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*Missouri Association of County
Developmental Disabilities Services*

Meeting Minutes
January 28, 2009

President Elect Jennifer Wooldridge called the meeting to order. A presentation of the President's Award was made to Cathy Arrowsmith for her service in 2008.

The December 2008 minutes were reviewed. Betsy Barnes moved to accept as presented and Jim Casey seconded the motion. The motion carried.

November and December 2008 financial statements were distributed and reviewed. Jim Casey moved to accept the financial reports for both months. It was seconded by Charlie Washburn and the motion carried.

Clarification was presented on the \$396 made it appear that CAB had gone over their contracted amount. These costs were associated with postage, purchases of awards and color copying that is expenditures outside of their contracted amount. Roger garlic moved that these expenditures be approved and Chuck Snow seconded the motion. The motion carried.

Executive Coordinator Doris Boeckman reported

- The mid year training for Boards is set for April 30th
- A decision needs to be made as to where, Hilton or Courtyard in Columbia
- A conference call is set for this Friday with the presenter we are negotiating with, Carter McNamara
- We may be able to negotiate an additional topic for the administrative track at the October conference
- October Conference Planning has begun, will check with Max about the Lodge contracts
- A blank committee sign up form was distributed. Please sign up for committee work that interests you. Some committee members are prescribed by the by-laws

Contracts were discussed at the executive board meeting earlier today.

- Gamble contract amount is \$9,075 as is. They have not had an increase since 2007. Although it is not in the budget, Mary Sullivan-Thomas moved to increase that contract by 5% and it was seconded by Jim Casey. The motion carried.

- A discussion about contract review, budget development and timelines yielded the recommendation that we discuss/review contracts in August/September of each year in anticipation of budget development. That would give some time to finalize changes for MAC online costs, Gamble contract and CAB contracts.
- Doris reported that in the CAB contracts for 2009 there are no changes or increases requested. There are two separate contracts, one is for the administrative work tracked and reported on at each meeting and a second contract for conference work. Budget adjustments could show the specific items purchased on behalf of MACDDS and reimbursed to CAB throughout the year. Jim Casey moved to accept the contracts as presented and Ron Kruse seconded the motion. The motion carried.
- Discussed the Memorandum of Understanding (MOU) that has traditionally been updated annually between DMH and MACDDS. Two changes in the fourth paragraph were suggested, which were to add the word development after amendments and to delete Family Directed Supports. These changes will be made.

Agency Liaison Reports

1. MARF Janice Tilman offered to report based on the minutes received by the representative from her agency. They met last week. A legislative dinner was held earlier this month with 198 legislators and staff present! It was held in Jefferson City at the new Doubletree and had a great program. That group is discussing support for the Recommendations from the Medicaid Waiver work group.
2. MoAncor report was given by Betsy Barnes. There most recent meeting centered on
 - Documentation issues
 - The large number of reviewing entities within DMH
 - Class II Neglect changing to employee misconduct in February. The proposed rule changes have been sent out.
 - Champions of Mental Health
 - UR process
 - Person centered planning guidelines document which is out for comment
3. Coalition discussion centered on our representatives. The governance agreement sets the specific representatives as the leadership of each group, which are Max Lytle (president) Jennifer Wooldridge (president elect) Peg Capo and Mary Sullivan Thomas (co chairs of the legislative committee would only have one vote) and Cathy Arrowsmith (past president). This is a time intensive commitment for these committee members. Other points to consider when selecting representatives include
 - Importance of regular attendance (Max and Cathy can not commit to all meetings)
 - Organizational resources
 - A history with the issues (Ron and Les have history with the issues)
 - Dissemination of minutes and other information to the membership

With these points considered the consensus is to designate Peg Capo/Mary Sullivan Thomas, Jennifer Wooldridge, Ron Kruse, and Les Wagner.

There will be changes in the leadership of the Coalition in August, with MoAncor taking the role of lead member.

Jennifer Wooldridge will check on the distribution list and Ron Kruse will forward written information to the membership.

Mary Sullivan-Thomas could also set up a page on the web site under members only section for the coalition.

In addition to this discussion Ron Kruse reported on these common issues topics which were discussed at the Coalition meeting

- Training summit scheduled for 3/20/09 was canceled
- Neglect II comment period ended January 30th
- Discussion of the dollar cuts that changed with the Governor's budget
- Waiver match percentages that will change at the federal level
- Fiscal reviews and provider monitoring issues
- Supported Employment report was given by Wendy Hays and reported
 - VR is looking at Transition and you can call Brenda Simmons for more information
 - Sue Ann Morrow will be presenting at the APSE conference on March 10th
 - APSE's annual conference is set for August, check the webpage for more information
 - No Issues Forum this spring, but RCEP will be finding the APSE conference in August
- There was no Planning Council report
- There was no Sheltered Workshop report
- Congress on Disability representative Chuck Snow reported
 - Working on support for the recommendations from the Medicaid Work Group report
 - Legislative Day is scheduled for February 11th, with a chocolate fountain from noon to 2pm on the 3rd floor of the capitol
 - Asked about the MACDDS display board availability, Doris said the new board is nearly ready. Requested \$132 to complete with a banner and blown up photographs. Some discussion centered around the type of photographs to be used, should show people engaged in every day activities. **Jim Casey** moved to approve the \$132 expenditure and **Janice Tilman** seconded the motion. **The motion carried.** Doris will supply the brochures, annual reports and legislative platform for the display. Question was raised what to do with the old display board, and Mary Sullivan Thomas offered to take it. Everyone submitting photographs for the display board should be sure to have the release form state that the photo is released to MACDDS without a time limitations.
- There was no PIC report
- Mental Health Commission has two members who were not reappointed. Governor Nixon will appoint their replacements

The committee reports were tabled with the arrival of our speakers.

Julia Kaufman and Ginger Luetkemeyer presented a summary of FY 08 Missouri Autism Project

- There is a Missouri Autism Awareness Legislative Day on February 10th from 10am to 11:30am
- Organizational Chart within the Division of Developmental Disabilities was presented
- The actual summary document was distributed
- Documentation and information on Autism Speaks and Insurance coverage was discussed
- Update on state Plan development was distributed

Mark Ohrenberg and Leslie Anderson presented on Services for Independent Living development of SibShops

- Looking to train 100 people
- Hope for a trainer in every county
- \$50 each to attend, and although it is not a train the trainer that person could train 1 additional person
- Several handouts were made available

John Korasick, Ph.D.,C.A., Administrative Archivist, Missouri Secretary of State Office
Records Retention

- Does MACDDS have a records committee? Updating the schedule for SB40 records
- A retention schedule is a tool

- Most things fall under a 5 year retention rule
- Most information is in the general section
- Check the statutes that that impact your records and reference in your schedule
- Distributed 2 brochures and the power point presentation

Before adjourning for the day it was decided that we would try to meet at 8:45 tomorrow to stretch our discussion time.

Doris expressed the need to move forward with the contracts for the Lodge. The question was how many years to lock in the rate. Ron Kruse moved to commit to a 3 year contract and Charlie Washburn seconded the motion. The motion carried.