

**MINUTES OF THE REGULAR SESSION OF
DEVELOPMENTAL DISABILITY ADVOCATES
BOARD OF DIRECTORS MEETING
May 20, 2024**

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, Chair; Amie Merz, Vice-Chair; Randy Starkey, Secretary; Scott Brothers, Treasurer; Elizabeth Spaugh, Director; Diane Daniels, Director; Cara Pellerin, Director; Tony Sokolic, Director; Julian Erber, Director; Stacey Ismail, Executive Director DD Advocates; Dawn Warner, Executive Assistant DD Advocates; David Weiler, Director of Administration DD Advocates.

PUBLIC

PRESENT: Angie McGoveran, DD Advocates; Emily Brouk, DD Advocates; Nathan Patton, DD Advocates; Rachel Svejowski, FACT; Stacey Elster, Lafayette Industries; Amanda Kehoe, Sunnyhill; Sue Vogt, Pony Bird; Brian Roy, Variety

- I. OPEN** – Dr. Marsha Mertens opened and led the regular session of the meeting of Developmental Disability Advocates Board of Directors at 6:30 p.m. Board member introductions were done at this time.
- II. MISSION STATEMENT** – Elizabeth Spaugh read the Mission Statement.
- III. MISSION MOMENT** – A video mission moment was shown. Lindsey Clark, Service Coordinator, shared about one of the individuals she serves. This person has been trying to find a job in the community for a couple of years. Transportation has been a huge issue in this process. In January of this year, she started working at JSI Sheltered Workshop and JC Transit was able to accommodate getting her to and from work. She really loves her job! Meeting this goal was great for this individual and something that she and her family have worked toward for her to gain more independence.
- IV. APPROVAL OF MINUTES** – The Regular and Closed Session minutes from March 25, 2024, as well as the Special Closed Session minutes from April 17, 2024 were presented for approval. Scott Brothers made a motion to approve the Regular Session minutes from March 25, 2024, as presented. Cara Pellerin seconded. Motion Carried and minutes approved. Amie Merz made a motion to approve the Closed Session minutes from March 25, 2024, as presented. Diane Daniels seconded. Motion carried and minutes approved. Cara Pellerin made a motion to approve the Special Closed Session minutes from April 17, 2024, as presented. Elizabeth Spaugh seconded. Motion carried and minutes approved.
- V. REPORTS**
 - a) Financial Report/JSI Review** – Dave Weiler presented the April 2024 financial report. The target is 83% for this time in the year. County tax revenue continues to be strong for the year. Tax revenue through April is 3% better than plan. Expenses show most items within 2% of target. The Barb McDowell Fund has not had much activity early in the year, however, there have been several requests recently. Total expenses through April are at 76% which is 7% ahead of plan. The Financial Position page shows a little more cash on hand than typical for this time of the year. This is driven by a decrease in fixed assets and an increase in payables due to Oats being behind in billing. On the Checks Written page

her activities since Nov 2023. Data about these activities are in the report – we will update quarterly for the Board. We have received two service coordinator resignations since the last Board meeting and have hired three. The third hire was to replace someone who gave notice in February and her last day was April 24. A FY24 Logging report is in the board packet. This will be shared on a quarterly basis going forward unless the Board would like to see more frequently. The report shows the team reaching the 72% logging expectation set by the agency. Upon review of the report, it was asked if the Mentors have a logging target like the service coordinators. Ms. McGoveran explained that they do not due to their other duties and very small caseloads. It was also suggested to number the lines on the report for future review. DMH pulls information each quarter for review. Results are not shared with DDA unless there is an issue or finding. DDA has had no findings in these audits the last 2 years. The SETWorks steering committee has been meeting with the SETWorks team for training. The data from SCORES and MOEDI are being migrated into the new system. Case noting will begin in SETWorks June 10. All the needed forms including the ISP are being created. Training with the full team is expected to start in a few weeks and we hope to go live by July 1st.

VI. NEW BUSINESS

- a. **FY25 Budget** – The FY25 budget was included in the packet for review. This proposed budget is set to begin July 1st. The process of producing the budget has many layers starting with the Executive Leadership Team (ELT). Then the Leadership Team discusses their recommendations on what is needed. Provider agencies submit their request for the new year through the ERA portal at which time Mr. Weiler and Ms. Ismail review and possibly discuss with the provider to fine tune their requests. Then the Board Finance Committee meets to review both the provider requests and the proposed agency budget and brings a final recommended budget to the full Board for approval. Column 1 represents the current budget. Column 2 is how DDA is tracking compared to Column 1. Column 3 are the funding requests for FY25 and Column 4 is the recommended FY25 budget numbers. Any notes or changes to the information is noted to the right of the columns. Mr. Weiler drew their attention to the total of column 3 which is all of the FY25 funding requests. If 100% of this was funded there would be a \$1.1M deficit budget. The FY25 recommendation in Column 4 is a \$543,000 deficit which is slightly more than the deficit budget for FY24. The Committee felt this was a manageable deficit due to underutilization and slightly excess reserves. For service coordination, the recommendation is a 9% increase in revenue over the current year. This increase is to be accomplished in two ways. The first is the 72% logging requirement is being increased to 75% as the base logging expectation. This equates to 15 minutes more per day. The merit raise logging percentage will increase from 75% to 78%. As we continue to serve non-Medicaid, the recommendation is to move all non-Medicaid to one service coordinator. This limits the amount of time being spent and should increase the billable ratios for the rest of the service coordination team. SETWorks will be beneficial in the efficiency of this process also. County tax revenue was left flat year over year. Wages are one of the largest expenses to the organization. The recommendation for FY25 is to increase the starting wage for service coordinators from \$45,300 to \$48,000 per year. This is similar to our peers and allow us to be competitive in the marketplace. Non-Service Coordination positions are budgeted to receive either a 2.5% or 4% based on merit. Under Misc. expenses there are several items that only occur every few years included this year. DDA is due to develop a new 3-year strategic plan, CARF re-accreditation is due this year and some purchased HR services from AAIM are in this category also. Under non-operating expenses are the agency funding requests. Several include the 3.5% market rate adjustment (MRA) which the Board approved previously and those have been accounted for here. Other requests are more grant funding and are independent of the MRA. Mr. Weiler highlight changes from the previous year for the Board. JSI only recommended a flat amount from last year and did not include the 3.5% increase for their one position. To be consistent the recommendation for JSI includes this MRA which equates to just a couple thousand dollars. Sunnyhill's capital request was for \$85,000. The Finance Committee is recommending \$55,000 for mattresses for a facility, parking repair and driveway repair at the Camp. However, if Sunnyhill feels that the driveway is a higher priority over the mattresses, they have the ability to reallocate that funding for that purpose. Oats Van Match was not utilized this year. We fund 20% toward their MODOT vehicles which they have been having trouble receiving as requested from MODOT. \$30,000 is recommended for OATS which is the same as Pony Bird's amount. FACT funding is recommended at \$92,000. They requested to increase from funding one FTE to two full time positions. However, after looking at their waitlist and reviewing the service 1.5 FTE is what is being recommended. Several items were reduced slightly due to current year utilization. There were four new organizations/services who have not been funded previously

VII. OLD BUSINESS

a. IT Disaster Plan Approval – This plan was previously presented to the Board in October 2023. At that time, Mr. Bauman, Chairperson made a suggestion to have the MO Homeland Security Office review it and to “close” the record due to confidential information under Sunshine Law RSMO 610.021(21). The Homeland Security office reviewed and offered a few minor suggestions which Ms. Ismail and Mr. Patton discussed and included in the plan as appropriate. Under Sunshine Law, this document, once fully populated would be a closed document to the public and this is why this version is not fully populated with confidential information. Amie Merz made a motion to approve the IT Disaster Plan as updated and presented. Scott Brothers seconded. Motion carried.

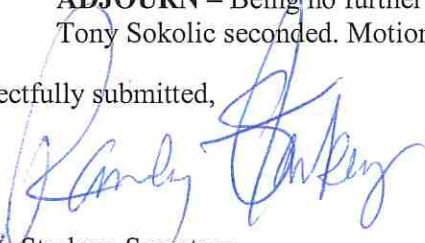
VIII. APPROVAL OF REQUISITION – The June 2024 requisition was presented for approval. The requisition is based upon the FY24 budget and includes some adjustments which the Board previously approved. Tony Sokolic made a motion to approve the June 2024 requisition as presented. Randy Starkey seconded. Motion carried.

IX. PUBLIC COMMENT – Mr. Brian Roy from Variety thanked the Board for the approval of their funding request.

X. COMMENTS FROM THE BOARD – Ms. Spaugh thanked Nathan Patton for his work on the DRP. Ms. Mertens asked the Board if receiving the packet on Friday before the meeting was sufficient. Sometimes, depending upon what they have over the weekend, it can be a lot to review. Ms. Ismail stated that the goal will be to get the packet out by the Thursday before the meeting to give the members an additional day to review.

XI. ADJOURN – Being no further business, Amie Merz made a motion to adjourn the regular session at 8:12 p.m. Tony Sokolic seconded. Motion carried. Meeting adjourned.

Respectfully submitted,


Randy Starkey, Secretary