St. Louis Office for Developmental Disability Resources  
Minutes of the Meeting of the Board of Directors  
February 9, 2017

Board Members Present:
Kenneth (Ken) Franklin, Chairperson  
Dr. Sheryl Davenport, Secretary  
Michael Garvin  

William (Bill) Siedhoff, Vice Chairperson  
Sherry Wibbenmeyer, Treasurer  
Jackie Engel

Excused Board Members:

Staff Members Present:
Richard (Dick) Goldbaum, Interim Executive Director  
Ebony Young, Agency Relations Representative  
Olivia Pruitt, Human Resources Manager  
Nathaniel (Nate) Head, Senior Agency Relations Representative  
Shelia Wunning, Director of Targeted Case Management (TCM)

Chrystal Griffin, Assistant Executive Director  
Leigh Noland, Information Technology Technician  
Rhonda Kanaday, Administrative Assistant

Guest who signed in:
Kait Calys-Strohm, Easter Seals Midwest  
Shaughnessy Daniels, St. Louis Arc  
Sue Fleming, Recreation Council  
Mike Goad, Guest  
Sharon Hales, Oasis  
Cindy Mueller, Guest  
Mary Ann Schmisser, Recreation Council  
Sharon Spurlock, St. Louis Arc  
Linda Taylor, Community Choice, St. Louis Coalition  
Amy Wheeler, Sunnyhill  
Kathy Farache, Association on Aging with Developmental Disabilities (AADD)  
Pam Merkle, Association on Aging with Developmental Disabilities (AADD)  
Shanna Nieweg, Horizon Housing Development Co. (H.H.D.Co) and Horizon North Housing Inc. (HNH, Inc.)  
Corrie Petschonek, Horizon Housing Development Co. (H.H.D.Co) and Horizon North Housing Inc. (HNH, Inc.)

I. Remarks from Visitors

Michael Goad shared his concerns, he stated he has CP and is an Accountant with SLATE his concerns are due to the financial situation of DD Resources. Michael had volunteered in the past on the strategic planning committee. He stated that he could not stay silent anymore that it is not about him. He receives case management services and he would gladly give it up if other people could receive more help.

II. Call to Order

Bill Siedhoff, Vice Chairperson, called the St. Louis Office for Developmental Disability Resources’ (DD Resources) Board of Directors Meeting to order at 11:41 a.m. Introductions of Board Members, Staff and guests were made.

III. Mission Moment

Ebony Young, Agency Relations Representative, shared a mission moment which focuses on the “quality services” phrase of DD Resources’ mission. This spring DD Resources will be collaborating with a small group of four to five graduate students from Washington University’s George Warren Brown School of Social Work, on a research project.

The questions submitted to the students were as follows:

A. What are the current best practices in the area of developing, implementing, measuring and evaluating outcomes in the field of developmental disabilities?

B. How can this information be easily transferred to and utilized by providers in the field without a major disruption in quality of services?
The students will update their progress and share their findings. This research is to assist DD Resources in creating established standards for its funded agencies in order to measure the successes of their programs.

DD Resources has worked in the past with Wash U students past research projects. The past project was regarding a door-to-door transportation services which was provided to consumers employed at sheltered workshops. As a result of the findings, consumers are now able to utilize door-to-door transportation services to any of the DD Resources funded sheltered workshops instead of just the workshop closest to their home.

IV. Approval of Meeting Minutes

Sheryl Davenport, Board Secretary, requested if there were any changes or questions to be noted regarding the January 12, 2017 Meeting Minutes. Bill Siedhoff, Vice Chairperson, moved to accept the January 12, 2017, Board of Director Meeting Minutes as submitted. Sherry Wibbenmeyer, Board Treasurer, second. Vote all in favor. None opposed. Motion passed.

V. Approval of Financial Report

Sherry Wibbenmeyer, Board Treasurer, would like to have approval of the financial report dated as of December 31, 2016.

Dick Goldbaum, Interim Executive Director answered the question that the audit that is in process is for fiscal year end June 30, 2016 and will report on it in his report.

Dick shared the following:

1. As of February 9, 2017 there is $8.8 million either in the bank or at Wells Fargo. The bulk of the tax has been received from 2016.

2. Staff has been working on the balance sheet that shows other receivables as $1 million. It has been determined that this $1 million represents 60% delinquent taxes, 30% bills that have been sent to Medicaid for the TCM Department and are not paid, and 10% are other receivables. These items are still on the books. There was a concern of the validity of the $1 million.

3. A draft of the audit will be available by the end of the month of February.

Dick is recommending the board appoint a 2 to 3 person committee to review the draft of the audit. The committee will meet with the auditors to review the draft. The final audit will be brought to the full board at the March 9, 2017 meeting for approval.

Dick distributed copies of descriptions and responsibilities of a finance committee. Dick stated when forming the committee that it could include outside individuals not just Board Members.

Sheryl Davenport and Jackie Engel volunteered to be on the finance committee along with Sherry Wibbenmeyer, Board Treasurer. Jackie Engel stated that someone from her company would likely volunteer his time and has financial background.

4. A question was raised and answered regarding the $8.8 million in the bank. These dollars will be for the current year expenditures and a portion will carry through to the period of time where new taxes are received.

5. The question was raised regarding the delinquent taxes and is there any hope of them being recouped. How is the delinquent taxes reported? Dick explained a list is received which lists the delinquent taxes from year to year. The City is responsible for collecting taxes.

Bill Siedhoff, Vice Chairperson moved to approve the financial report dated as of December 31, 2016. Sheryl Davenport second. Vote all in favor. None opposed. Motioned passed.

VI. Executive Director’s Report

Dick Goldbaum, Interim Executive Director, gave the following updates:

1. Taxes that are being collected are in the area of $6.6 million. The commitment to the agencies as of January 1st on an annual basis is $6.6 million annual receipts are about the same. $6.6 million this means that the tax is not covering the overall management cost of the organization. The operation of the building (not including TCM Department) is where the deficit is coming. Agencies are being covered.
2. The TCM budget assumes part of the administrative cost.

3. Allocations to the TCM budget is being reviewed in order to determine what should and should not be allocated.

4. Progress has been made with the financial reports. A service of an accounting firm has been retained that has skill sets in the software program.

B. MACDDS Meeting

Dick updated the Board Members regarding the following:

1. Staff completed a TCM unit cost survey that was completed statewide. The average hourly rate statewide is $84 per hour compared to the current $103 per hour rate. It is not known at this time if there will be a reduction. There has been a 3% cut in the DD Budget. Everyone is concerned how that is going to impact the services.

2. Based on information received there is concern that there is a movement to have Medicaid block grants given to the States.

3. Val Huhn the Director of the Division of DD has been transferred to the department that oversees Medicaid.

4. The Division of DD Services is putting emphasis on Non-segregated Employment options for individuals. This is being done statewide.

VII. Old Business

A. Action Items

1. St. Louis Arc

Dick reported that a request for proposals regarding In Home Habilitation was placed and there was one proposal was submitted from St. Louis Arc. The Staff have been meeting with St. Louis Arc regarding finalizing an agreement. The St. Louis Arc has been facilitating and administrating this type of program since the mid early 80's.

Sharon Spurlock, Director of Family Support and Shaughnessy Daniels Vice President of Community supports shared with the Board of Directors details of the services that the St. Louis Arc will provide for the In-Home Residential Services.

Dr. Sheryl Davenport, Secretary moved for staff to move forward and approved contracting with St. Louis Arc to administer the Habilitation In-Home Program. Bill Siedhoff, Vice Chairperson, second.

Jackie Engel, Board Member abstained.

Sheryl Davenport, Secretary then withdrew her motion and abstained from voting.

Michael Garvin, Board Member, asked what the staff is recommended. Dick stated that staff is recommending that the Board approve contracting with St. Louis Arc to provide the Habilitation Program and start the process so it will be initiated as soon as possible by the end of this fiscal year and being of next fiscal year July 1, 2017.

Michael Garvin, Board Member, moved to go ahead with the staff recommendation to approve contracting with St. Louis Arc to provide the Habilitation Program and start the process so it will be initiated as soon as possible by the end of this fiscal year and being of next fiscal year July 1, 2017. Bill Siedhoff, Vice Chairperson, second. Ken Franklin, Chairperson took the votes verbally as follows, Jackie Engel – Abstained, Sherry Wibbenmeyer – Yes, Sheryl Davenport – Abstained, Bill Siedhoff– Aye, Michael Garvin – Aye, Ken Franklin, Chairperson voted – Aye. There were 4 Aye and 2 Abstentions. The Ayes have it motion passed.
B. Discussion Items

Dick updated the board on the following:

1. Medicaid TCM overpayment

A consultant came in at the recommendation of the Department Mental Health and reviewed the information. A report has come in and there were no findings of any evidence that staff had missed interpreted the rules. It was a $426,191 overpayment from the state in Medicaid funds. These issues occurred during the fiscal year 2013, 2014, 2015, and few months of 2016 due to a computer software error not a staff error.

2. Health Insurance

The information reported by staff at the last board meeting was incorrect. The Brokers gave the staff incorrect information. The cost is determined by the Health Insurance Companies whether you are below 50 employees or not by taking the annual average of where you are. The Brokers are suggesting that we look at a new provider of health insurance. Staff questioned why one health insurance would look at it one way and not the same as the current Health Insurance Company.

3. Sale of 2219 Pine Building

Dick, Bill and Ken will be meeting with two brokers regarding the sale of the 2219 Pine Building. One interview has already occurred. All three brokers have put a projected price on the building which is very exciting.

VIII. New Business

A. Capital Fund Policy

Dick suggested that the Board consider creating a board restricted capital fund not to exceed an amount $300,000 from the proceeds of sale of the 2219 Building. This will be a one-time influx of funds. This will give a capital reserve to fall back on. The Board will then be the only ones to approve use of these funds for capital needs whether for the DD Resources or an agency.

Michael Garvin, Board Member, suggested the staff compose a written policy regarding the restricted capital funds.

B. David Richter letter

A letter was sent to each of the Board of Directors from the former Executive Director, David Richter which he explains in detail the policies regarding managing the funds when he was director.

IX. Announcements

A. Shanna Nieweg, H.H.D.Co & HNH Inc. asked to address the board. She asked when the agency relations committee would be established. This was an item that was discussed in the November 2016 Board Meeting. Ken Franklin, Board Chairperson stated that the plan was to establish a committee after the audit was finished. He stated because the audit isn’t completed yet it will occur in future after the audit is completed. Ken stated that the committee will not be a formal committee and it will include the Chair, Staff and whoever else would like to join.

B. Bill Siedhoff, Vice Chairperson, shared there was a letter to the editor this morning in the post. The letter was regarding the discussion of Medicaid cuts. It talked about 20,000 individuals would lose benefits under the proposed budget under the Governor. He stated that we all should be attentive and informed to these cuts.

X. Adjourn/Executive Session

Sheryl Davenport, Board Secretary, moved to adjourn. Jackie Engle, Board Member, second. Vote all in favor none opposed. Meeting adjourned 12:40 p.m.