Board Members Present:
Kenneth (Ken) Franklin, Chairperson
Dr. Sheryl Davenport, Secretary
Jackie Engel, Treasurer

William (Bill) Siedhoff, Vice Chairperson
Michael Garvin

Excused Board Members:
Sherry Wibbenmeyer, Board Member

Staff Members Present
Richard (Dick) Goldbaum, Interim Executive Director
Ebony Young, Agency Relations Representative
Leigh Noland, Information Technology Technician
Rhonda Kanaday, Administrative Assistant
Nathaniel (Nate) Head, Senior Agency Relations Representative
Shelia Wunning, Director of Targeted Case Management (TCM)

Guest who signed in:
Amanda Kehoe, Sunnyhill Inc.
Becky Herschbach, Productive Living Board (PLB)
Craig Strohbeck, UCP Heartland/Pathways
Judy Grainger, UCP Heartland
Marianne Bozovich, Horizon North Housing Inc.
Mary Kay Lofgren, RubinBrown
Shari Clay, UCP Heartland
Stacey Ismail, Easter Seals Midwest
Corrie Petschonek, Horizon Housing Development Co. (HHDCo) & Horizon North Housing Inc. (HNH Inc.)
Kathy Farache, Association on Aging with Developmental Disabilities (AADD)
Pamela Merkle, Association on Again with Developmental Disabilities (AADD)
Shanna Nieweg, Horizon Housing Development Co. (HHDCo) & Horizon North Housing Inc. (HNH Inc.)

I. Call to order
The St. Louis Office for Developmental Disability Resources' (DD Resources) Board of Directors Meeting was called to order at 11:35 a.m.

II. Introductions
Introductions of Board Members, Staff and guests were made. Ken Franklin, Board Chairperson announced that the order of the agenda will be changed due to time constraints and the main purpose of the meeting is to walk through the Audit.

III. Remarks from Visitors
There were no remarks from visitors.

IV. Appointment of Treasurer
Ken Franklin, Board Chairperson, announced that Jackie Engel, Board Member, has agreed to become the new treasurer. Ken appointed Jackie Engel the treasurer until the next term, which begins July 1, 2017.
V. Audit

Jackie Engel, Treasurer, introduced Mary Kay Lofgren, Partner at RubinBrown, who were retained to complete the audit for the year ending June 30, 2016. The Finance Committee met with RubinBrown and reviewed the audit of the financial statements, viewpoints document and management letter. All the Board Members were given a copy of each document.

Mary Kay explained the following steps that were made to complete the audit:

A. The audit is performed in accordance with Auditing Standards that are generally accepted in the United States.
B. They are expressing an opinion on the financial statements. They do not express an opinion on the internal controls.
C. A management letter was issued regarding some items that were noted. These were internal controls and recommendations of improvement within the management letter.
D. The Audit is not designed to look for fraud. Their procedures are designed to determine that the financial statements are materially correct. If fraud was found RubinBrown would be required to report it to the Board. RubinBrown issued a clean unmodified opinion that the financial statements are free from material misstatement.
E. Full cooperation was given by all staff. In addition there was turnover in accounting personnel within the first week the auditors came this created some challenges.

Mary Kay reviewed the following charts as a slide presentation:

1. Overall Results of Operations

The Overall Results of Operations Chart showed the Revenues and Expenses from 2012 through 2016. The Revenues received stay very flat starting $10,245 million in 2012 and in 2016 decreased slightly $9,799 million. The revenues are tax dollars and government dollars therefore are very fixed and not on a trend for increasing.

Comparing the expenses over revenue showed the following difference.

   a) 2012 the revenues and expenses were pretty well matched.
   b) 2013 there was a slight increase
   c) 2014 a $2.3 million increase
   d) 2015 a $2.9 million increase
   e) 2016 a $4.7 million increase

In FY 16 DD Resources was spending $1.2 million dollars per month and only 10 million of revenue was received.

2. Ending Fund Balance/Net Assets

The Ending Fund Balance/Net Assets chart shows the fund balance the same year ending 2012 – 2016 going from $19 million to $7.5 million.

3. Disbursements from Programs

The Disbursement from Programs chart shows the amounts that were disbursed to the programs of $9.2 million in 2012 compared to $13.3 million dispersed in 2016. This is a 44% increase over the 5 year time.

4. Disbursements from Programs listed in Alphabetical Order

Also a chart was provided for Disbursements from Programs listed in alphabetical order which shows the disbursement of $8.4 million to agencies and $4.8 million to DD Resources programs.

After questions and discussion, Jackie Engel, Treasurer, moved to approve the audit as submitted by RubinBrown. Sheryl Davenport, Secretary, second. Vote all in favor. None opposed. Motion passed.
VI. Approval of Meeting Minutes

William Siedhoff, Vice Chairperson, moved to accept the Minutes of the Meeting of the Board of Directors from April 13, 2017. Sheryl Davenport, Secretary second. Vote all in favor. None opposed. Motion passed.

VII. Financial Report

Dick Goldbaum, Interim Executive Director, shared with the Board members that there is a new format for the financial report.

Jackie Engel, Treasurer, moved that the financial report dated as February 28, 2017 be accepted. Sheryl Davenport, Secretary second. Vote all in favor. None opposed. Motion passed.

VIII. Interim Executive Director’s Report

Dick Goldbaum, Interim Executive Director updated the Board of Directors on the following:

A. Allocation of Funds to Agencies for FY18

Appeals were received from 8 out of the 36 agencies representing 15 different services. Staff has been processing and evaluating the appeals received from agencies. The staff comments on the appeals will be ready by the end of next week. Final recommendations of allocation to the agencies will be ready for the May Meeting.

B. Sale of Building – 2219 Pine Street

Signs are up for the sale of the building on 2219 Pine Street. The Friedman agency is the broker. The building is approximately 11,000 sq. ft. with parking. The building is now ready to show.

C. Targeted Case Management (TCM) Status Report

1. Billing statistics for the TCM

In order for the Targeted Case Manager (TCM) Department to be financially viable the formula is for each Service Advocates (SA) to have a case load of 40 and bill approximately 120 billable hours if you hit 80% at the rate of $103 per hour should be sustainable.

Staff reviewed the past 7 months of each SA billable hours. 11 of the 17 SA were 75% or below the target. After meeting with the TCM Department and emphasizing the importance and expectations the March data shows all but one SA is below the 80% target. 15 of the 17 were over 100% of the target, 5 were above 140%. The TCM Department is making great progress and doing a wonderful job.

2. Waiting List Formula

A letter is ready to send to the Department of Mental Health (DMH) regarding clients on the waiting list. The letter states that for every seven Medicaid eligible clients DD Resources will take one Non-Medicaid client off the wait list. Until we get to the 85% to 90% of the case load who are Medicaid eligible right now we are at 76% Medicaid eligible clients.

3. Contract Extension DMH

A noticed was received from the DMH that the TCM contract has been renewed with no changes. All County Boards received the same notification. Another notice from DMH was received that the previous renewal notice was a mistake and to disregard it.

Dick participated in a Contract Renewal Committee of Missouri Association of County Developmental Disability Services (MACDDS) while meeting DMH sent a revised contract. Members of the contract committee with meet with DMH on April 28, 2017 to review and give them a list of items that MACDDS Committee wants included in the contract.

a) Received letter confirmation the rate of $103 per hour will be maintained this fy17 and next FY18.
b) Getting signals from DMH they are ready to make serving non-Medicaid clients option in the contract, as they will not be able to fund them for the foreseeable future. It will have significant implications for the County Boards.

4. **Overpayment**
A letter will be sent to DMH acknowledging overpayment and requesting time to meet to negotiate a payback schedule.

5. **Leadership/Supervisory Training**
There are some staff that are new to being a supervisor. Rather than send them to costly supervisory training, Dick will meet with staff every other week to assist and help them to understand the role and responsibility of a leader and a supervisor.

**D. Changed Health Insurance Brokers**
Due to issues with our previous broker we made a decision to search for a new broker. The services of JW Terrell has been retained. They are a well-established agency. They are bidding out our health insurance and should have recommendations by the end of April.

**E. In Home Habilitation – Transfer to St. Louis Arc**
The St. Louis Arc will be conducting a series of informational meetings over the next few weeks to acquaint families of how the new system of In-Home Habilitation will work. The goal is to transfer the administration and oversight of this service on July 1.

**F. Update on FY 18 Budget Development**
Dick and Jack have been working on the FY18 budget. The goal is to send the proposed budget to the finance committee by the end of April. Then a meeting will be scheduled with the finance committee to review and make any revision so the budget can be presented to the full board at the May 11, 2017 Board of Directors Meeting.

**IX. Old Business**
A. No Old Business

**X. New Business**
A. **Items Needing Action**
1. **Appoint Ad Hoc Committee**
Ken Franklin, Chairperson stated he wanted the board to complete as a whole. He appointed Jackie Engle, Treasurer as the Chairperson of the Ad Hoc Committee that will Review and Respond Agency Appropriation Appeals.

2. **Conflict of Interest Statements**
Conflict of Interest Statements were given to the Board of Directors to complete and return.

3. **Effectiveness Survey**
Ken Franklin, Chairperson reminded the board to fill out the Effectiveness Surveys.

4. **Approval Jackie Engel as a signature on checks.**
Sheryl Davenport, Secretary moved that Jackie Engel as full capacity as Treasurer be also allowed to sign checks. Bill Siedhoff, Vice Chairperson second. Vote all in favor. None opposed. Motion passed.

B. **Items for discussion**
1. **Moving Forward**
Ken Franklin, Chairperson stated as we are getting financials in order and as we move forward the next piece is putting everything together. Dick added there were some housekeeping that needed to be done but the main focus was the financials. Ken
requested staff prepare and present a list for the board to review by the next meeting on May 11, 2017.

2.  **Agency Appeal Hearings**

Jackie Engel, Treasurer suggested having a document that the committee could compare the agencies history and history with about 3 – 5 years.

Chrystal asked for clarification, did she want a comparison of what has been awarded or what they used. Jackie stated she would like to see both. Sheryl Davenport, Secretary also commented she liked how the process was in the past. It gave the board members more information to get to know what the agencies were about and that she would like to go back to that. Dick added that he recommends the same however; it didn’t make sense this fiscal year.

**XI. Announcement**

**A. Senior Service Fund**

Bill Siedhoff, Vice Chairperson made an announcement that he is involved with the Senior Service Fund. Proposition S was passed in November and there will be a board established. They will have approximately 2 million dollars a year beginning in January 2018.

There is also a legislation that may eliminate the circuit breaker for renters which will cost a significant amount for people that really cannot afford it.

**B. Tax Increment Financing (TIF)**

Dick Goldbaum, Interim Executive Director shared with the board that there is a new interpretation of the law relating to the TIF. The First interpretation was any TIF collected after Aug 2016 the county board would receive them.

The county counselor in Boone County interpreted it as saying that the existing TIF and future TIFs the county board will receive. Dick stated that this opportunity was due to the hard work of MACDDS. Even though the membership dues for MACDDS is $15,000.00 per year it is well worth the money. They have also negotiated with DMH for the TCM and advocating on the state level as well.

**C. Acknowledgement**

Ken Franklin, Chairperson thanked everyone for their hard work and there is still a long way to go. He also stated that the board and staff are accessible for any suggestions.

**XII. Adjourn**

Sheryl Davenport, Secretary moved to adjourn. Jackie Engel, Treasurer second. The St. Louis Office for Developmental Disability Resource Board Meeting was adjourned at 12:49 p.m.

**XIII. Executive Session**

No Executive Session was held.

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Board Secretary Signature                     Recording Secretary Signature