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
June 30, 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; Tony Sokolic, 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.

PUBLIC PRESENT: Emily Brouk, Jeff Niehaus, and Layne Coffman - DD Advocates; Vicky James, Scott Skarstad, Scott Shelton, and Stacey Elster - Lafayette Industries; Heather Lang - Pony Bird.

I. **OPEN and INTRODUCTIONS**– Dr. Marsha Mertens opened and led the regular 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** – Scott Brothers read the Mission Statement.

III. **MISSION MOMENT** – Layne Coffman shared about two individuals on her caseload. One individual just graduated from Lafayette's Step-Up Program and has accepted a job at Dunklin R-5 School District to work in Food Services for the upcoming school year. Another individual has recently graduated from Jefferson College and is currently looking for a job in the automotive industry. These are both great examples of the successes that many of the individuals we support are able to achieve.

IV. **APPROVAL OF MINUTES** – The Regular and Closed meeting minutes from May 19, 2025, were presented for approval. Scott Brothers made a motion to approve both the Regular and Closed meeting minutes from May 19, 2025, as presented. Cara Pellerin seconded. Motion carried and minutes approved.

V. **REPORTS**

a. **Lafayette Jeffco Report** – Scott Shelton and Scott Skarstad presented the Lafayette Jeffco Quarterly Report

- Lafayette formally acquired JSI in March of 2025. They have retained the 59 employees that were with JSI at the time of the transition. In February 2025, cash on hand was $80,500 and there was about 5-1/2 months' worth of uncollected receivables. By May 2025, cash on hand had increased to $143,000 and uncollected receivables were only behind by 1-1/2 months. Sales and revenue growth is up 33%. They have seen a lot of positive change in a short period of time. Several successes noted during the transition were increased work hours per week for all employees, elimination of the furlough model, and implementation of a training curriculum at home. The individuals employed by the workshop seem excited about the culture change.

b. **Financial Report** – Dave Weiler presented the June 2025 Financial Report:
   - At 11 months into the fiscal year, Service Coordination revenue is tracking about 5% under plan year to date. County tax revenue is about 1.5% better than plan and is expected to end the year about 2% above budget. There is nothing notable about Operating expenses since last meeting. Under non-operating expenses, Pony Bird Family Supports in May was at 65% of their funding amount, however this will get utilized late in the year mainly due to the timing of camp scholarships. Promise Community Homes had $100,000 in the budget for a new ISL, this will not happen prior to the end of the fiscal year. They have found a home, however it will not close until August. Total expenses are 7% better than plan.
   - On the Financial Position page, one of the treasury bills matures in June the other in December. Enterprise Bank is ending their brokerage service June 30th. The maturing T-bill will be moved to a CD at Enterprise that is paying 4% interest for a 6-month term. For the Money Market funds, Enterprise offered a sweep account with a 2.5% interest rate. This account is secured with pledged securities.

   Amie Merz made a motion to approve the May 2025 Financial Report as presented. Elizabeth Spaugh seconded. Motion carried.

c. **Executive Director Report** – Stacey Ismail distributed her Executive Director report for review:
   - ***Legislative Session:*** Governor Kehoe vetoed the 1.25% COLA adjustment for TCM on June 30th. This equals $38,000 in funds which DDA had anticipated to receive. A special legislative session was called by the Governor in June mainly to discuss tornado relief funds for St. Louis and stadium funding in Kansas City. However, SB3 related to the stadium funding passed with an impact to DDA in that it allows for a ballot initiative to be put to the voters in April 2026 to freeze property taxes at the 2024 rate if passed. This means no growth in tax revenue in Jefferson County. Stacey is in contact with other taxing entities to talk about collaboration. There is a committee on tax reform that Rep. Cecilie Williams from Jefferson County is part of that will be traveling the state to hear public testimony about taxes. There may be another special legislative session called in September due to concerns about SB3 being unconstitutional.
   - ***TCM Contract:*** DDA was supposed to have a new TCM Contract effective July 1 but DMH has extended the current contract for 6 months due to what they are referring to as "boiler plate" language clean up from the Office of Administration.
   - ***Promise Community Homes:*** PCH has communicated they have a verbal offer in on a home at 3111 Valley Oaks Drive, Imperial, MO 63052 with a closing date of August 4. The plan is to roll over their FY25 allocation of $100,000 to be used toward this home. The FY26 budget has another $100,000 allocation to PCH to purchase an additional home this year as well.
   - ***Fiscal Year Picnic:*** The annual Fiscal New Year picnic where we walk through the approved budget with staff will be at the DDA Imperial office on July 15 from 11:30-2. The Board is welcome to attend. Please RSVP to Dawn for the lunch if coming to the event.
   - ***Potential New Board Member:*** Jon Casey of My Place and My Place Too has expressed interest in filling the vacant seat on the Board and his paperwork is being submitted to the County Executive and County Council for approval. Mr. Casey frequently works with the service coordination team as his two Residential Care Facilities (RCFs) are places where many people with developmental disabilities live. However, there is no conflict of interest as DDA does not fund My Place or My Place Too. County Executive Dennis Gannon has a nephew who he might want to recommend for a future vacancy. Mr. Gannon is currently looking into whether that would be a conflict.
   - ***Kyles's Landscaping:*** With the maintenance contract ending with Pony Bird, DDA has contracted with Kyle's Landscaping to do mowing and snow removal at the Imperial office starting on July 7. Pony Bird contacted DDA on June 19th and gave notice that they will not continue to maintain the Plass Campus past July 1 as originally planned. At this time, Ms. Ismail is waiting on confirmation of whether Kyle's Landscaping can do this location as well and what

the cost would be. Kyle's is also providing DDA with a bid for refreshing the landscaping at the Imperial office.

d. **Service Coordination Report** – Jeff Niehaus, Assistant Director of Service Coordination, shared the following information:
   - ***Client Tally Report*** – In May there were 6 new individuals, 2 discharged for a net growth of 4. Currently DDA is serving 1,142 individuals. 817 through targeted case management (TCM) and 325 through the Resource Specialist.
   - ***Personnel*** – There have been no resignations since the last board meeting. Jeff Neiman who had previously worked for DDA as a service coordinator has joined the team to fill our growth position on 5/21/25. Interviews were completed and staff were selected for the new SC III positions that will begin on July 1st. AAIM Supervisor training is in process for 4 Service Coordination Supervisors and Assistant Director of SC.
   - ***Logging*** - May team average was 78.7% (goal of 75%) and 75.6 YTD.
   - ***DMH Audits*** – No audits since the last meeting. DDA did receive the DMH FY25 Annual Trend Report and are in process of reviewing that data.
   - ***DMH Update*** - The DMH waitlist began seeing movement March 12, 2025. Additional names continue to be pulled from the waitlist in May. The goal of DMH is to have everyone pulled from the waitlist before July 1.
   - ***SETWorks Updates*** - DDA's billing manager is now able to re-bill for previously denied Medicaid billing and will hopefully recoup additional revenue. Value Based Payments from DMH were received for all the staff who completed the Fatal Five and Person Centered Planning Trainings.

VI. NEW BUSINESS

a. **Board Officer Election:** On behalf of the nominating committee, Tony Sokolic presented a slate of officers which included Dr. Marsha Mertens as Chairperson, Amie Merz as Vice-Chairperson, Randy Starkey as Secretary and Scott Brothers as Treasurer. The nominating committee recommends the Board approve this slate of officers to serve for FY26. Elizabeth Spaugh made a motion to approve the slate of officers presented to serve for FY26. Tony Sokolic seconded. Motion carried.

b. **Signers for Bank Accounts**: Dave Weiler is in the process of setting up the new investment accounts with Enterprise Bank and wanted to confirm with the Board who should be signers on the organization's accounts. Currently the Executive Director, Director of Administration, Board Chair, Vice-Chair and Treasurer are signers. The discussion concluded that no changes were needed to the current signers.

c. **FY26 Technology Plan Annual Review (CARF):** Nathan Patton, IT Director presented the FY26 Technology Plan developed in collaboration with Leadership. He did a recap of the FY25 IT projects and their status. In addition, the projects planned for FY26 were reviewed.

d. **By-Laws Annual Review (CARF):** Stacey Ismail presented the Board By-Laws document for review with her suggestions for changes based on previous Board conversations. This information was previously contained in the Policy & Procedure Manual. However, it has been suggested by AAIM to remove it from there and have it as a stand-alone document. Stacey reviewed the potential changes with the Board, which they agreed with. Therefore, the changes will be incorporated and the document will be re-submitted to the Board at the August regular meeting for approval or additional changes. Best practice is to review the By-Laws annually for changes.

e. **CARF Quality Improvement Plan:** Stacey Ismail presented and reviewed a draft of the Quality Improvement Plan (QIP) that CARF requires to address remediation for any recommendations identified in the accreditation survey. This is due to CARF by July 14. Amie Merz made a motion to approve the Quality Improvement Plan and its submission to CARF. Randy Starkey seconded. Motion carried.

f. **Workers Comp Renewal Review:** The agency annually updates the Board on insurance renewals. The Workers Compensation policy renews June 30th. It is being renewed with Missouri Employers Mutual (MEM). There was a 16% cost increase of $11,761. This is due to our experience modifier increasing from .9 to .97 normal is 1.0. At .97 DDA is still below the norm of 1.0 however, due to a couple of claims this past year the modifier did increase. The budget for this was $12,500 so the increase is within plan. This policy has a $3,000 deductible.

g. **Jefferson Foundation Request:** The deadline to apply for the second round of grant opportunities through the Jefferson Foundation for 2025 is July 14, 2025. DDA is submitting an application to assist with the cost of the foundation repairs needed on the Imperial building. After receiving 3 bids for this work, DDA will request $50,000 from the Jefferson Foundation to cover approximately 2/3 of the cost of that project. DDA will pay for the other 1/3 of the cost or may have to cover the entire cost if it is not approved by the Jefferson Foundation.

h. **Promise Community Homes (PCH)Additional Request and Update:** Two of the ISL houses in Jefferson County owned by Promise Community Homes sustained damage during the storms in March and May. The cost of the repairs is $5,500. PCH is asking the Board to consider funding $2000 to help offset this expense. The other 2/3 PCH will cover. DDA has been working with organizations to increase the number of ISLs in the county and asked the Board to consider approving this request. Scott Brothers made a motion to approve the off-cycle addition funding request of $2000 to PCH for the purpose of storm damage repairs to two of their ISL homes in Jefferson County. Cara Pellerin seconded. Motion carried.

VII. OLD BUSINESS

a. **Board Self-Assessment Summary Review:** This document is the overall summary of the self-assessment completed by the members of the Board. Stacey Ismail reviewed the highlights of the report. Board professional development was discussed. A retreat is one way to do this, however the members agreed that it was not necessary to have a retreat just to have one. Only plan one if needed for a specific topic. Doing brief in-service training or updates within board meetings is a good option for this as well. It was recommended that E18 be reworded to "The Board engages in training and professional development on a regular, as needed basis". It was recommended that C4 be reworded to "The Board reviews the Organization's mission/vision/values annually and the strategic plan quarterly with revisions/updates being made as needed." Discussion included possibly using Chromebooks, tablets, or binders that can be left at DDA for future Board packets and key agency plans and reports so that Board members have easy access to these when needed for reference at a meeting or when completing the self-assessment survey.

VIII. APPROVAL OF REQUISITION – The Requisition for July and August was presented for approval. This requisition is based upon the FY26 budget. Scott Brothers made a motion to approve the July and August 2025 requisition as presented. Elizabeth Spaugh 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 610.021(2) Real Estate and (13) Personnel – Amie Merz made a motion to go into closed session pursuant to RsMO 610.021 (2) Real Estate and (13) Personnel at 8:37 pm. Scott Brothers seconded. Dr. Mertens called for a roll call vote. Randy Starkey, yes; Danielle Moskop, yes; Elizabeth Spaugh, yes; Tony Sokolic, yes; Scott Brothers, yes; Cara Pellerin, yes; Amie Merz, yes; Dr. Marsha Mertens, yes. Motion carried.

XII. ADJOURN – Being no further business, Scott Brothers made a motion to adjourn the regular session at 8:55 pm. Cara Pellerin seconded. Motion carried. Meeting adjourned.

Respectfully submitted,

Randy Starkey, Secretary