



St. Louis Office for Developmental Disability Resources  
Minutes of the Executive Committee  
March 5, 2020

**Board Members Present:**

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

Cynthia Mueller, Secretary  
Patrick Brennan, Treasurer

**Staff Members Present:**

Shaelene Plank, Executive Director

Nate Head, Senior Agency Relations Rep

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William Siedhoff called the meeting to order at 4:04pm. Shaelene Plank presented the scores of the board assessment and self-assessment. The lower scoring items were related to board members understanding their responsibilities, understanding TCM, understanding the programs that DD Resources funds, being prepared for board meetings, and board attendance. We discussed ways to educate and train the board that would be engaging and encourage attendance.

- We will schedule lunch and learns at our funded agencies and ask the agencies to present on the services that DD Resources supports.
- We will schedule lunch and learns with TCM and Agency Relations to educate the board about what we do.
- We will explore the possibility of podcasts and webinars to educate the board.
- We will invite board members to trainings and all staff meetings.

Shaelene informed the committee that we will soon be using Relias as our online training management system and that the board could have access to this to complete trainings.

The committee decided to schedule an hour meeting in April since there is no regular board meeting and use this time to do a refresher for board members, discussing things such as:

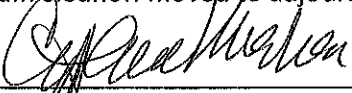
- Board member roles and responsibilities
- Board member requirements
- History of DD Resources
- Developmental disabilities and who are we serving
- Services we are funding
- TCM

This meeting will be held on April 23, 2020 at 5pm. This meeting will be an opportunity for board members to recommit to their duties as board members and gain an understanding of their responsibilities and the impact their service on the board has to the DD community.

We reviewed the board meeting attendance results for FY19 and FY20. There is one board member that did not meet attendance requirements for FY19 and two board members that are not meeting attendance requirements for FY20.

Shaelene reviewed the CARF board governance requirements with the committee and explained that some of these requirements are covered within our bylaws. Others need a more formal policy written and will help guide our work with board development and engagement. Shaelene will work on this and present information to the committee as it is completed.

William Siedhoff moved to adjourn the meeting at 4:46pm



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Cynthia Mueller, Secretary

3/12/2020

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Date Approved