



**St. Louis Office for Developmental Disability Resources
Minutes of the Program Committee
March 31, 2022**

Board Members Present:

William (Bill) Siedhoff
Cynthia Mueller, Committee Chairperson

Nina North-Murphy

Board Members Absent: Sherry Wibbenmeyer

Staff Members Present:

Shaelene Plank, Executive Director
Nate (Nathaniel) Head, Sr. Agency Relations Representative
Ebony Young, Agency Relations Representative

Lisa Briggs, Controller
Samantha Montgomery, Director of Service Coordination
Rachel Shapiro, Executive Assistant

Guests Present:

Jeanne Marshall, ESMW
Mollie Mattingly, ESMW

Donna Gunning, MERS/Goodwill

The meeting was called to order by Cynthia Mueller at 4:03 pm.

1. Review and approval of new FY23 funding cycle requests to submit for full board approval – Nate Head
 - a. The committee received 13 requests for new projects for a total of \$569,594. Two for employment training, five for aging services, two for adaptive equipment, and four for other non-priority services.
 - b. With a projected budget of \$275,820, of those requests submitted, staff is recommending six projects for approval in the amount of \$269,396. They are expected to serve approximately 141 individuals and families. Staff considers them the most well-balanced options that have the potential to reach the most people.
 - c. Committee has reviewed the proposals, which were all well-written; however, our budget cannot support them all. The projects not funded were declined due to one of the following reasons:
 - i. Not enough funds in our budget.
 - ii. The project did not serve our priority areas.
 - iii. The committee felt it was not the right time for the program or an appropriate fit for the City’s needs right now (demand was not high enough).
 - d. There were no questions or issues.
 - e. **Nina North Murphy moved to approve the new FY23 funding cycle requests to submit for full board approval. Bill Siedhoff seconded the motion. All voted in favor. None opposed. Motion approved.**
2. Review and approval of **ongoing** FY23 funding cycle requests to submit to full board approval – Nate Head
 - a. Maximum we can award overall is \$6,447,000. We are recommending just under that, \$6,440,575.54.
 - b. **Adjustments** - Canterbury Enterprises and Heartland Industries – Usage is up; not recommending reductions.
 - c. **Projects that were under review** last February:
 - i. Best Buddies - Will do what they projected to do. No changes are recommended.
 - ii. Preferred Family Healthcare - They are engaging students. Will support and continue to monitor.
 - iii. The Center’s adaptive equipment program - We support the request but will continue to monitor.
 - iv. Paraquad’s supported employment project - Not recommending funding (not supporting anyone and do not anticipate it).

- d. **Bill Siedhoff moved to approve the *ongoing* FY23 programs. Nina North Murphy seconded the motion. All in favor. None opposed. Motion passed. Programs to recommend and next board meeting.**
 - e. More information regarding the new programs will come from staff as soon as the board has approved the full recommendations.
 - f. Going into FY23 we continue to determine if we will fully return to POS invoicing as opposed to grant funding. We are still supportive of agencies as they are navigating this transition out of the pandemic. Some are still invoicing as POS and others as a reimbursement grant. The Alliance is working to determine the best way to move forward.
3. Review supplemental funding request from UCP – Nate Head
 - a. UCP’s facility respite program needs additional funding to meet the needs of families. They recently had an emergency placement which depleted their funds. They need an additional \$8,227.10. There is funding for this.
 - b. **Bill Siedhoff moved to approve the supplemental funding request from UCP. Cynthia Mueller seconded the motion. Nina North Murphy abstained due to a conflict of interest. The remaining members all voted in favor. None opposed. Motion passes.**
4. TCM Updates – Samantha Montgomery
 - a. Final CARF report – We were accredited for three years. Thanks to everyone for their hard work. They made two small recommendations and those have already been completed.
 - b. Annual TAC audit will be the week of May 2nd (remote). Will meet with Michelle Silver prior to that week to go over our quality and tracking process to make sure we are in compliance with all DMH requirements. We have a standing quarterly meeting with TAC on April 8th to discuss any issues we may have or ask any questions. The exit meeting for the TAC audit is May 10th at 10:00 am. Will send an invite for that.
 - c. They will have fifteen files to review and one training (our new Service Advocate, who is prepared).
 - d. TCM Trend report was excellent.
 - i. Identifies trends through data analyses for all TCM entities across the state. Tells us how we are doing.
 - ii. Currently serving 473 individuals. Sixty-six are participating in services via Medicaid waiver. This is the 6th year for this report, and we have been successful all six years. 100% of our Level of Care assessments were completed on time with supervisor and regional office approval. Samantha is very proud of her team. Only had 0.8 findings in our ISP reviews (which is very low). A highlight from the report: “DD Resources continues to show above statewide compliance in all the reviewed categories”. Congratulations – lots of hard work by our service advocates.
 - e. This year we are challenging ourselves with outcome-based measurements. Making sure we are on track creating and submitting ISPs on time and completing plan meetings on time. Our agency does a great job of meeting with consumers 2-3 months prior to the implementation date. We pushed it further. Made sure they are submitted and approved prior to the implementation date. This year we strived to get them done before. The goal was 90%. First two quarters 64% turned in on time. Therefore, we put a plan in place to improve this result, and in the 3rd quarter, we raised our rate to 94% for plans submitted and approved on time. Significant improvement. The SAs are working hard.
 - f. The department has been investigating ways we can better help consumers with a dual diagnosis (Behavior and IDD). Samantha connected with Cherese Baker (Chief Community Operations Officer for Children’s Services for Behavioral Health at DMH). Talked about how to gain a better understanding of both departments. Want to help people who do not have waiver services access behavioral services, as well as increase DMH awareness about our services. The conversations have been very positive so far.

- g. Quarter 3 Superstar Service Advocate – This is an initiative the TCM department started this year. It is a way for SAs to nominate their peers (not a management-based decision). Each quarter recognizes collaboration and partnership. This quarter the winner is **Camika Bell**. She has been with the agency for over 16 years and is a wonderful SA. Receives many compliments and is very helpful to all. Last year she wanted to do more. She has been successful in assisting families with guardianship and has become our guardianship expert. We gave her the opportunity to help us with that training. Some of the praise she received talked about how helpful she is with resources.
- 5. Cindy thanked everyone for their hard work on funding recommendations and complimented the staff and the Alliance.

Call for a motion to adjourn (Cynthia Mueller) – Bill Siedhoff moved to adjourn. Nina North Murphy seconded the motion. All in favor. None opposed. The meeting was adjourned at 4:33 pm.

DocuSigned by:
Cynthia Mueller
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Cynthia Mueller, Secretary

6/27/2022

Date Approved