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**MINUTES**  
**Wednesday, March 28, 2012**  
**Capitol Plaza Hotel, Lincoln Room - Jefferson City, MO**

**1:00 – 1:15 PM Call to Order: Les Wagner, President**

**Introductions/General Announcements/Celebrations of Success**

Jake Jacobs announced they are having their first fundraiser ever and it will benefit their scholarship fund. Jennifer Waibel thanked the group for the support after the fire at her agency. Wendy Hayes announced that her agency was CARF accredited in the area of benefits planning and is one of only six agencies in the world which has accreditation in this area. Deb Wohlers announced they received a three-year accreditation. Les introduced Steve Mason, Executive Director for the Planning Council.

**1:15 -- 2:15 PM Business Meeting – Les Wagner, President**

1. Minutes from February 22 & 23, 2012 meeting.  
Ron Kruse moved to accept minutes as presented. Dan Cole Seconded. Motion passed unanimously.
2. Finance/Treasurer Report – February 2012 Financials (L. Smith). Lynn stated that there are still some members who have not paid their dues. Alecia Archer made a motion to approve the financial statements as presented. Brent Blackwell seconded. Motion passed unanimously.
3. Executive Search (J. Jacobs). Les Wagner has been offered and accepted the Executive Director position for MACDDS. Les will step down as MACDDS President and Ann Graff will be moving into the President office. Jake asked that any interested parties notify him about any interest in the President-Elect position vacated by Ann.
4. **Agency Liaison Reports:**  
*MARF (B. Barnes)*, MARF will be discussing how to assess dues for SB40s at their next meeting. Dues for SB40 Board's will be increasing.  
*Voc Rehab (M. Cook & R. Largent)*, Rebecca stated that VR has been providing motivational interview training for its management staff. She stated that Mike Cook has retired and Scott Mantooth is the new director of field operations. VR has been working with the DDD to clarify language to do a better job working together rather than handing things off to one another.  
*Supported Employment (W. Hays)*, Wendy stated that APSE's professional development day is April 10 and sign-up information is on their website.

**MO Planning Council** (B. Blackwell), Brent stated they are please to have Steve on board as their new Executive Director. They are starting a survey on employment. They want to improve and evaluate school to work transitions. Brent will be forwarding information to the membership regarding benefit planning and funds management for individuals receiving SSI and Medicaid. Steve informed the membership that the Council voted against supporting SB1902 and wanted to express the rationale. He stated that the Council wanted to see a bill which would do more for community employment, so unfortunately that led them to refrain from supporting this bill. Les stated that he thought it was unfortunate that the Planning Council chose to voice opposition. Roger stated that there may be confusion as to the actual terms of the bill. The bill allows for more full-service employment options and the bill is not all for Sheltered Workshops. Steve stated that their concern was the 75%. They want to increase the number of employees in real jobs in inclusive work-places. The Council agrees that there are positive things in the bill. Les stated that MO is one of only 4 states that doesn't have preferences with regard to disabilities in its purchasing policies. Ann stated that she is concerned that the perception that workshops do not provide "real jobs" is not an accurate reflection of what workshops do. She gave the example of individuals her agency has placed at Whiteman Air Force Base making above \$17 per hour. Steve stated that the Council is working toward system change in the future. John Scherer stated that he feels the Planning Council's vote is misguided. He stated he appreciates their attempt to set goals high, but believes that intermediate steps will be necessary. He asked that the Planning Council take another look at the situation and reconsider. Les asked Rebecca if the situation described by Ann would be considered community employment from a VR perspective. Rebecca stated that she believes it would be.

**Extended Employment** (A. Graff), No report.

**Congress on Disability** (M. Whitlock), No report.

**Mental Health Commission** (D. Miller) Performance measures for the DDD were discussed at the meeting. There was also discussion about concerns with a 25% withhold. Les suggested that handouts be requested and distributed to the membership.

**Missouri Business Alliance** (R. Garlich) Working on the State Use legislation, preferences for contracting with individuals with disabilities, and working with the private sector to hire people with disabilities.

## 5. **Committee Reports:**

**Executive** (L. Wagner) Les and Doris will meet even before he starts as the Executive Director to evaluate what is done by whom and to organize. Les discussed the feedback from the group on the recurrent activities list.

**Public Awareness** (D. Miller); No report.

**Education & Training** (J. Casey); Committee will meet tomorrow.

**Governmental Affairs** (P. Capo/M. Sullivan-Thomas); Les reported that the Omnibus bill for Disabilities is a great opportunity for MACDDS members. He thanked Sarah Topp for all her assistance in getting the Reserve limitation bill quashed. Alecia stated that after the tornado in Joplin, their community would have been devastated if the Board had not had some reserves. The same is true for the Cooper County Board after the devastating fire. All community placement funding has been expended by the state for the rest of this fiscal year.

**Regulations/Standards/Policy** (J. Tilman); Wendy stated that they used a PFH slot to assist an individual with dental needs, but they cannot get a provider to do it. Now they wish to put another individual in the slot since the first did not work, but they cannot. They also would be interested in any other dental provider who might be able to do the work.

**Finance** (L. Smith); Life Skills Foundation and Nodaway County service coordination have applied for RPO status. Alecia made a motion to approve. Jake seconded. The motion passed unanimously.

**Quality Assurance/Enhancement** (R. Kruse); No report.

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**College of Direct Support** (R. Garlich); Roger said Bob Tyree retired and another staff is moving. He interviewed Jackie Coleman and she will be coming back to work with the College. There is a new employment curriculum through Boston University which will give a Certificate in Employment and costs only \$250 for anyone who participates. Roger stated they are working to even get the cost reduce.

**Respite Coalition** (J. Casey); No report.

6. **Workgroup Reports:**

**TCM** (K. Butler); No report.

**Electronic Records** (A. Graff); Ann reported the group has finished its work and made six recommendations to Bernie. The group questions the necessity of keeping records forever and recommends that DMH ask the Secretary of State's office to review. The group agreed that Division Directive 1.060 should allow TCM providers the choice of maintaining paper records or keeping electronic records. Recommends that DOR 8.110 and MO revised statute 109.120 be revised to specifically address the issue of electronic signatures as provided by the Uniform Electronic Transactions Act. Clarify that TCM agencies are not required to return records to DMH in a format that is ready to be microfilmed. Also recommended that DDD determine a permanent retention area to store all electronic records. Also recommended the committee reconvene and review in one year.

**Fiscal Rate Restructure** (B. Rocoerto) No report.

**2:15 – 3:00 PM**      **John Heckemeyer, Project Director, DMH** – Electronic Learning System and Records Management

John and Terry McAdams (who works in HR and attended in order to answer any questions in that area) presented information on e-learning. Trilogy has been used by DMH for about six years. There were several reasons for change including issues with enrollment, reporting, and several technical problems. The Division is in the beginning phase of changing to an open source system called Moodle. DMH would like all the SB40s to move over to the new system because DMH is ending its relationship with Trilogy. Included in the information provided included contact information for John (573-751-8087), Rob Curren (573-751-0421) and Terry McAdams (573-751-8570). Terry asked that if there are any agencies that have their own training on Trilogy, he be notified so the information will be migrated. He suggested that any revisions be done now so the transition will be simpler.

**3:00 – 3:15 PM**      **Break**

**3:15– 4:00 PM**      **Julie LePage, Director of Autism Services, DDD** - Missouri Autism Guidelines Initiative

Julie presented information about the MAGI project. The next phase of the initiative is intervention. There is a new document available to provide a comprehensive guideline for interventions. Copies of the document can be requested or downloaded from the [www.Autismguidelines.dmh.mo.gov](http://www.Autismguidelines.dmh.mo.gov). Ron Kruse stated that it is a truly evidence-based publication and helps guide families to what really works.

**4:00 – 5:00 PM**      **General Discussion** -Issues; Task List; develop questions for Bernie

- **Discussion Items:**
- State Use Legislation - Les Wagner – covered earlier in meeting.
- Fiscal Note Response Request – Les Wagner – The bill is no longer active so no discussion needed.
- Electronic Signatures – Jane Kruse – Need to ask Bernie about this. Ann stated that the Uniform Transmission Act should cover this if DMH would just adopt this as

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their official position. It is one of the recommendations made in her earlier workgroup report.

- Medicaid Audit and Compliance Unit a standardized form – Les Wagner
- Great Conference—What now? What do we do with it? – Lynn Smith
  - Recommended reading the book “Beautiful Girl”
  - Discussion with Board and others about integration vs. segregation
  - Getting parents involved—educating young families
  - Creative job opportunities
  - Creative residential options
- Who is doing the independent TCM review for Regional Offices? – Alecia
- Proposed UR guidelines require them to get to the Regional Office a month prior to authorization. This is a redundancy for those Boards which have their own UR committees (which meet or exceed the Regional Office) and means moving plan meetings even earlier. Alecia’s Regional Office reviews plans even if the only increase is a rate increase or a change of provider. Wendy and Betsy stated their regional office does not require this. St. Louis doesn’t require this either. Les noted that the draft directive did not appear to have any input from County Boards. Anita stated that the Directors were told that if a County Board has its own UR process, then the plans do not need to go through the Regional Office UR process.

**Meeting adjourned at 4:15.**

**MINUTES**  
**Thursday, March 29, 2012**  
**Capitol Plaza Hotel, Lincoln Room - Jefferson City, MO**

**9:00 - 9:15 AM**                      **Call to Order – Les Wagner, President**

Jan Jones stated that she was made aware last night that MMAC was conducting an audit in Springfield. She asked the group if MMAC had stated that there would be advance notice of audits at the MACDDS meeting they attended. The consensus of the group was that they did. Jan stated that the Regional Office did not notify any administrative staff about the audit and that Regional Office staff had contacted a case manager directly requesting records on several consumers, for all of whom he was not case manager. Discussion was held about the need for Regional Office staff to communicate with administration. Gus stated that he understood that the audits were pertaining to self-directed services. Discussion was held about the usage of self-directed services in different areas of the state.

Sarah Topp provided a legislative update. The House passed 70 consent bills over to the Senate and there are none going from the Senate to the House. Some bills are being debated in opposite Chamber, but most are in the Chamber of origin. The budget has moved from the House to the Senate. Senate Appropriations did not meet this week. The House restored all of the cuts the Governor made to Higher Education that in turn reduced funds for social services and mental health. The new decision items in social services and mental health recommended by the Governor were reduced 25%. The use of estimated appropriations (E) has been reduced. The House wishes the Department to go ahead and fund the line items as if they are fully funded and then come in for a supplemental. Senate will begin markup starting on Monday. The debate in the Senate includes the issue of balancing the budget and making real core cuts and significantly reducing tax credits. At this point in time DDD is not looking at core cuts. Les asked if there are Senators the members should approach with advocacy for the Governor's recommended increase for DDD services. Sarah named the members of the Senate Appropriations committee. Sarah stated that educating the legislators in the matter of the waivers and how those funds cannot be requested later in a supplemental, which is why the flexibility of estimated appropriations is critical for DDD. Senators need to be made aware from as many people as possible how detrimental these cuts are. Preventative services are in great jeopardy as a result of the cuts. Cutting the line item for preventative services will result in the need to purchase more expensive services.

**9:30 – 10:15 AM**                      **Steve Billings and Jessica Keathley, MODOT Multimodal Operations Division, MEHTAP & 5310 Transportation Assistance Vehicle Program.**

Steve and Jessica presented information from MODOT. Jessica is the new contact for MEHTAP or 5310 assistance. Non-profit or governmental entities are eligible for these funds. The federal funds are coming so late that they are running about a year behind on getting funds to the eligible entities. They are currently working through applications from 2010. 2011 applications are being held. Applications will be accepted until July 1 for funds for 2013. They brought applications for all programs and had them available for members in attendance. MEHTAP state funds are appropriated at the same level this year as last year currently in the budget recommendations. They were cut \$8M the year before. The New Freedom program is a federal program that can be used to fund projects beyond the ADA. They have a call out for projects right now and 2010 money is still on the table for New Freedom projects and will take applications until April 13. Replacement vehicles have preference over expansion.

**10:15 – 10:30 AM**                      **Break**

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**10:30 AM – 11:15 AM**

**Shawn deLoyola, Executive Director, Missouri Protection and Advocacy;** Register to Vote Initiative and updates on MO Protection and Advocacy Services.

Shawn provided several handouts related to MO P&A. Vote at home is for individuals across the whole spectrum of disabilities. Shawn gave an overview of the role of MO P&A including the different programs. The PABSS program will be ending on September 29. Two of their federally funded programs will be eliminated. In Missouri the state definition of DD requires functional limitation in two or more areas and the federal definition is three or more areas.

The Education and Training Committee would like to collect Board Training information from the membership. Members are asked to send information to Doris and Les will begin working on this when he officially assumes his position as Executive Director. Ron also suggested that succession planning for Executive Directors be included in support available from the Education and Training function of MACDDS.

**11:15 AM - Noon** **Bernie Simons, Director, DDD;** Updates and Open Discussion

Bernie introduced Clay Sterns who has replaced Cindy Mueller's former position with intake as she is now working on the project with Judy Finnegan to better serve children with dual diagnoses.

Alecia asked Bernie about the TCM review process and how Regional Offices are getting an independent look for Case Management they still provide. Bernie stated a workgroup was formed to address the issue. He thinks the process should be a learning experience and the same process as SB40 Boards. He stated that he doesn't know the exact definition of "independent" but that the focus should be on the outcome of strengthening the system with technical assistance. He believes that MMAC will be doing independent reviews of TCM programs. Bernie agreed with Alecia that overall trending reports should be provided to the group and that each individual county should be provided with its own specifics. Bernie discussed electronic signatures and stated that the Division is not being an obstacle, but that it is a MOHealthnet issue. MOHealthnet stated they could not accept electronic signatures. The Department Deputy discussed with MMAC and MARF scheduled a meeting with MMAC to be able to comment on the draft rule. The Division was not informed about the meeting. Jeff suggested that although the draft has not been put out for public comment, MARF and MACDDS might want to collaborate and submit comments jointly. Ann discussed the recommendation made by the work group she was on. Les asked Jhan Hurn to communicate to MARF that MACDDS wants to work jointly on public policy issue. Jeff discussed the issue of 10, 11, and 12's on the waitlist. The freeze is until July 1. Alecia stated that even if the plan was signed and approved, but the family was still in the process of choosing a provider, they were told to freeze. Jeff stated that is correct. Jake stated that the Future is Now conference was very beneficial and that MACDDS wants to work with DDD on whatever results from follow-up related to the conference. Bernie stated that the power points from the conference are on the DMH Website. Bernie stated that he has heard that Regional Offices were not meeting timelines related to UR. Brenda asked Vicki to provide a specific list to all Regional Offices and TCM providers as to when things do and do not have to go through UR. The guideline doesn't include definition of emergency and the group believes this should be addressed. Clay stated that there is a need to clean up the language and this will be done. Roger stated that it would be very helpful if MACDDS has language that it be sent to the Division. Les thanked the Division for getting the draft to MACDDS so early in the process and offering the opportunity for feedback. Les discussed intake and eligibility and that it may be that some of the criteria in the draft was not being followed. Les asked about budget. Bernie stated that the position of the Department is that it will not deficit spend.

Betsy asked that PikeSB40.org be used for her new email address.

Jake reminded the group to contact him if they wish to serve on the nominating committee or wish to serve as President-Elect.

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**Meeting adjourned at 11:59.**

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