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
August 26, 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; Cara Pellerin, Director; Elizabeth Spaugh, 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; Sue Vogt, Pony Bird; Jodi Woessner, Pathways to Independence; Rachel Svejkowski, FACT; Vicki James, Lafayette Industries, Bill Trapp, JSI

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 – Cara Pellerin read the Mission Statement.

III. MISSION MOMENT – A video Mission Moment was presented by Jill Guerra, Service Coordinator about an individual she serves who had contracted COVID and was in the hospital for a long time. Eventually, she was able to go home and has recovered from this. At that time, the job she had at McDonald's had been eliminated as they no longer had an open lobby. She tried several things to gain employment but ultimately took a position through Pony Bird and works on their cleaning crew and loves it!

IV. APPROVAL OF MINUTES – The Regular Session minutes from July 22, 2024, were presented for approval. Scott Brothers made a motion to approve Regular Session minutes from July 22, 2024, as presented. Cara Pellerin seconded. Motion carried and minutes approved.

V. REPORTS

a. **JSI Quarterly Report** – Bill Trapp presented to the Board in person and thanked them for all the support the workshop is given from DD Advocates. They had a good year with improved sales over the previous year. They did have a receivable of $250,000 where a Boston company wanted their domain name for their website. They sold JSI.org and now use JSI-MO.org. This change was done in September of 2023. The financial statements in the packet are preliminary as they are working to finalize their annual audit. He explained a high-level view of the pay structure. They employ individuals with varying degrees of abilities which determines the jobs which they are able to do and the pay is calculated according to productivity. He demonstrated an assembly task that is used when people apply to work there to determine skill level. There was a question about JSI hiring additional non-disabled employees and if they work alongside the employees with disabilities. Mr. Trapp explained that there are some jobs they have that are too complex for the employees with disabilities to do and so they have a few high school or college students coming in the afternoon to complete this job as well as provide some quality assurance checks. They work after the employees with disabilities have left for the day. JSI has to do this in order

to keep certain contracts where high-quality standards on complex assembly and firm deadlines have to be met. At the end of the day, he stated, they are a business with customers who want quality products. They currently have a great partnership with H-J in High Ridge who is a leading distributor of products in the transformer and switchgear sectors. They are getting a significant amount of work from them and are hoping to continue that relationship for a long time. When asked about the average pay, he replied that is a difficult question to answer due to prevailing wages and productivity. There are about 40 employees who make less than $7/hr. At the low end they pay around $3/hr and at the high end around $12.50/hr. His goal is to get everyone up to the federal minimum wage. They have started a new project of building standard size shipping pallets out of non-standard ones which is a cost-saving measure that created more jobs for people. Members of the Board and Leadership Team will do an annual site visit to the workshop on 9/5/24.

b. **Financial Report** – Dave Weiler shared his monthly financial report:
    - July 2024 financials were presented. Service Coordination revenue is very close to the 8.3% target for the first month of the fiscal year. However, expenses are slightly over plan for the month. This overage is partly due to the number of workdays in July and the hot July temps causing utility expenses to be higher. Under non-operating expenses, camp scholarships and FACT are both slightly over plan but are both timing related. Camp scholarships are traditionally higher at the start of the fiscal year due to the summer months where they utilization is greater. Total expenses are at 7.19% and slightly better than the 8.3% target for the month. On the financial position page under receivables, there is $1875 which is JCCP rent that was paid in advance and will zero out next month. Under checks written, a check to Hopkins Furniture was noted. This was for the Pomme 2 apartment flooring. This project was approved last fiscal year and was completed in July. Another highlight was a check to DeSoto Electric. This was for HVAC replacement in the office at JSI. Amie Merz made a motion to approve the July 2024 Financial Report as presented. Randy Starkey seconded. Motion carried.

c. **Executive Director Report** – Stacey Ismail distributed her Executive Director report for review and discussion.
    - **Site Review Schedule** – Site review schedules were provided to the Board. Stacey shared that she, Dave and/or Dawn would accompany them on the visits. Dawn will follow-up with Nathan regarding meeting invite issues a couple of board members were having.
    - **Strategic Planning Update** – After the candidate interviews were completed, Illumilab was chosen. Stacey has signed the contract with Sarah Buek at Illumilab and will begin the design phase of the project. Stacey, Dave, Amie, and Marsha have agreed to be on this committee and will likely be 2-3 meetings. Once complete, there will be a follow-up proposal with next steps and cost. Stacey hopes to have the proposal with the full scope and cost for the Board to review and approve at the September meeting.
    - **Introduction of Emily Brouk, new Director of Service Coordination** – Stacey introduced Emily Brouk, who is the current Assistant Director of Service Coordination, and shared that with Angie McGoveran leaving DDA, Emily has accepted the role of Director of Service Coordination. This will be official September 16th. Emily has been with DDA for 19 years. Angie McGoveran had planned to be in person at this meeting (she joined by Zoom) however, she broke her ankle over the weekend. She was recognized for her 22 years of service to the organization and the Board was invited to an agency potluck in her honor at the office on 9/12 at 11:00.
    - **Board Member Resignation** – Julian Erber has submitted his resignation from the Board. He apologized but due to a promotion at his work and young children at home, he feels he cannot devote the time needed for this position. If any Board members have suggestions on a replacement, please let Stacey know.

d. **Service Coordination Report** – Emily Brouk shared the following information:
    - **Client Tally Report** – July was a big month with 19 new individuals - 16 through intake and 3 transfers. 16 of the 19 were non-Medicaid and were assigned to the new Resource Specialist position. There were 3 individuals discharged for a net growth of 16 for July. Currently 1,028 individuals are being served by DDA. The large amount may be due to school enrollment being up at many local schools. Donna Pulliam has also been working to increase communication with

the local school districts and build closer relationships. Stacey will be presenting to the Local Area Special Education Directors (LASE) group this fall.

- **Personnel** – Director of Service Coordination, Angie McGoveran submitted her resignation. Her last day will be the September 13. Emily Brouk has been shadowing Angie and she thanked Angie for everything she has done since taking over the Director's role when Bill Knittig passed away unexpectedly. DDA has detailed succession plans in place that will be very beneficial as positions transition. Emily will take over September 16th as Director of Service Coordination and the Assistant Director position has been posted. Those interested in the Assistant Director position have until 8/30 to express interest. It is anticipated that all of the Mentors will apply. There has been no Service Coordinator turnover since the last board meeting.
- **Columbus (DMH) Audit** – The annual DMH audit was conducted August 12-14. This is now done by the Columbus Group vs. DMH. The audit includes them reviewing 1 random file for every service coordinator. 33 files in total were reviewed. The preliminary report has been received. There were 13 findings identified in the ISP review. No findings in QA review and no findings in Case Management review. The auditor commented on how good DDA trainings were and superior to what she sees at many places.
- **DMH Updates** – Our QA team attended Utilization Review training on 8/8 and are training the service coordination team on the updates and changes. DMH announced a value based payment (VBP) for Person Centered Thinking and Fatal Five for Case Managers trainings. They did this with providers and if they treat TCM the same way DDA could get reimbursed $840 for each SC who completes the Person-Centered Thinking training and $438 for each SC who completes the Fatal Five for Case Managers. This could bring an estimated $39,618 (31 people). No timeframe or additional details have been provided at this time from the department.
- **Non-Medicaid Updates** – A Resource Specialist Handbook has been developed. In addition, a resource folder has been put together. Susan Beseda took over as the Resource Specialist on 8/1 and is serving 185 people. Due to the changes in EMAP funding her case load will increase once those individuals are transferred due to the program changes.
- **SetWorks Updates** – The first full billing took place on 8/20. ISP work session took place on 8/21. Leadership Setworks training was done on 8/21. QA work session was on 8/22 and an Intake work session is scheduled for 8/27. Full service coordination training is set to take place mid-September.
- **Transition Folders** – A transition folder has been developed. This is a tool that will be used with families during ISP meetings when individuals turn 14 or older if they are not yet engaged in post-graduation service/employment/college, etc. Emily shared a folder that was passed around for the Board to see what is included in the packet.

VI. NEW BUSINESS

a. **Tax Rate Hearing Date and Rate Discussion** – The tax levy public hearing notice was provided. This notice details the September Board meeting as the official tax levy hearing for the public. Dave Weiler has received all the information from the County and determined that his recommendation is to keep the tax rate at 0.0857 per $100 which is the same as the previous year's assessment. This gets approved at the September meeting once the tax levy hearing is held. Scott Brothers made a motion to set the September 23, 2024, Board meeting as the Tax Levy Hearing. Ms. Elizabeth Spaugh seconded. Motion carried.

b. **Conflict of Interest Policy Review and Declaration Form** – The Board annually reviews the conflict-of-interest policy. Stacey Ismail is not recommending any changes at this time. The upcoming AAIM project will be reviewing the entire policy manual and if there are any recommendations once that review has taken place, it will be brought to the Board for approval. In addition, each board member has been provided a conflict-of-interest declaration form which needs to be completed, signed and returned to Dawn for recording.

c. **Accessibility Plan Annual Review** – The Board annually reviews the accessibility plan. This is a CARF required plan. Stacey Ismail reviews and updates each year. Many of the changes were due to the move into the new location, the addition of telescoping desks, accommodations with light covers for light sensitivity, Dragon software for talk to type. Vinyl flooring work at the Pomme apartments was an accessibility item as are the thresholds that are being done. DDA is contracting with Variety for assistive technology needs and EZMO for transportation. The last full scale ADA evaluation of all DDA owned

properties was done in 2019 and most of the recommendations have been completed from that audit. We will continue to cross items off that list this year.

d. **AAIM Survey of Employee Opinion and Engagement Results Review** – The survey results were included in the packet for review. DDA had 100% participation. The last survey like this was done in 2019 and there has been a lot of turnover since then. Best practice is to do this every couple of years and it is included in our AAIM membership. There were no red (urgent) items identified. There were some priority and cautionary items. The Leadership team has reviewed and developed some action steps. In addition, it was reviewed with the full team and input from staff was requested / encouraged. Input could be done in person in the team meeting, via email to Stacey Ismail or anonymously using the suggestion box. The Leadership team plans to utilize the results to make improvements to the organization.

e. **Strategic Planning Process and Final 2021-2024 Strategic Plan Review** – Stacey Ismail presented the current Strategic Plan. This has been updated to include the outcomes for the goals in the plan. It is a timely review since the organization will be working on the new strategic plan. DDA is not anticipating a large amount of growth. In this region, St. Charles is the only county showing growth. The July growth shown by the Client Tally report is unusual for the organization since COVID. For the expansion of services in Jefferson County, the organization funded 3 new services last year and also 3 new this fiscal year. However, as was very apparent in the Strategic Plan Consultant interviews, with the new Strategic Plan we need to put action steps in 1-year increments, review and regroup depending on the results. This was something that wasn't done in the current plan. Managed Care is still being talked about and will still be monitored going forward. Ms. Ismail is looking forward to working with the Board, committee and consultant on an updated Strategic Plan with more refined and frequent action steps and review throughout the plan.

f. **OATS Press Release** – OATS is discontinuing their Arnold Jeffco Express route. This was announced in a recent Leader news article which was included in the Board packet. Mr. Weiler wanted to make sure that the Board was aware of this change which will take place December 31, 2024. This route was funded through Federal, State and Local funding. 3 years ago, the City of Arnold made the decision to no longer provide the Local funding portion for this route. OATS has continued to provide with only the Federal and State funding but without the Local funds from the City of Arnold, OATS cannon continue to do this.

g. **Audit Bid Selection** – DDA goes out to bid for Audit services every three years. A bid notice seeking bids was put in the Leader newspaper. Only one bid was received which was from the current provider, Crouch, Farley and Heuring. The 3-year proposal has a 5% increase year one and a 3% increase in years 2 and 3 respectively. Mr. Weiler recommends that the Board approve the 3-year bid for annual audit services from Crouch, Farley and Heuring as presented. Scott Brothers made a motion to accept the 3-year audit services bid from Crouch, Farley and Heuring as presented. Randy Starkey seconded. Motion carried.

h. **D-170 Logging Policy Edits** – Policy D170 needed updates before the AAIM policy review. Due to SETWorks and the Medicaid requirements to bill, the policy needed some reworking / clarification with regards to the logging within 5 days requirement. DDA encourages the team to log the day of the activity however Medicaid requires it to be done within 5 days in order for it to be billed for reimbursement. At DDA the day of the activity was counted as day 1. Most agencies interpret that to start with the day after the activity as day 1 for logging. This is how SETWorks is set up to calculate. It would cause issues if our team was not calculating it the same as the software. Stacey cleaned up the policy language for this as well as language around billable and non-billable. TCM refers to Medicaid billable services and Service Coordination refers to non-Medicaid. Amie Merz made a motion to approve the updated D170 Policy as presented. Cara Pellerin seconded. Motion carried.

VII. OLD BUSINESS

a. **Roof Bid Selection** – Last meeting it was discussed that the organization would go out for bid for roof replacement at the Imperial office. An ad was placed in the Leader newspaper and three (3) bids were received. National Roofing, Tesson Roofing and Guignard Company. Dave reviewed the bids, looked at online reviews and BBB ratings on all the companies. National is $16,000 lower than the next closest bid and offer a 50 year warranty. DDA has not used them, but they have a good BBB rating and good reviews. DDA has used Tesson Roofing before for the Herculaneum building and the Pommes. They offer a 25-year warranty. Mr. Weiler recommended using National Roofing for this work. Scott Brothers made a motion to accept the bid from National Roofing for roof replacement and gutter/downspout

replacement in the amount of $37,239 and $9,009 respectively with the possibility of also adding gutter guards if pricing is comparable to other bids. Elizabeth Spaugh seconded. Motion carried.

VIII. APPROVAL OF REQUISITION – The September 2024 requisition was presented for approval. The requisition is based upon the FY25 Budget. Scott Brothers made a motion to approve the September 2024 requisition as presented. Cara Pellerin seconded. Motion carried.

IX. PUBLIC COMMENT – Angie McGoveran apologized for not being there in person. She shared that her resignation was a difficult decision that was not made lightly. She had two opportunities presented to her within a few days of each other. She is thankful for her 22 years with the agency. She stated that Emily will do a fantastic job and she wished DDA the very best.

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

XI. ADJOURN – Being no further business, Scott Brothers made a motion to adjourn the regular session at 8:14p.m. Amie Merz seconded. Motion carried. Meeting adjourned.

Respectfully submitted,

Randy Starkey, Secretary