



St. Louis Office for Developmental Disability Resources
Minutes of the Executive Committee
August 1, 2019

Board Members Present:

William (Bill) Siedhoff, Chairperson
Ken Franklin, Vice Chairperson

Cynthia Mueller, Secretary
Patrick Brennan, Treasurer

Staff Members Present:

Shaelene Plank, Executive Director

Shameika Williams, Executive Assistant

The meeting was called to order at 4:00pm

1. Shaelene Plank, Executive Director, updated the committee on the status of agency construction. The roof repair should be completed within one week. Once this is completed, the construction company will finish the small conference room, replace damaged ceiling tiles, touch up paint and any missed items. Once construction is complete, the agency will work with the construction company to ramp the second entrance of the agency to make it accessible.
2. Cameras have been installed at the agency. Our landlords are in the process of having the alarm system rezoned so we will be able to control the alarm system on our floor.
3. July 31, 2019 was Tom Bullard and Theo Tev's last day with the agency.
4. The sign for the building is finished and ready to be installed. Installation is pending an occupancy permit furnished to the sign company.
5. After the lease commencement was signed for the agency, Shaelene Plank made note to the landlord of outstanding items to be completed. (roof completion, restriping of upper parking lot, completing small conference room, and a mutual agreement for snow/ice removal on upper parking lot)
6. The open house for the agency is tentatively scheduled for September 12, 2019 at 3pm.
7. An open house committee meeting is scheduled for August 8, 2019.
8. Cynthia Mueller volunteered to chair the DD Resources 40th Anniversary ad-hoc committee.
9. Shaelene Plank presented information on the changes with waiver slots and the TCM rate in the State of Missouri.
10. The opportunity to serve on the ad-hoc Board governance/engagement committee will be presented at the next meeting of the Board of Directors. Ken Franklin agreed to chair this committee.
11. Shaelene Plank reviewed the goals identified in strategic planning for the Board of Directors in the engagement category.

William Siedhoff moved to adjourn the meeting. The motion was seconded by Ken Franklin. Vote all in favor.
None opposed. The meeting was adjourned at 5:02pm

Cynthia Mueller, Secretary

Date Approved