

**MINUTES OF THE REGULAR SESSION OF
DEVELOPMENTAL DISABILITY ADVOCATES
BOARD OF DIRECTORS MEETING
July 22, 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, Chairperson; Amie Merz, Vice-Chair; Randy Starkey, Secretary; Scott Brothers, Treasurer; Diane Daniels, Director; Tony Sokolic, Director; Stacey Ismail, Executive Director DD Advocates; Dawn Warner, Executive Assistant DD Advocates; Dave Weiler, Director of Administration DD Advocates.

PUBLIC

PRESENT: Angie McGoveran, DD Advocates; Emily Brouk, DD Advocates; Nathan Patton, DD Advocates; Nikki LeGere, DD Advocates; Dawn Puzzo-Michalski, Pony Bird; Jodi Woessner, Pathways to Independence; Christine Kennett, FACT; Vicki James, Lafayette Industries

- 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.
- II. MISSION STATEMENT** – Diane Daniels read the Mission Statement.
- III. MISSION MOMENT** – Nikki LeGere, Service Coordinator, presented a Mission Moment about an individual she serves. He was served by DDA in the past, moved out of the County and then moved back. He has always had a goal of working in the community to earn money but had not been able to keep a job in the past. He was able to obtain a job at Applebee’s in Fenton and recently celebrated his 1st anniversary with them. They celebrated this with a cake to recognize him. He shared that he really enjoys his job and is excited to have achieved this goal. He has experienced significant change and challenges in the past year, which makes this accomplishment even more special.
- IV. APPROVAL OF MINUTES** – The Regular Session minutes from June 24, 2024, were presented for approval. Scott Brothers made a motion to approve Regular Session minutes from June 24, 2024, as presented. Tony Sokolic seconded. Motion carried and minutes approved.
- V. REPORTS**
 - a) Financial Report/JSI Review** – The June financials were presented by Dave Weiler. These represent the full FY24. These are preliminary numbers but should be fairly close and a good representation of the year. Dave doesn’t anticipate any large adjustments. The service coordination revenue lines are within 1% of budget which is remarkable given all the turnover experienced in the department in FY24. Building rents are better than plan due to PonyBird filling two of the vacant apartments. County tax revenue was strong coming in at almost 5% better than plan. Expenses show Workers Comp higher than plan. This was due to several claims processed during the year. Repairs and maintenance is over budget largely due to items done at the Herculaneum building prior to the sale and also expenses due to the move into the new Imperial location. Total expenses are approximately 10% under plan largely due to funded provider services being under-utilized. However, it was noted that OATS is still getting caught up with

their billing through the end of the year. DDA should end up about 4% better than plan overall. On the financial position page, DDA ended the year with about \$1M more cash. This is mostly due to fixed assets and selling the Herculaneum building. There is a treasury bill which matures in July and will be renewed for 12 months to continue the staggering of the treasury bill renewals. On the checks written page, a payment to Tesson Roofing was noted. This was for the new roof at Plass C where OATS is the tenant. JSI did not provide a report this month, however Bill Trapp is scheduled to present in person at the August meeting. Amie Merz made a motion to approve the June 2024 Financial report as presented. Randy Starkey seconded. Motion carried.

b) Barb McDowell Fund Annual Report – The Barb McDowell Fund started FY24 with \$18,216.26. The report details deposits into the fund. The McDowell Family gives throughout the year in honor of various birthdays and other events. The DDA team has created several ways to add money to the fund - in 2023 there was a “step” challenge and part of the entry fee went to the fund and this year we are doing Penny Wars again. In addition, DDA applies the company credit card rebate dollars, MO withholding discount dollars and some interest income into the fund. Over the course of the year, various items have been purchased by the fund such as a wheelchair, medical supplies, covering the cost of an OT evaluation and other items. The fund ended the year with \$17,609.17. Since its inception it has covered over \$83,000 of assistance to individuals and their families. In addition to the Board, the McDowell family receives a copy of this report.

c) Executive Director Report – Stacey Ismail distributed her Executive Director report for review and discussion.

Jefferson Foundation Grant Submission – DDA submitted a grant request on 7/18 for improved lighting at Pomme Apartments, JSI and the Imperial office. Bids were received from DeSoto Electric (\$10,600) and Reinhold Electric (\$14,000+). \$10,000 was requested. If granted, DDA would receive the funds in December 2024.

Columbus (DMH) TCM Audit – August 12-14 is the annual TCM audit which DMH contracts out to the Columbus Group. They are reviewing June 1, 2023-May 31, 2024.

CARF – DDA is due for re-accreditation through CARF. The survey typically has been done in November/December. CARF has delayed the on-site survey until January/February and assured us that our certification status will remain active until then.

EMAP Pilot - EMAP as we know it will be discontinued. It will be converted to an FFAP (Flexible Family Assistance Program). The Northwest and East Regions (which includes us) will be the initial pilot for the new program. The rest of the state will follow on January 1, 2025. FFAP will be managed by the Office of Autism Services (OAS).

- There will be a 5-minute application process through Red Cap that will be sent directly to the family.
- The application will be reviewed and approved by OAS.
- The award check will be issued to the individual/family. No receipts will be required, but the family will be required to keep receipts for three years in the event of an audit.
- They are developing an instructional video for families.

As of 7/1/24, the EMAP waitlist is closed.

- Requests submitted to UR prior to 7/1 are awaiting approval and will still be added to the waitlist.
- Inform families that inquire about EMAP that there will be enrollment for FFAP in January. It is Stacey’s understanding that the department will provide updates for our team to forward to families who we know are interested.

All current EMAP authorizations should have an end date of 9/30/24 which is also the cut-off for spending. Receipts are due by 12/31/24. A letter will be sent to families on 7/12/24. All current participants of EMAP will be required to reapply. Every year going forward there will be an open enrollment period for families to apply. For 2025, that period is 1/15/25 – 2/15/25. The amount awarded will be determined by the PAC (Parent Advisory Councils who manage the EMAP funding) This funding will no longer be addressed in the ISP and will no longer be monitored by Service Coordinators.

d) Service Coordination Report – Angie McGoveran, Director of Service Coordination presented the July Service Coordination report.

- Client Tally Report – This report reflects the full fiscal year with a net growth of 11 for the year. DDA is currently serving 1,012 individuals. Pre-Covid the organization typically would grow by one caseload (approx. 35 individuals) however, post-Covid that has not fully recovered to those numbers.

- Intake – This report will be done quarterly going forward. The team hopes that SETWorks will provide better raw data for the reports. This report shows we had 10 new in May and 10 new in June. The numbers don't match the tally report exactly however this is due to timing of when Donna Pulliam contacts them.
- Cold Calls – There were 16 in May and 10 in June. 18 individuals/families were referred to DMH/DD Intake.
- How are people hearing about DDA and our services:
 - Website – 10
 - School – 4
 - Community Agency – 8
 - Other - 4
- Community Outreach Activities
 - Hillsboro Student Parent Life Skills Transition Planning 5/6/24
 - Meeting with Sarah Lee of Compass Health on 5/20/24. Compass was recently approved to complete autism testing for adults. Donna will continue to learn more about this resource.
 - Back to School Fair at Jefferson College 6/25/24
- Personnel – One service coordinator gave notice for health reasons. Interviews are being held July 18th.
- Logging – For June logging was 74.8%. 19 of 22 service coordinators met the billable expectation and the three who did not, have only been with DDA a few months. For the fiscal year, the team average was 72.2%. 14 of 24 met 75% logging incentive. 72% is the expectation, 75% was the merit increase goal. In FY25 these will be 75% and 78% respectively. These numbers are great, especially when you take into account the amount of turnover / new service coordinators.
- Partnership for Hope – There were 104 slots authorized for 119 services. DDA's portion of funding is approximately \$139,000. This is for authorized services - many are not utilized due to lack of provider or other issues. We are hoping SETWorks can help us clearly identify the challenges.
- DMH Audit – The Columbus Audit is coming August 12-14 as mentioned earlier in the meeting. All requested information has been provided.
- DMH Updates – DMH has initiated a waitlist for any new waiver funding statewide. The only way for the waitlist to be reversed is if the Governor allows supplemental funding requests from state agencies (DMH) which will require him to call a special legislative session. There are mixed thoughts on whether this will happen.
- SETWorks Updates – Two plans have been tested within the system and edits are being made. The team began logging in SETWorks July 1, 2024. The first full billing using this system is planned for August 22, 2024 with a test run of a couple of individuals beforehand. The onboarding committee continues to work toward a full transition to this system, hopefully in September.

VI. NEW BUSINESS

- a. **By Laws Annual Review** – A copy of the most recent by-laws document was included in the packet. The last time there were changes was in 2019 when our attorney did a full review and made recommendations. AAIM is going to do a full review of our policy and procedure manual and the by-laws are a part of that review. Stacey Ismail recommended that no changes be done at this point until AAIM has had a chance to review everything and if changes are recommended, they will be brought to the Board at that time. Some requirements are statute driven, and some are historic so it will be good to get a fresh review of the document. The goal would be to have updates done by the end of the year prior to the CARF survey. The Board was asked to provide any suggested changes to Stacey Ismail. This item will be revisited once the AAIM review is completed.
- b. **DDA Office Roof Replacement/Foundation Repair Discussion** – There are two capital projects for the Imperial building that have come up. When the building was purchased, \$40,000 was negotiated off the purchase price because of the age / condition of the roof. The hope was to get two years out of it. Recently DDA has experienced some significant roof leaks which prompted Dave Weiler to put a Request for Bid in the paper for roof replacement services. This ad will be in Thursday's Leader newspaper and it is anticipated this will be around a \$50,000 expense. Once the bids are received this will be brought back to

the Board for approval of the work/vendor. As discussed previously, the Imperial building has been experiencing foundation/settling issues. 3 companies came and looked at the situation. 2 quotes have been received from Woods Basement (\$63,000) and Helitech (\$1950 to benchmark and then come back to review movement and assess). All three companies suggested waiting until spring and monitoring before doing any work. Dave and Stacey recommend the \$1950 for Helitech to come and do the benchmarking and then get updated bids in the spring. The Board requested that DDA make certain whether the \$1950 locks us into Helitech or not and to also call the other companies and ask about the benchmarking before moving forward.

- c. **Strategic Plan Proposals Discussion** – We received 13 proposals for strategic planning services which were sent to the Board for review and scoring prior to the meeting. The scoring results were shared and the proposals were discussed. Stacey Ismail suggested the Board interview the top three score recipients. After some discussion, the Board agreed to interview 4 firms; IllumiLab, 6 Levers, Creations in Common and Collaborative Strategies. Dawn Warner will send an interview Doodle poll in order to collect dates and times of board member availability and interviews will be scheduled. These will be done in person at the DDA office with a virtual option to make it helpful for as many Board members as possible to attend.

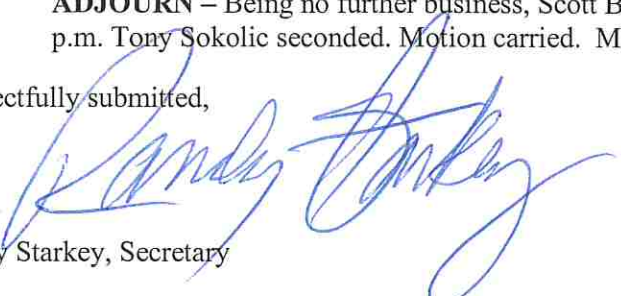
VII. APPROVAL OF REQUISITION – The August 2024 requisition was presented for approval. The requisition is based upon the FY25 Budget. Scott Brothers made a motion to approve the August 2024 requisition as presented. Tony Sokolic seconded. Motion carried.

VIII. PUBLIC COMMENT – There were no comments from the public.

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

X. ADJOURN – Being no further business, Scott Brothers made a motion to adjourn the regular session at 8:13 p.m. Tony Sokolic seconded. Motion carried. Meeting adjourned.

Respectfully submitted,


Randy Starkey, Secretary