



St. Louis Office for Developmental Disability Resources  
Minutes of the Meeting of the Board of Directors  
Thursday March 12, 2020

**Board Members Present:**

William Siedhoff, Chairperson  
Patrick Brennan, Board Member

Nina North-Murphy-Board Member  
Cynthia Mueller, Secretary

**Board Member Present by Phone:**

Ken Franklin, Vice Chairperson  
Michael Garvin, Board Member

Dionne Flowers, Board Member  
David Weber, Board Member

**Board Members Absent:**

Sherry Wibbenmeyer, Board Member

**Staff Members Present:**

Shaelene Plank, Executive Director  
Chrissy Rachell, Administrative Generalist  
Lisa Briggs, Controller  
Nathaniel Head, Senior Agency Relations Representative  
Chrystal Griffin, Director of TCM

Ebony Young, Agency Relations Rep  
Jack Neyens, Financial Consultant  
Olivia Pruitt-Payne, HR Manager  
Nathan Patton, IS Manager

**Guests Present by Phone:**

Amanda Kehoe, Sunnyhill  
Pam Merkele, AADD  
Kait Calys-Strohm, Easterseals Midwest  
Stanford Cooper, House of Pais  
Heather Ward, Lifebridge

Kathy Farache, AADD  
Don Kaufmann, PLB  
Mark Keeley, The Arc  
Jodi Woessner, Pathways  
Darla Holloran, Judevine

**I. Remarks from visitors**

There were no remarks from visitors by phone.

**II. Call Meeting to Order**

Bill Siedhoff, Chairperson called the St. Louis Office for Developmental Disability Resources Board of Directors Meeting to order at 5:02pm.

**I. Introductions**

Introductions of the Board Members and guests were made in person and by phone.

**II. Mission Moment**

There was no mission moment due to the fact that in-person visitors were restricted from the building due to the COVID-19 pandemic.

**III. Approval of Meeting Minutes**

Bill Siedhoff asked if there was any discussion of the minutes provided in the board packet. There was no discussion, so Bill Siedhoff ascertained a motion to approve the minutes from the February 2020 board meeting, the February 2020 closed session of the board meeting, the March 2020 Program committee meeting, and the March 2020 Executive committee meeting. Nina Murphy moved to accept the minutes as recorded and the motion was seconded by David Weber. All in favor, no abstentions, the motion passed unanimously.

**IV. Committee Reports**

**Finance**

Lisa Briggs, Controller, presented the January 2020 financial statements. \$8.5 million of current cash value is for next fiscal year. Staff headcount is 31. We are under budget for total revenue and expenses. David Weber moved to accept the financial reports for January 2020, Dionne Flowers seconded. After a vote of all in favor, the motion passed unanimously.

## **Program**

Cynthia Mueller reminded the board that we set aside \$300,000 for new proposals for this funding cycle.

- The Program Committee is currently reviewing all these proposals in depth. Agency Relations staff is reviewing funding requests from currently funded agencies in the portal and compiling information for the Program Committee. Program Committee will meet again on March 26<sup>th</sup> to review all funding requests and determine all funding recommendations to be made to the full board in May.
- Any board member that wants to review a full funding request can do so and needs to let Shaelene know.

## **Executive**

Bill Siedhoff reported on the Executive Committee meeting that took place on March 5, 2020.

- Bill called attention to the board assessment that everyone completed recently. The survey looked good overall. Areas of weakness are related to board training, the board's understanding of funded programs and TCM, and the board's decision making processes.
- We discussed ways to educate and train the board that would be engaging and encourage attendance.
- Since there is no board meeting in April, we will tentatively schedule a board training for April 30<sup>th</sup> that will be a refresher for board members.

## **V. Executive Director's Report**

- The Alliance continues to work with our consultant, Sarah Buek, from Illumilab. There is still a great deal of work to be done although we have successfully launched the portal. We are currently under contract with her to finish several tasks, but will need to continue working with her over the next year. She will continue to work with us as project manager to build and launch the remainder of the funding framework and process for FY21 and to make the transition to FY22. She will assist the team in developing sustainable processes and tools for collaborative work in the long term. She will serve as an objective, impartial liaison between and facilitator within working groups as necessary to ensure a balance of power and ownership among the partners, and as an evaluator of internal and customer-facing experiences and results. Her fees will be split equally amongst the four boards and included in the FY21 budget.
- Chrystal and Shaelene met with the Director and Assistant Director of the Tri County St. Louis Regional Office on March 11<sup>th</sup> to discuss TCM referrals to our office. This conversation was promising as it looks like we have the opportunity to take more cases on if we want to. We are waiting for some data from them regarding cases to inform our decision.
- We have continued our conversation with Ekon to finalize changing our 403b plan. We will have to complete several steps to come into compliance with our plan. This service will be provided by Ekon and will cost \$3650.
- We had 15 staff participate in the LEP on March 10, 2020. This was a very beneficial experience for staff as they were able to learn about the legislative process, observe hearings and speak with legislators.
- Shaelene Plank updated the board on our internal preparations related to the COVID-19 outbreak and our continuation of operations. We have heard from several agencies so far about the suspension of or change in their services. We anticipate hearing from more agencies and will treat each of their requests on a case by case basis and will need to be able to respond to their requests quickly. We will be touching base with agencies to see how we can be supportive, especially to the ones that are providing critical services. Shaelene asked the board to consider giving program committee the power to make decisions regarding agency funding and service provision as it relates to the COVID-19 pandemic since the next regular board meeting is not until May. Pat Brennan made a motion to allow program committee to make decisions regarding agency funding related to the COVID-19 outbreak. Dionne Flowers seconded the motion. All in favor, no abstentions, the motion passed unanimously.
- Shaelene reminded all board members to complete the annual conflict of interest statement that is located in their packets and return to her.

## **VI. Unfinished Business**

None.

**VII. New Business**

Nathan Patton presented telecommuting policy and cell phone agreement to the board. All other IT policies have been reviewed and remain unchanged. Nathan presented the updated technology plan to the board. Cynthia Mueller made a motion to approve all IT policies and the new technology plan. The motion was seconded by David Weber. All in favor, no abstentions, the motion passed unanimously.

**VIII. Announcements**

None

David Weber moved to adjourn the meeting at 5:41pm. Dionne Flowers seconded the motion. After a vote of all in favor, no abstentions, the motion passed unanimously.



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Cynthia Mueller, Secretary



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Date Approved