



St. Louis Office for Developmental Disability Resources
Minutes of the Meeting of the Board of Directors
Thursday February 13, 2020

Board Members Present:

Ken Franklin, Vice Chairperson
Patrick Brennan, Board Member
Sherry Wibbenmeyer, Board Member

Cynthia Mueller, Secretary
Dionne Flowers, Board Member

Board Members Absent:

William Siedhoff, Chairperson
Michael Garvin, Board Member

Nina North-Murphy-Board Member
David Weber, Board Member

Staff Members Present:

Shaelene Plank, Executive Director
Chrissy Rachell, Administrative Generalist
Lisa Briggs, Controller
Nathaniel Head, Senior Agency Relations Representative
Becky Black, TCM Supervisor

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

Guests who signed in:

Amanda Kehoe, Sunnyhill
Pam Merkele, AADD
Kait Calys-Strohm, Easterseals Midwest

Kathy Farache, AADD
Don Kaufmann, PLB

I. Remarks from visitors

There were no remarks from visitors.

II. Call Meeting to Order

Ken Franklin, Vice-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.

II. Mission Moment

Kait Calys-Strohm from Easterseals Midwest shared a success story about a client receiving in-home support services through DD Resources funding. DD Resources funds support that gives caregivers a break when parenting a child with autism. Services can be provided in the home or at ESMW facilities. Kait shared two different stories of families utilizing services.

III. Approval of Meeting Minutes

Ken Franklin asked if there was any discussion of the minutes provided in the board packet. There was no discussion, so Ken Franklin ascertained a motion to approve the minutes from the November 2019 board meeting, the November 2019 closed session of the board meeting, the January 2020 executive committee meeting – open and closed session, and the January 2020 finance committee meeting. Dionne Flowers moved to accept the minutes as recorded and the motion was seconded by Cindy Mueller. All in favor, no abstentions, the motion passed unanimously.

IV. Committee Reports

Finance

Lisa Briggs, Controller, presented the December 2019 financial statements. There is board restricted cash from the sale of the buildings of \$1,539,387 and we have also received cash of over \$2 million for next fiscal year. The agency headcount is 32. TCM is under budget by \$130,000 due to number of service advocates and number of clients. SB3 money is over budget and will remain so for the rest of the fiscal year because of funding a vehicle for Southside that was approved last year, but not actually funded until this year. As of the end of 2nd quarter, TCM was negative \$15,000, but as of the end of January, their net is now positive. Pat Brennan moved to accept the financial reports for November and December of 2019, Dionne Flowers seconded. After a vote of all in favor, the motion passed unanimously.

Shaelene reminded the board that the viewpoints summary of the audit is in their packet if anyone has any questions about the audit. Ken Franklin asked how the auditors treat the board restricted funds from the sale of the buildings. Lisa stated that because these funds are board restricted, the auditors consider them unrestricted because they are not restricted by an outside source. The only restricted funds are SB3 funds. Restricted funds are pooled with other funds for investment purposes and invested by Wells Fargo. Cynthia Mueller moved to accept the FY19 audit and form 990. Dionne Flowers seconded the motion. After a vote of all in favor, no abstentions, the motion passed unanimously.

Shaelene Plank presented the proposal to move our current 403b plan from Fidelity to EKON with an employer match of up to 4%. The Finance Committee is recommending approval of the plan to the full board. If the board approves, we will work with EKON to finalize all the documents necessary to begin new plan by July 1, 2020. We will be educating staff about the plan and the need for them to supplement what the agency already does with Lagers. Pat Brennan moved to accept the proposal for the new employee defined contribution plan. Cynthia Mueller seconded the motion. After a vote of all in favor, no abstentions, the motion passed unanimously.

Executive

Shaelene Plank reported that the Executive Director job description has been revised and needs board approval. It was discussed during the ED performance evaluation in November, but the board neglected to vote on it. Cynthia Mueller moved to approve the revised job description for the Executive Director. Dionne Flowers seconded the motion. After a vote of all in favor, no abstentions, the motion passed unanimously.

Shaelene Plank reported that per CARF, the Executive Director Succession Plan must be reviewed and approved by the board on an annual basis. Pat Brennan moved to accept the recommendation of Executive Committee and approve the ED succession plan. Dionne Flowers seconded the motion. After a vote of all in favor, no abstentions, the motion passed unanimously.

V. Executive Director's Report

- Shaelene Plank gave update on Eastern Region Alliance and trainings that occurred in November, December and January. There are now over 500 agency users in the portal. The accounting system, Dynamics Great Plains, was successfully upgraded and by the end of April all four Alliance partners will be migrated to the new system. We have four new agencies applying for funding and we have 4 of our currently funded agencies requesting to expand services in our indicated priority areas. Program Committee will meet on March 4th to review these new agencies and new requests. All funding requests will be available for the board to review during the month of March if they choose, otherwise, Program Committee will meet again on March 26th and determine the funding requests they will recommend to the full board for approval.
- TCM service advocates were very successful in getting their consumers holiday assistance through UW 100 Neediest program. TCM is currently serving 501 consumers. We have 10 new referrals.
- Shaelene Plank reminded the board members to complete the annual board assessment that is a CARF requirement. This survey will inform the work that the Executive Committee does during its meeting on March 5th addressing board governance and engagement.
- Shaelene Plank reported that the annual report for FY19 is at the printer and also encouraged board members to take some of the new rack cards with them to utilize when speaking to people about DD Resources and their board membership.
- Shaelene Plank gave an update on IDD Help and usage for 2019. Combined totals for St. Louis County, St. Charles County and St. Louis City were 779 calls and 1986 website visits for the year. St. Louis City had 141 calls and 109 website visits for the year. Considering the difference in size of the areas, our lower numbers make sense and this service is still a good investment. We expect numbers to rise as more people learn about the service.
- Shaelene Plank reported that two of our funded agencies have new CEOs. Paraquad has hired Jerry Ehrlich and UCP has hired Clint Bolser.
- Shaelene Plank reported on DD Resources' participation in MACDDS legislative day at the capitol on February 11th and provided the push card used to board members. Shaelene reported that she was able to educate many legislators about our top two funding priorities; 1) fully funding services for people with intellectual and

developmental disabilities, 2) eliminating the DD waitlist for FY20. Shaelene reminded the board that DD Resources will participate in the Legislative Education Project on March 10th and take 16 staff to the capitol.

- Shaelene and the Executive Committee will be attending the Boardsource Leadership Forum on May 7-8 in St. Louis. If other board members are interested in attending, they should speak with Shaelene.

VI. Unfinished Business

None.

VII. New Business

Shaelene Plank reported that UCP Heartland has made a request for additional funding for FY20. They are requesting an increase of 100 units (\$6,041). The program has received an increase in referrals and its current usage shows the project will exhaust its units before June 30. Approving this request will ensure those currently in the program continue to receive needed supported employment services as well as allowing 3 additional people to receive services as well. LifeBridge Partnership has also made a request for additional funding for FY20 for its After School and After School transportation programs. The programs experienced an increase in number served (from 8 to 16 people) and exhausted its units as of December 31. The After School program requests an additional 450 units (\$9,463.50) and the After School Transportation program requests an additional 300 units (\$3,699).

The total amount being requested is \$19,203.50. Agency Relations is in favor of awarding this amount. We have approximately \$190,000 in the budget that was not allocated to agencies so there is room in the budget to make this adjustment. Ken Franklin ascertained a motion to approve this funding request. Dionne Flowers moved to approve the additional funds for both agencies. Cynthia Mueller seconded the motion. After a vote of all in favor, no abstentions, the motion passed unanimously.

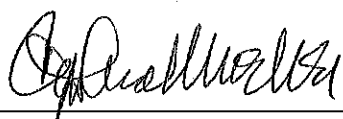
Shaelene Plank reported that Bill Siedhoff has asked that the board consider allowing DD Resources to sign The All Parties Letter for The Low Income Home Energy Assistance Program (LIHEAP). The letter strongly urges Congress to defend and improve LIHEAP funding in FY21. Shaelene also shared that the Senior Services fund signed off on it after consulting with their attorney to ensure that they were not violating any code of ethics regarding "advocacy, support, or opposition to any ballot measure or candidate for public office." After some discussion Ken Franklin ascertained a motion to approve DD Resources signing the letter of support. Cynthia Mueller moved to approve DD Resources signing the letter of support. Pat Brennan seconded the motion. After a vote of all in favor, Ken Franklin abstained from voting due to a conflict of interest, the motion passed unanimously.

Nathan Patton, Information Systems Manager, showed the board the new DD Resources website that will launch in a couple weeks.

VIII. Announcements

None

Cynthia Mueller 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(3), RSMo. Dionne Flowers seconded and the motion passed unanimously. The meeting went in to closed session at 5:54pm. The meeting reopened at 6:05pm. Sherry Wibbenmeyer made a motion to adjourn at 6:06pm. Dionne Flowers seconded the motion. After a vote of all in favor, no abstentions, the motion passed unanimously.



Cynthia Mueller, Secretary



Date Approved