

**MISSOURI ASSOCIATION OF PUBLIC ADMINISTRATORS (MAPA)**

**Spring Business Meeting Minutes**

**June 12, 2020**

**Holiday Inn Executive Center, Columbia, MO**

The business meeting of the 2020 annual MAPA convention was reconvened at 10:30 a.m. by MAPA President, Carol Johnson.

MAPA Secretary Danielle Boggs had no **correspondence** to share with the group.

Cher Caudel announced that the **live auction** raised \$4,010.50, which will be added to the MAPA lobby fund (see attached updated report).

Barb Copenhaver, chairperson of the **audit committee**, reported that the Treasurer's report, statements, and receipts were audited with no findings. In addition, the 2019 convention records submitted by Region 6 were found to be complete. Barb noted that the standing rules needed to be updated to allow \$500.00 (formerly \$100.00) to be used for regional meetings (this has already been voted upon in the bylaws). The membership approved this change and adopted the treasurer's report and 2019 convention records as prepared and audited.

Angie Casavecchia from Region 4 requested \$10,000.00 to prepare for the 2021 convention; Steve Farmer seconded the motion; motion carried.

In her **President's report**, Carol Johnson shared that MAPA has developed improved relationships with other agencies and organizations and touched upon the Simply Strategy report. **Vice-President** Amanda Huffman reported that she attended the trainings of regions 1, 6, and 7; lobbied at the state capitol, hosted a booth at MACDDS, participated in NAMI Federation meetings and meetings with community partners. Amanda noted that she is excited to become president and reminded members to return the committee/appointment forms. Secretary Danielle Boggs provided an **Executive Board Report**, which outlined the decision to not renew MAPA's Web-ex subscription since Zoom has proven to be a more reliable and affordable platform. At the recommendation of the executive board, Danielle made a motion to spend up to \$5,000 per year for booths and/or sponsorships at conferences and/or events that support individuals, causes, and ideals that are important to MAPA as a whole, to be determined by the MAPA executive board; David Yancey seconded the motion. There was discussion about funding for lodging during these events, and it was noted that the bylaws allow for committee chairs' costs to be reimbursed. Motion carried. Mary Jo Straatmann made a motion to renew The Penman Group's lobbyist contract at an annual cost of \$28,000; Lisa Reitzel seconded. Motion carried. Linda Leabo made a motion to renew Luke Boyer's attorney contract, maintaining a retainer of \$2,000; Rhonda Noe seconded the motion. Motion carried. Danielle mentioned that the executive board had discussed the request for a donation to The Penman Group's PAC, and that this request had been tabled.

## **Regional Vice-President Reports:**

**Region 1:** Richard Lee reported that the regional training included a chiropractor, Reliant Care, Health Systems, and a legislative representative. Nancy Wingate will be the new Regional Vice President.

**Region 2:** Barb Copenhaver reported that the regional training took place in March just before the COVID-19 response began. Paula Barr and Nancy Jo Jennings will serve as the new Co-Regional Vice Presidents.

**Region 3:** Chrissy Welch reported that the regional training did not occur due to the COVID-19 response. They will plan to conduct a fall training instead. She will remain the Regional Vice President.

**Region 4:** Angie Casavecchia reported that the regional training took place on Valentine's Day at the Health Systems building in Ozark, which included a terrific presentation on drug use and identification. Tonya Garvin will serve as the new Regional Vice President.

**Region 5:** Rhonda Noe reported that planning for the 2020 convention remained at the forefront of the region's tasks during their training time. She thanked everyone for their support, especially the public administrators in her region.

**Region 6:** Karen Digh-Allen reported that the regional training took place in March just before the COVID-19 response began. Presenters included the director for the Missouri Veterans Commission and a physician who discussed ethical end-of-life issues. Karen Digh-Allen and Ann Scarlet will serve as Co-Regional Vice Presidents.

**Region 7:** Donna Eads reported that the regional training took place on 2/21/20 in West Plains. The agenda included crisis de-escalation and an attorney panel. John Pruitt will serve as the new Regional Vice President.

**Region 8:** Steve Farmer reported that the regional training took place in October of 2019. Presentations were provided by Centerpointe, Compass Health Network, a local state representative, and an area mental health liaison.

**Region 9:** Lisa Reitzel reported that the regional training took place on 5/29/20 and included presentations by a local state representative, area ombudsman, and a past MAC president. Lisa will remain the Regional Vice President.

**Committee Reports:** Carol Johnson asked each committee chair to submit written reports to be posted on the MAPA website.

**Archive:** Angie Casavecchia reported that she did not bring the scrapbooks/albums to this year's convention secondary to the COVID-19 pandemic. She encouraged the members to forward pictures to her from this year's convention.

**Awards:** Charli Ackerman once again recognized Angie Casavecchia as Public Administrator of the Year. The committee plans to nominate the following MAPA members for NGA awards: Angie Casavecchia for the NMG Star Achievement Award, Karen Digh-Allen for the Fred Kretz Cornerstone Award, and Rhonda Noe for the NCG Excellence Award.

**DMH:** See attached report submitted by Cher Caudel. Cher noted that the Real Voices Real Choices conference will be held virtually this year, and is at no cost.

**Ethics:** Angie Casavecchia noted that this year's training included the hour of ethics as previously set forth. She also reported that the MAPA ethics cards received the NGA's blessing. Teresa Moore asked if NCG/NMG testing could be provided at convention as in previous years; Angie reported that this is not a possibility as tests are now administered on a computer at certain testing sites.

**Legislative:** See attached reported submitted by Steve Farmer and Charli Ackerman. Charli will put the guardianship report's executive summary on the MAPA member website.

**Member Advocate:** No report.

**Nominating:** No report.

**Procedure and Resource Manual:** Carol Johnson encouraged members to participate with the Standards of Practice Task Force.

**Standards of Practice:** The proposed training manual has been emailed out to MAPA members for review. Cher Caudel made a motion to adopt the manual; David Yancey seconded the motion. Motion carried.

**Retention Schedules:** Carol Johnson encouraged members to participate with the Standards of Practice Task Force.

**State Ombudsman:** Lisa Reitzel reports that the MOU is now current (see attached).

**Training Commission:** Connie Hagan reports that all training certificates have been given to Regional Vice Presidents for distribution.

**Public Relations/Website:** Charli Ackerman reports that the convention press release is on the website for those who would like to submit it to their local news outlet. It was also emphasized that only current public administrators are included in the MAPA Facebook group.

### **Appointment Reports:**

**Alzheimer's Association:** No report.

**Chaplain:** No report.

**MAC:** Karen Digh-Allen reported that members of the MAC board included Carol Johnson, Mary Jo Straatmann, Cher Caudel, and Sherry Parks. Karen noted that she and Lisa

Reitzel are active with NACo. She encouraged all MAPA members to attend the MAC annual meeting in November.

**MO-WINGS:** See attached report submitted by Cher Caudel.

**NAMI:** No report.

**NGA:** Karen Digh-Allen discussed the distinction between NGA (advocacy and education) and CGC (certification). She reported that the 2019 conference was in Lexington, KY and was attended by Karen, Rhonda Noe, Danielle Boggs, Angie Casavecchia, and Carol Johnson. This year's conference is slated to be in Dallas in October.

**Parliamentarian:** No report.

**Probate Judges:** See attached report submitted by Paula Scobey.

**Traumatic Brain Injury (TBI):** No report.

Wendy Metcalf presented the **by-law amendment proposal** to the group for voting purposes (see attached); Barb Copenhaver seconded. After group discussion on potential expense variances, Wendy amended her motion to state that all costs must be approved by the executive board. An oral vote was taken; motion carried.

Barb Copenhaver of the **Resolutions Committee** recognized Region 5 for hosting a wonderful conference and recognized Angie Casavecchia for being selected as Public Administrator of the Year. Charli Ackerman made a motion to adopt both resolutions; Rhonda Noe seconded. Resolutions were adopted as presented.

The new MAPA officers were **sworn in** by Carol Johnson.

Lisa Reitzel made a motion to adjourn; Paula Scobey seconded the motion. Meeting adjourned at 11:50 a.m. by President Amanda Huffman.

Respectfully submitted,

Danielle Boggs, MAPA Secretary

Webster County Public Administrator

# CHER CAUDEL

Moniteau County Public Administrator  
200 E. Main  
California, MO 65018  
Phone #: 573-796-4704  
Fax #: 573-796-3498

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## MAPA TREASURER'S REPORT

June 9, 2020

12

2020  
Live Auction

### CHECKING:

Commerce Bank

Lobby Fund #1220

\$18,306.22 + 4010.50 = 22,316.72

General Fund #1221

\$20,208.89

### CD'S:

Commerce Bank #3576

\$11,740.40 *Matures 5/19/21*

Commerce Bank #6220676676

\$36,555.10 *Matures 6/09/21*

Commerce Bank #6220676677

\$26,962.15 *Matures 6/9/21*

### TOTAL ASSETS:

**\$113,772.76**

\$117,783.26

(Total Assets reported on 11/17/19 at MAPA Fall Board Meeting were \$140,216.19)

Respectfully submitted on 06/09/2020 (MAPA Annual Conference Board Meeting)

Cher Caudel

, MAPA Treasurer

## DMH Committee Report

Wendy and I have attended the DD Quality Assurance Advisory Council Meetings. We have spent most of the meetings reviewing Predicators of Abuse and Neglect. In October Karen Digh-Allen and I presented the "Public Administrators: The Most Important Job Nobody Knows About Until They Need Us" power point to the council.

In July I participated in a phone conference with Cris Rodriguez, Marcy Volner, and Gail Vasterling concerning due process. Due Process exists because the Code of State Regulations talks about not limiting the rights of individuals with developmental disabilities without due process. Cris clarified that a rights restriction that is suggested by a provider or case manager must go through due process to be implemented but a right that is restricted by a guardian does not have the go through due process. If you have problems with this you may reach out to Cris Rodriguez @ [cris.rodriguez@dmh.mo.gov](mailto:cris.rodriguez@dmh.mo.gov). You can also search the DMH website for division directive 4-200.

In August Carol Johnson, Steve Farmer, Karen Digh-Allen and I attended and presented the power point "Public Administrators: The Most Important Job Nobody Knows About Until They Need Us" at the Real Voices Real Choices Conference. We were well received and have been approved to present again at this year's conference. In light of the covid pandemic, this year's conference will be a virtual conference and will be held August 31-September 4. This conference is free. A flyer for the event is attached.

In October my application to be appointed to the State Advisory Council for Department of Behavior Health was approved and I attended my first meeting in December. This council meets every other month and has a very packed agenda. The February meeting was cancelled due to weather and the April and June meetings were held via conference call and zoom and we discussed COVID-19 and the department's response as well as the difficulties. In our June meeting we were informed The DBH has established a coordinated strategy for conducting baseline testing for COVID-19 at all community-based treatment facilities that contract with the DMH. DBH has been aided by the Missouri Coalition for Community Behavioral Health and the Missouri Coalition of Recovery Support Providers in the development of agency-specific testing plans and the communication of results to the division. The types of treatment settings included in this testing plan include, but are not limited to, mental health and substance use disorders residential treatment centers, detoxification facilities, and recovery house. Last week Dr. Gowdy reported that 102 DMH staff and 45 DMH clients have tested positive for covid. Most have recovered and are doing well but there have been 4 deaths reported. He also reported that the 2021 budget passed and signed by the Governor will not be the budget moving forward as there will be cuts to DMH funding as

revenues for the state are down. We will not know the full impact of those cuts for a couple more months.

In November a small group of Public Administrators along with our lobbyist Scott and Kaycee met with Ricki Wright, Deputy Direct of DBH and Gail Vasterling, DMH legal counsel, to discuss our proposed PITP legislation.

In April I participated in a conference call with several different state departments to discuss our issues in placing our people during this covid pandemic. I sent out an email with DMH Provider Issue Tracking Form as well as DMH Division of DD Contact List. Those are attached as well.

Finally if you do have specific issues with a DMH provider or need suggestions in navigating DMH please contact me.

Respectfully submitted,

Cher Caudel  
Moniteau County Public Adminsitrator



*2020 Real Voices, Real Choices*  
*VIRTUAL Conference*



*AUGUST 31, 2020 - SEPTEMBER 4, 2020*



**A NETWORK OF CONNECTION**



**EVENT DETAILS**

The in-person event has indeed been cancelled due to COVID-19, but we are not letting that stop us from bringing the conference to you!

For the first time ever, the RVRC event will be live streamed to the conference [Facebook page](#), [Department of Mental Health RVRC](#) and [Missouri Mental Health Foundation RVRC](#) websites.

Registration is **FREE!** All you need is internet access and a desire to hear from incredible presenters and enjoy a variety of fun activities!

**Entertainment:**

\*Online games

\*Virtual Activities/Contests

\*Prize Drawings

**INFORMATIVE PRESENTATIONS ON A VAREITY OF TOPICS ALL WEEK!**

**WE LOOK FORWARD TO SEEING ALL OF YOU ONLINE!!!**

To contact the Conference Coordinator: [consumerconference@dmh.mo.gov](mailto:consumerconference@dmh.mo.gov)

Like us on Facebook at: [Missouri Real Voices - Real Choices Consumer Conference](#)

Visit our webpages: [Department of Mental Health Conference](#) AND [Missouri Mental Health Foundation](#)



DMH Provider Issue Tracking

Public Administrator's Name: \_\_\_\_\_ County: \_\_\_\_\_

Department of DMH:

DD                      Mental Illness                      Substance Use

Provider Agency: \_\_\_\_\_ Date: \_\_\_\_\_

Medicaid/DCN#: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Description of Issue:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What have you done to resolve the issue (please include names of agency/department staff involved; dates and details of communications/actions taken):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please submit to DMH Committee at: [moniteaucopa@gmail.com](mailto:moniteaucopa@gmail.com)

## DMH Committee Follow Up

Steps that have been taken to resolve issue (please include names of agency/department staff contacted; dates and details of communications/actions taken):

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## DMH Division of DD Contacts

- Wendy Witcig, Deputy Director, Community Operations
  - 573-751-8667
- Cla Stearns, Assistant Director  
Western Region - Kansas City Regional Office, Albany Satellite Office, Springfield Regional Office and Joplin Satellite Office.
  - 573-751-8667
- Marcy Volner, Assistant Director  
Central Region - Central Missouri Regional Office, Kirksville Satellite Office, Rolla Satellite Office, Sikeston Regional Office and Poplar Bluff Satellite Office.
  - 573-368-2522
- Julia Hillyer, Assistant Director  
Eastern Region - St. Louis County, St. Louis Tri-County and Hannibal Satellite Office
  - 636-926-1204

**MAPA Legislative Committee**

**Committee Report 2020**

**June 10, 2020**

**Despite the COVID-19 virus discombobulating the Legislative session and preventing any direct visits with our Legislators in Jefferson City; your Legislative committee has continued to meet via phone conference and discuss legislative issues and goals. Unfortunately, due to the compressed timeline and irregular process this session, we were not able to move forward on any of our legislative priorities. We will pursue them vigorously in the next legislative session; including staffing/funding for Public Administrator offices & placement issues. It is also very important for all MAPA members to advise the committee on matters that may require a legislative modification & to be engaged with their legislators directly to assist with our advocacy efforts to make needed & beneficial changes to the state statutes.**

**The good news is that, with the capable assistance of the Penman Group & research firm Simply Strategy; along with the tremendous response of MAPA membership; we were able to complete a comprehensive survey of our guardianship system. This survey has been released to the members; we ask that you review it and offer your honest feedback. This Guardianship Report will be crucial to our ongoing efforts to address the systemic difficulties that we all deal with on a daily basis; and with seeking more cooperative relationships with legislators, stakeholders & decision makers. Many thanks to all of you who participated in this landmark study! With the dedication and hard work of our membership & the Penman Group, we will continue to make significant progress in addressing the pressing issues of serving & protecting the most vulnerable people in our communities.**

**Respectfully submitted,**

**Steve Farmer, Legislative Committee co-chair**

**Charli Ackerman, Legislative Committee co-chair**



**Memorandum of Understanding  
Between  
Missouri Department of Health and Senior Services  
And  
Missouri Association of Public Administrators**

**I. Purpose and Background**

The Missouri Department of Health and Senior Services, Office of the Long-Term Care Ombudsman Program (LTCOP) and the Missouri Association of Public Administrators (MAPA) enter into this Memorandum of Understanding (MOU) to set forth terms and conditions for handling complaints of long-term care residents when it is known that the residents' guardian and/or conservator is the Public Administrator.

**II. Terms**

- a. The MOU will be effective upon the signature of representatives for both Parties and will be effective for the period January 1, 2019 to March 31, 2020. The parties may renew this MOU for two (2) additional one (1) year periods.
- b. Any changes to the MOU must be by a formal amendment that both Parties review, approve, and sign for it to become effective. No other documents, including correspondence, acts and/or oral communications by or from any person or party, shall be construed as an amendment to the MOU.
- c. Either Party may terminate this MOU after providing a written notice to the other Party with a thirty (30) day notice.

**III. Complaint Referral and Information Sharing**

- a. LTCOP will notify the Public Administrator at the time a case is opened on behalf of a long-term care resident when it is known that the guardian or conservator is the Public Administrator. In cases in which the allegation is the action or inaction of the Public Administrator, the Public Administrator will be notified as soon as it is practicable.
- b. The LTCOP will accept and investigate complaints made by the Public Administrator on behalf of any long-term care facility resident.
- c. Upon request of the Public Administrator, the LTCOP will provide copies of resident rights brochures and other long-term care informational brochures to residents and/or the Public Administrator.
- d. The LTCOP will meet with the Public Administrator to discuss the federal and state laws and regulations regarding resident rights.

- e. The Public Administrator will become knowledgeable about long-term care resident rights and the services of the LTCOP.
- f. The Public Administrator, when appropriate, will refer cases to the LTCOP for investigation and resolution.

**IV. Confidentiality**

- a. Both Parties agree to maintain confidentiality of information and records as required by applicable state and federal laws.

\_\_\_\_\_  
Tonya Loucks  
Director, Division of Administration  
Missouri Department of Health and Senior Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jenny Hollandsworth  
State Long-Term Care Ombudsman  
Department of Health and Senior Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Carol Johnson  
President, Missouri Association of Public Administrators

\_\_\_\_\_  
Date

## MO-WINGS Committee Report

The MO-WINGS website has been updated with information to help navigate services during covid. Web address is: <http://www.mo-wings.org/>.

The April meeting was held via zoom and was mostly spent discussing challenges and getting ideas on how to support individuals during this pandemic. Some of the concerns discussed were getting help to clients, courts being closed to people, increase in abuse and neglect as many agencies are suspending auditing services, how to stay connected with people in long term care facilities, discrimination of people with disabilities getting the needed medical supplies and equipment.

In December MO-WINGS met to discuss next steps.

A draft of 475 RSMo Module "Changes to MO's Guardianship/Conservatorship Statutes From a "Rights" Perspective" was presented to the group for review. Our own John Killian, Jackson County Public Administrator, worked on this draft with Delores Sparks, Annie Ebert, David English, and Vim Horn.

The following to do list was established:

- ✓ Check for accuracy
  - Don Reynolds to provide Jane St. John feedback pg. 7, #11 & #12
- ✓ Consider how you'd modify for your purposes
- ✓ **Each member write a paragraph of what they'd want for their constituents**
- ✓ Catalogue system: target audience, index, use on website
- ✓ Oregon's Guardian Partners: <https://guardian-partners.org/>

### Changes to **Statute:**

- David English to work on mini delegation statute with Karen Digh Allen, Tim Murphy, and John Killian
- Suggestions: access to records – *must* health and financial records, revise 24 hours' notice, petition to refer to various types of documents, mediation provision
- Recommended: Judge Mark Styles in KC as reviewer of information

### **Ideas:**

- Bench cards for judges
- Updated online guardianship forms
- Who is Missouri's Social Security liaison
- Website- build in link to financial calculator – DB101

- **Mandatory probate GAL training**
- **Build business process through liaison – Medicaid, Medicare, Veterans Association**
- **Discontinue presenting on guardianship statute changes and start presenting on the law**

**Respectfully submitted,**

**Cher Caudel  
Moniteau County Public Administrator**



**PROBATE JUDGE ASSOCIATION REPORT**

Comes now the undersigned, Paula Scobey, committee chair for the Probate Judge Association and makes the following report:

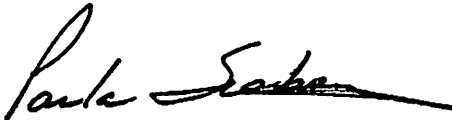
The Missouri Association Of Probate And Associate Circuit Judges (MAPACJ) were to meet for their annual association meeting on April 1, 2020 through April 3, 2020 at Margaritaville Lake Resort in Osage Beach, Missouri. However, due to the Covid 19 outbreak, this meeting was cancelled and has been rescheduled for September 30, 2020 through October 2, 2020 at the same aforementioned place.

On the Judges schedule for this association meeting, there is a segment entitled "Public Administrators And The Court". However, the undersigned has not been able to ascertain what this entails and furthermore, it is not known at this time by the Judge's Association what this segment will cover.

The undersigned does plan to attend the Judge's Association meeting.

Dated: June 5, 2020

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Paula Scobey", written in a cursive style.

Paula Scobey

**PROPOSED AMENDMENTS  
TO THE MAPA BYLAWS  
MAPA CONVENTION 2020 – COLUMBIA, MO**

The By-Laws Committee proposes the following amendments to the MAPA By-Laws. If approved by the Association the language in “Bold Letters” will be added to Article IV, Sections 1 and 6, with Section 6 being a new Section.

**Proposed By-Law Amendment**

**Article IV Section 1. – The officers of this Association**

- A. Shall be a President, a Vice-President, a Secretary, and a Treasurer and Immediate Past President.
- B. The officers must be a current elected or appointed Public Administrator, with the exception of the Immediate Past President.

**Article IV Section 6. – The Immediate Past President shall**

- A. Hold office for a term of two years, beginning on the last day of the annual convention immediately following his/her term as President of MAPA. In the event that the Immediate Past President is no longer a Public Administrator from means other than retirement or the loss of an election, the Immediate Past President shall not be allowed to serve on the Board and the position of Immediate Past President will remain open until the next election of a new Associational President.
- B. Attend and participate in all meetings of the Board of Directors.
- C. Provide advice and leadership to the Board of Directors regarding past practices and other matters in order to ensure continuity during governance transitions and organizational changes and to assist the Board in governing the Association by providing historical context concerning issues of the Association.
- D. Attend the annual MAPA Convention. If the Immediate Past President is no longer in office or a member of the Association, MAPA shall pay for registration to attend the annual convention and reimburse all out-of-pocket expenses incurred in order for the Immediate Past President to fulfill all their duties as set forth in this Section.