely close on it in June. It is in the same neighborhood as last year's home (2132 Oak Glen Street, Imperial) Sunnyhill will be the provider for the ISL. Due to timing, the Board may want to empower Ms. Ismail to sign real estate closing paperwork. A draft resolution giving Ms. Ismail authority to sign the needed real estate documents was presented. Scott Brothers made a motion to approve the resolution and authorize Stacey Ismail to sign all real estate documents regarding the purchase of the home by Promise Community Homes for the new ISL. Cara Pellerin seconded. Motion carried.
- ***Jefferson Foundation Grant:*** DDA did not receive the grant from the Jefferson Foundation that was applied for to fund the $16,000 Data Management Assessment & Planning project with Sarah Buek. Therefore, this project is included in the FY26 budget.
- ***Board Self-Evaluations:*** Last board meeting the self-evaluation questions were reviewed. Dawn has made the edits requested and sent to everyone for completion. Paper copies are available if needed. It is requested that the board return these at their earliest convenience so that the results/summary can be compiled and presented at the June meeting.
- ***Feedback:*** Senator Schmitt is asking for feedback on the Executive Order 14219 and the Home and Community Based Services Rule (the "Settings Rule"). The Board was in favor of giving a response from DDA directly versus through the organization who they are not familiar with. Scott Brothers made a motion authorizing Stacey Ismail to draft a statement of support on behalf of the organization and submit it. Randy Starkey seconded. Stacey will draft something and send it to the board members for review before submittal.

c. **Service Coordination Report** – Emily Brouk, Director of Service Coordination, shared the following information:

- *Client Tally Report* - In March, there were 54 new individuals, the majority of which are coming from the Information Specialist (non-Medicaid) transfers from DMH. We have had a total of 86 transferred and are waiting for 3. There were 12 new individuals transferred in April. We discharged 5 in March and 9 in April which results in a net growth of 49 in March and 3 in April.

Currently DDA is serving 1,138 individuals. 813 through Targeted Case Management (TCM) and 325 through the Resource Specialist.

- ***Personnel*** - There have been no resignations since the last board meeting and no positions have turned over in 8 months. According to the new 3-year TCM contract draft from DMH which is effective July 1, DDA is being asked to take all new eligible persons of all ages and regardless of eligibility status in Jefferson County. DMH wants to cap their caseloads at 35-40 and to do that, more people need to be transferred to DDA. One new Service Coordinator is being hired due to the anticipated growth. A former Service Coordinator, Jeff Neiman, has applied and is being re-hired to fill that position. Jeff worked at DDA for about 2 years and the team is excited to bring him back. Jeff starts on 5/21. There have been several professional development opportunities for our team. Emily and Layne Coffman attended the Charting the LifeCourse Showcase in April in Kansas City. Two of our service coordinators are attending the AADD Aging with Disabilities conference in May in St. Charles. The Mentors and Assistant Director are taking the Supervisory series through AAIM.
- ***Logging*** - March team average was 77.8% exceeding the goal of 75%. April numbers are not available yet. FY25 Q3 billing review audit is currently being reviewed and will be presented in June.
- ***DMH Audits*** - No audits in March or April 2025. Jeff Niehaus is working on getting some data to DMH regarding the MAAS and scheduling issues. The MAAS is an assessment that determines the prioritization of need.
- ***DMH Updates*** - The DMH waitlist is now seeing movement thanks to the supplemental budget approved by the legislature. Individuals are being pulled off the list according to prioritization of need and selecting providers for services. Everyone should be pulled off the list by July 1.
- ***SETWorks Updates*** - DDA's Billing Manager is now able to re-bill for previously denied billing from Medicaid. This was due to our revalidation status being pending since April 2024 as a result of delays with MOHealthNet. The hope is that DDA can gain 1% which is around $20,000 in billing.

VI. NEW BUSINESS

a. **FY26 Budget Approval** – The FY26 Budget was included in the packet for review and consisted of 5 pages. The proposed budget is set to begin on July 1, 2025. The Leadership Team and the Finance Committee have put a lot of work into the budget information. Mr. Weiler noted that this budget does not reflect a couple of strategic plan goal items, one of which is TCM expansion to be the sole provider of service coordination in Jefferson County. This is pending a decision from DMH beyond DDA taking all new eligibles July 1. That would leave a caseload of around 265 people at the DMH office in Crystal City that DDA would like to assume in three phases. This budget also does not include property donations. It does reflect anticipated savings from no longer being a landlord but not the donations themselves. If the property donations are included it would show a dramatic budget loss that would look alarming. However, the audit report will reflect the donations with the explanation of the accounting practices around them. <u>**Page 1**</u> shows the Service Coordination department only. This includes one (1) new Service Coordinator to cover anticipated growth. The top two lines reflect service coordination revenue. The top line is Federal, and the second line is DMH match portion. This plan includes a 1.25% rate increase that was passed by the legislature but still needs to be signed by the Governor prior to July 1. Total revenue for the Service Coordination department is a little over $3M and a 6% increase over this year's projection. Total operating expenses show a 10% increase over the current year. The bottom line for Service Coordination is a $598,000 deficit. It is a larger deficit than the current year but is not out of line from many of DDA's peer organizations. Typically, the Board sees the full budget vs. departmental breakdown. However, Mr. Weiler wanted to clearly show how much levy funding is needed for the Service Coordination department. To further detail the expenses, this budget reflects an increase in wages. This includes promotions the team has been working on for two years to create a career ladder. This effort will benefit employee retention as the team embraces a Service Coordinator II and III model. The budget includes raises for these positions as well as merit raises as in previous years based upon performance. The mileage rate increased to $0.70/mile for FY26 as well. IT has a three (3) year rotation for laptop replacement which is also included in the plan. Under Service Coordination miscellaneous, there is $16,000 included for a data management project with Illumilab. This expense is divided between the two departments - Service Coordination and Admin. <u>**Page 2**</u> is the Admin only budget including non-operating funding to agencies. A half-year of rent for Plass A from the Jefferson County Community Partnership is included as it is anticipated to donate or sell the Plass Campus at some point during the year. County tax dollars are budgeted flat. There is $50,000 for an anticipated Jefferson Foundation Grant that is being applied for to go towards the foundation repair project at the Imperial building. Under the admin category, there are fewer repairs and less depreciation expenses due to building donations. The non-operating expenses reflects all of the provider payments that are being budgeted. It was noted that there is a large change to Pony Bird Agency Supports as DDA ends its maintenance agreement and reduces admin funding for some positions. Lafayette Jeffco has requested an increase from the typical JSI budget. This increase is to help support the Site Manager Position, a new Program Manager position to replace the previous Work-Life Manager position we have been used to paying for and to assist with maintenance funding because they will own the building through donation and our maintenance agreement with Pony Bird is ending. This is an $89,000 increase. The overall Admin budget comes in at a $52,000 positive bottom line. **Page 3** is the total agency combined budget. There are a few Finance Committee recommended adjustments to funding requests by agencies in the far right hand column labeled "change" due to past utilization issues. The overall recommended bottom line for the full agency budget is a $529,000 deficit. **Page 4** outlines the change to cash position from the FY26 budget. The cash flow page starts with the $529,000 deficit and adds back in the depreciation and capital spending. Capital spending includes a parking lot project at the Plass campus, foundation work at the Imperial building. Then take into account selling the Highway A property. It is appraised at $80,000 and after fees the agency might receive $72,000. It is a robust budget with modest capital spending. Overall, the budget reduces our cash reserve by $421,000 to just over $4 Million, which is 53% of our annual expenses. **Page 5** is an estimate of the profit/loss profile if we were to take on the 265 people at the DMH Crystal City office that is not currently included in the budget as DMH has not committed to this for FY26. It demonstrates that if we were to take everyone at once and hire 4 new SCs there could be revenue of $136,000 if everything happened as planned. However, if we do a phase-in approach in 4 increments over a year, there would be a $76,000 deficit the first year. Pros and cons of both approaches were discussed and the board recommended a phased-in approach. The budget would need to be amended if DMH decides to let us do this in FY26. Randy Starkey made a motion to approve the FY26 Budget as recommended by the Finance Committee. Elizabeth Spaugh seconded. Motion carried.

b. **Strategic Plan Approval** – The strategic plan document was reviewed last month for feedback and has been brought back this month for approval. Once approved, Leadership will proceed in defining all the action steps needed to accomplish the goals of the plan. Stacey and Dawn are working on a one-page document that details the target areas and goals of the plan. It is a visual infographic that will be put on the website and is easy to understand. Scott Brothers made a motion to approve the FY26-FY29 Strategic Plan. Cara Pellerin seconded. Motion carried.

c. **Slate of Officers** – New officers are elected each June. Tony Sokolic and Cara Pellerin are the Nominating Committee and will bring the slate of officers to the June meeting to be voted on to start July 1, 2025.

d. **CARF Report and Quality Improvement Plan** – The full accreditation report was emailed to the Board and overall it was a very positive survey resulting in a 3-year re-accreditation until December 2027. There were recommendations in the areas of Health & Safety, Performance Management Plan, and Analysis of Performance which require the submission of a Quality Improvement Plan (QIP) by July 14th. The plan will be presented at the June meeting for review before submittal.

e. **Board Job Descriptions** – Board job descriptions are reviewed and signed annually. These were refreshed to a new layout in order to be consistent with the agency job descriptions. The content is the same as in previous years. Officers are asked to sign the job description that corresponds with their officer position and also the Director job description. Anyone who is not an officer only signs the Director job description. Being no discussion or questions, the Board was asked to sign the documents and return to Dawn Warner to document and file.

VII. OLD BUSINESS

a. **Agency Organizational Chart** – The organizational chart had been asked about at the prior meeting. It is best practice for the Board to review annually or when updates are made. Two versions were supplied - one with positions only and one with the actual names of the employees in those positions. With the implementation of the new career ladder, this will need to be updated to change Mentor to Supervisor and to add SCII and SCIII positions.

b. **Sunshine Law Policy** – A review of the Sunshine Law was discussed at the April meeting; however, a revised policy was presented tonight for review and approval. Scott Brothers made a motion to approve the Sunshine Law Policy as presented. Cara Pellerin seconded. Motion carried.

VIII. **APPROVAL OF REQUISITION** – The June 2025 Requisition was presented for approval. This requisition is based upon the FY25 budget. Amie Merz made a motion to approve the June 2025 requisition as presented. Elizabeth Spaugh seconded. Motion carried.

IX. **PUBLIC COMMENT** – Rob Libera from Lafayette Industries / Lafayette Jeffco thanked the Board for their support. They are looking forward to growing the workshops business. Lafayette Jeffco is having a grand opening event on June 20th and everyone is invited.

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

XI. **CLOSED SESSION – Missouri Sunshine Law RsMO 610.021(2) Real Estate** – Scott Brothers made a motion to go into closed session pursuant to RsMO 610.021 (2) Real Estate at 7:52 pm. Cara Pellerin seconded. Dr. Mertens called for a roll call vote. Randy Starkey, yes; Danielle Moskop, yes; Elizabeth Spaugh, yes; Scott Brothers, yes; Cara Pellerin, yes; Amie Merz, yes; Dr. Marsha Mertens, yes; Tony Sokolic, absent. Motion carried.

XII. **ADJOURN** – Being no further business, Scott Brothers made a motion to adjourn the regular session at 8:19 pm. Elizabeth Spaugh seconded. Motion carried. Meeting adjourned.

Respectfully submitted,

Randy Starkey, Secretary