



St. Louis Office for Developmental Disability Resources
Minutes of the Meeting of the Board of Directors
Thursday June 13, 2019

Board Members Present:

William Siedhoff, Chairperson
Patrick Brennan, Board Member
Sherry Wibbenmeyer, Board Member
David Weber, Board Member

Ken Franklin, Vice Chairperson
Cynthia Mueller, Secretary
Dionne Flowers, Board Member
Nina North-Murphy-Board Member

Board Members Absent:

Michael Garvin, Board Member

Staff Members Present:

Shaelene Plank, Executive Director
Ebony Young, Agency Relations Representative
Jack Neyens, Financial Consultant
Nathaniel Head, Senior Agency Relations Representative
Nathan Patton, IS Manager
Lorā Moore, Service Advocate

Chrystal Griffin, Assistant Executive Director
Shameika Williams, Executive Assistant
Lisa Briggs, Controller
Olivia Pruitt, HR Manager
Rebecca Black, TCM Supervisor

Guests who signed in:

Amanda Kehoe, Sunnyhill
Pamela Merkle, AADD
Kait Calys-Strohm, ESMW
Matthew Burrige, Project Inc.

Kathy Farache, AADD
Heather Ward, Lifebridge
Jodi Woessner, Pathways to Independence

I. Remarks from visitors

There were no remarks from visitors.

II. Call Meeting to Order

William Siedhoff, Chairperson called the St. Louis Office for Developmental Disability Resources Board of Directors Meeting to order at 4:00pm.

III. Introductions

Introductions of the Board Members and guests were made.

IV. Mission Moment

Heather Ward with Lifebridge Partnership presented the story of her consumer, Tatiana. Tatiana has been working with Lifebridge for ten years. When Heather first met Tatiana, she was meek and shy. It took a great deal of effort from all the staff in the after-school program at Lifebridge to make her comfortable interacting with her peers. After finding confidence and trust in the after-school program, she then joined the summer camp program. Soon after joining the summer camp program Tatiana was involved in every program Lifebridge had to offer that she could fit into her schedule. She is now a leader at the agency and is a junior counselor for camp. She has expressed interest in becoming a paid counselor and is fully supported by Lifebridge in making that transition.

V. Approval of Meeting Minutes

William Siedhoff, Chairperson, ascertained a motion to approve the minutes from the last meeting of the Board of Directors on May 9, 2019. David Weber moved to accept the minutes as recorded and the motion was seconded by Sherry Wibbenmeyer. The motion passed unanimously. A second motion to approve the minutes from the finance committee as recorded on May 16, 2019 was made by David Weber and seconded by Dionne Flowers. The motion passed unanimously. A third motion to approve the minutes from the nominating/personnel committee as recorded on May 15, 2019 was made by David Weber and seconded by Dionne Flowers. The motion passed unanimously.

VI. Approval of Financial Report

Lisa Briggs, Controller, presented the April financial statements. As of 4/30/19, we have received 6.5 million dollars of tax revenue to use in fiscal year 19/20 that starts July 1, 2019. Non-TCM revenue continues to be over budget due to TIF.

The agency headcount has increase by one Service Advocate, however, TCM revenue, wages and benefits continue to be under budget because of current vacancies in department. David Weber moved to accept the financial report, Dionne Flowers seconded. The motion passed unanimously.

VII. Committee Reports

a. **Nominating/Personnel**

- b. Dionne Flowers presented the nominating committee report. All current officers of the Board of Directors have agreed to keep their current positions for the next fiscal year. Three Board members' terms expire in October. If any of those are not reappointed, the committee will look at new potential members.
- c. Dionne also presented the personnel committee report. The committee reviewed the staff survey. There were some concerns, but the agency will be participating in various activities to restore employee satisfaction to acceptable levels. A staff mentoring program has been implemented to decrease turnover and increase morale.
- d. Dionne moved to accept the reports of the Nominating/Personnel committee, David Weber seconded. The motion passed unanimously.
- e. Dionne moved to approve the slate of officers for the Board of Directors in the next fiscal year:
William Siedhoff, Chairperson
Ken Franklin, Vice-Chairperson
Patrick Brennan, Treasurer
Cynthia Mueller, Secretary
David Weber seconded the motion and after vote, the motion passed unanimously.

VIII. Executive Director's Report

1. The alignment and integration project has held several listening sessions with agencies. The project has defined service categories, developed standards, articulated reporting needs, developed invoicing procedures, and redesigned the application process tool. Some of their goals include creating a shared identity, shared funding manual, identify quality principles, create service guidelines and standards, create a project profile, and complete an aligned funding process. The project is still on track to allow agencies to utilize the new integrated system March 2020.
2. All agencies have been notified of their funding awards. The Agency Relations team is working on sending those funding agreements out to agencies within the next week.
3. The agency hired a new Service Advocate, Lorā Moore who started on May 6, 2019.
4. The agency will submit its response to CARF by June 26 to satisfy the items identified in their audit needing corrective action.
5. The agency will be relocating to 2121 Hampton Avenue St. Louis, MO 63139. The target move date is July 15, 2019 with an open house tentatively scheduled for September 12, 2019.

IX. Old Business

No old business.

X. New Business

1. David Weber moved to accept the Board resolution for the Code of Ethics. Dionne Flowers seconded. The motion passed unanimously.
2. David Weber moved to approve the request for a second phase contract for the Alignment and Integration project not to exceed \$5000. Sherry Wibbenmeyer seconded. The motion passed unanimously.

XI. Announcements

No announcements.

David Weber, Board Member moved to close the public meeting and go into closed session for the purpose to engage in discussions regarding personnel matters as permitted by 610.021(1), RSMo. Dionne Flowers, Board Member seconded, and the motion passed unanimously. The meeting ended at 4:40pm.



Cynthia Mueller, Secretary



Date Approved