



St. Louis Office for Developmental Disability Resources  
Minutes of the Nominating/Personnel Committee  
October 10, 2019

**Board Members Present:**

Dionne Flowers, Committee Chair  
William Siedhoff (by phone)

Ken Franklin (by phone)  
Michael Garvin, Board Member

**Board Members Absent:**

**Staff Members Present:**

Shaelene Plank, Executive Director  
Olivia Pruitt-Payne, HR Manager

Shameika Williams, Executive Assistant

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The meeting was called to order at 8:06 am.


**Nominating Committee:**

1. David Weber, Dionne Flowers and Michael Garvin's terms of office on the Board of Directors are expiring in October. We are waiting on one Board member to complete their reappointment paperwork.
2. Shaelene Plank reviewed the current process for evaluating the executive director. Shaelene proposed utilizing the HR Manager as a resource to organize the evaluation process. The committee agreed to utilize the HR Manager to collect evaluations and tabulate results. Shaelene will email board of directors about forthcoming information and how to submit evaluation to Olivia with plan for board to meet in closed session during November 14<sup>th</sup> meeting to complete evaluation.

**Personnel Committee:**

3. The committee discussed the Office Closure procedures of the agency. Committee was in agreement to change policy to give decision to close office to Executive Director rather than follow St. Louis Public School schedule.
4. Olivia reviewed the Staff Tenure Recognition program. The committee agrees the incentives are appropriate. The policy will be presented to the full Board for final approval.
5. Shaelene reviewed the agencies random drug screening policy. The agency will review this policy and present the final draft to the full Board of Directors for approval.
6. Olivia updated the committee on the progress of the salary and compensation study. The completion date is scheduled for December 31, 2019. We are involved in a joint effort with two other SB40 entities to reduce cost to the agency.
7. Shaelene reviewed the agencies defined retirement contribution options. The agency currently contributes to the LAGERS pension plan on behalf of staff. Staff also have the option of participating in a 403b plan. Due to the low participation in the 403b plan, the agency is researching additional retirement saving options.

The meeting was adjourned at 9:17 am.

  
Cynthia Mueller, Secretary

  
Date Approved