



St. Louis Office for Developmental Disability Resources
Minutes of the Meeting of the Board of Directors
Thursday September 24, 2020

Board Members Present:

William Siedhoff, Chairperson	Dionne Flowers, Board Member	Sherry Wibbenmeyer, Board Member
Ken Franklin, Vice Chairperson	Nina North-Murphy, Board Member	
Patrick Brennan, Board Member	David Weber, Board Member	

Board Members Absent:

Michael Garvin, Board Member	Cynthia Mueller, Secretary
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Staff Members Present:

Shaelene Plank, Executive Director	Lisa Briggs, Controller	Chrystal Griffin, Director of TCM
Nathan Patton, IS Manager	Nate Head, Sr Agency Relations Rep	Jack Neyens, Financial Consultant
Olivia Pruitt-Payne, HR Manager	Ebony Young, Agency Relations Rep	Rachel Shapiro, Executive Assistant

Guests Present by Phone:

Kait Calys-Strohm, Easterseals MW	Amanda Kehoe, Sunnyhill	Rachel Svejkosky, FACT
Kathy Farache, AADD	Heather Lytle, FACT	Heather Ward, Lifebridge Partnership
Donna Gunning, The Center	Pam Merkele, AADD	Laura Washburn, The Center

I. Call Meeting to Order

Bill Siedhoff, Chairperson, called the St. Louis Office for Developmental Disability Resources Board of Directors Meeting to order at 5:06 pm.

II. Remarks from visitors - No remarks.

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

IV. Public Hearing: 2020 Tax Rate

- a. Bill Siedhoff, Chairperson, announced that in accordance with RSMo 67.110, the St. Louis Office for Developmental Disability Resources is to file the 2020 tax rates with the Assessor's office by October 1, 2020. We have completed the tax rate summary and propose to set the tax levy for 2020 at 0.1341 per hundred dollars assessed value. Bill asked for any public comments related to the tax rate and there were none.
- b. Lisa Briggs, Controller, explained the calculation of the 2020 tax rate and the Board resolution they would be voting on virtually. Bill Siedhoff explained that he would be conducting the vote via roll call and Board members would be consenting to approving the tax rate and their signature being recorded electronically on the resolution.
- c. **Patrick Brennan moved that the Board approve the calculated tax rate, as published in the newspaper and as described by Lisa Briggs. Nina North Murphy seconded the motion. All voted in favor through roll call vote. The motion carried.**

V. Mission Moment

- a. Kathy Farache and Pam Merkele from AADD presented the mission moment. Thirty-four people participated in retirement support groups. AADD implemented a phone list for contacting persons served, which included a basic needs questionnaire. They continue to reevaluate how to keep people engaged and safe. The organization distributed PPE and toilet paper, conducted birthday parades, and organized porch visits. Staff supported individuals in securing tablets, even though teaching them to use them has been a challenge. A student intern developed curriculum specifically for this purpose. They brought in an occupational therapist to further assist consumers in using the tablets.

- b. The past six months have reaffirmed the value in their work. Thirty-eight of forty-five consumers had in-person support service; the remaining seniors had virtual support. Staff administered the "Alone" survey – a five-question survey to assess perceived loneliness. Clients continued to engage with health, nutrition, exercise, and other activities. For twenty-five people, the senior center is their opportunity to have meals with others (socialization and nutrition). AADD partnered with a food bank to provide fresh produce, dairy, and eggs throughout the summer.

VI. Approval of Meeting Minutes

- a. The following minutes were presented to the Board for approval:
 - i. Minutes of June 2020 Board Meeting
 - ii. Minutes of June 2020 Program Committee Meeting
 - iii. Minutes of August 2020 Nominating/Personnel Committee Meeting
 - iv. Minutes of September 2020 Executive Committee Meeting
- b. There were no additions or corrections to the minutes. **Ken Franklin moved to approve all minutes; Dione Flowers seconded the motion. All voted in favor. Motion carried.**

VII. Financials

- a. Lisa Briggs, Controller, presented the May-August 2020 financial reports.
 - i. June:
 - 1. We ended the year with \$12.4 million.
 - 2. We ended the year with 32 staff members.
 - 3. Revenue was \$440,000 over budget; Expenses were under budget for the year. This included funding the agencies at the full amount.
 - 4. TCM revenue ended the year positive
 - ii. July:
 - 1. There were no agency expenses in July (agencies had not yet entered their billing due to learning the new billing system)
 - iii. August:
 - 1. Staffing is on budget at 32.
 - 2. Revenue was under budget by almost \$11 million; Expenses are trending under budget, mostly in the salary budget due to accrued PTO balances (staff unable to use vacation days now and some using FFCRA time instead).
 - 3. The bottom TCM number is -\$15,000 because revenue is lower. We will keep an eye on it. Case managers are keeping in touch with consumers, but fewer visits mean less billable time.
- b. **Patrick Brennan moved to approve the June-August 2020 Financial Reports. David Weber seconded the motion. All voted in favor. Motion carried.**
- c. Lisa Briggs presented the audited unit cost rate for agencies for the FY21. She asked the Board to approve waiving the audited rate for FY21 since services looked so different considering the pandemic. Also, if they did calculate it, the rate would be much higher than normal because agencies are providing lower units of service. The other SB-40 boards in the alliance are also approving this.
- d. **David Weber moved to approve waiving the audited unit rate for FY21. Dionne Flowers seconded the motion. All voted in favor. Motion carried.**

VIII. Committee Reports:

- a. **Nominating/Personnel:**
 - i. Reviewed revised employee handbook. Recommending approval of handbook for full board. Attorney has looked it over. We are adding a few definitions based on the attorney's review. No real content changes.

- ii. The Nominating/Personnel Committee is asking the Board to approve revised employee handbook and Sunshine Law policy.
- iii. **Dionne Flowers moved to approve both the Employee Handbook and the Sunshine Law policy wording. Sherry Wibbenmeyer seconded the motion. All voted in favor. Motion carried.**

IX. Emergency Funding Request

- a. The Center – Donna Gunning, Executive Director and Laura Washburn presented a funding request. A summary of the request could be found on page 33 of the Board packet.
- b. David asked if this went before a staff committee. Initially it came before the Program Committee. They had been given the authority to decide on COVID-related emergency requests, but they determined this was not COVID-related. Therefore, they are appealing to the full Board. No staff recommendation currently.
- c. Donna summarized the history of the appeal.
- d. David applauded her for reopening and asked if they were fully open and the pandemic had not happened, would they still be coming to us for emergency funding for the A/C? She said she would have requested a much smaller amount. He asked her if she was confident that if she got what she needed and still can't open in January, could they recover from this? She explained that they have a plan. Unlike other restaurants on the street that have closed permanently, staff have been working on carryout. They began creating other things to generate funds (desserts in county and city).
- e. Nina is concerned about the number of consumers integrated into the program. Would like the program to succeed but this effort has been going on since 2016, and she is concerned we are throwing money down a hole. Donna said we have had many obstacles such as weather and pandemic, but they are committed to making it work. Nina asked why there was more staff than trainees. Right now, they have three people with special needs and are getting ready to expand. Wanted to train people in the middle of the day to prep for dinner, but the dinner business did not attract a lot of trainees.
- f. Bill asked about their program. Did they have a plan to train people and get them a permanent position within a certain period of time? The program is 3 months – 240 hours. When they graduate, the cafe may hire them. When this began, there were some students who may have possibly been hired before the end of the school year. Plan is to at least have 10 trainees and 6-8 employees in the first full year. Training personnel – have a sous chef and wait staff (small operation). Training department has staff. They are a different department. When there is a referral, the training department helps the individual select the industry they want to work in. They do not always pick food service, which limits their numbers. They would appreciate referrals from service coordinators (for candidates). This was intended to be a place where it was going to be easier for trainees to learn because we are the employer. We won't "kick them out". Some cannot focus. Want this to be a place that gives these people a chance. Need referrals to onboard.
- g. Nina asked if there was a timeline. The school was a resource for them because they have graduates. They were trying to create the late afternoon workforce to create prep for dinner.
- h. David asked if they have reached out to Paraquad. Donna spoke to them. They use a different model. They have a separate kitchen for training and another one for the restaurant. Integration is people working side by side.
- i. Request is \$17K to purchase and install 2 A/C units and 1 furnace, replace 2nd story opening and install an additional wireless internet access point
- j. Shaelene explained what Nate provided.
- k. Dionne expressed that it is a difficult time for many people. A lot of people are struggling. She is concerned about the number of people who can participate.
- l. Does DDR own the building? DD Resources purchased the building in 2016. Technically we own the building. Donna spoke about capital expenses - gets added to the value of the building. If they were to sell, then additional expenses would come back to DD Resources. Would be better if the building were larger. Could allow more people in. Will serve through carryout and have outside tables.

- m. We have an enormous investment. If we approve it, it would be the last time we would do something like this.
- n. **Nina moved to approve the request on the condition that The Center onboards more people in some way. They must encourage more participation. There also must be more structure as to how long people are in the program. David seconded the motion. All in favor. None opposed. Motion carried.**
- o. The Board wished Donna good luck. She assured them that she won't let them down. Bill encouraged Donna to take advantage of David's expertise.

X. Executive Director's Report

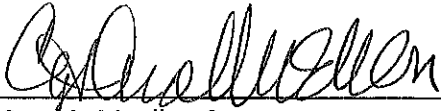
- a. Re-entry - As of September 16, all staff have returned to the office (Phase 4 complete). We continue to work on a COVID response plan – most recently dealing with employees who have traveled. Will continue to hold board and committee meetings virtually. No visitors in the building through the end of year.
- b. Agency Relations – Agencies continue to provide face-to-face and virtual supports. Just as many received face-to-face visits as received virtual.
- c. Alliance –
 - i. Program team has been preparing for partner review meetings. Developed a guide for agencies to use to prepare for these visits, which will start in October. They will begin with mutually funded agencies.
 - ii. Alliance finance team has been working to migrate to our shared billing system. Will submit a quarterly report to us in October. Added questions related to COVID on the report, such as how to return to POS model vs. grant funding.
- d. TCM Audit – This was the first time we did our TCM audit completely virtually. We received a very positive review. A few things we need to follow up on. We are preparing to resume in-person visits when we come off the remote-only visit list. Working on policies to ensure the safety of our staff and clients.
- e. Employee satisfaction survey – Shaelene included a summary by question in the board packet. We talked about it in detail at Personnel committee. Included comments in minutes. Things that are within our control, we are working on plans to address those issues. Happy with results and response rate of the survey.
- f. Executive Committee met last week. They are also the Board Engagement Committee. Talked about doing board training back in April but had to cancel due to COVID. Since we do not know when the pandemic is going to end, we would like to move forward to do some engagement activities virtually. Board members will be invited to trainings. We will be talking to agencies to see if a small group can visit for a tour. A Board engagement plan, approved by the Board Engagement Committee, is in the Board packet.
- g. Received word from one of our funded agencies (Family Forward) that it will no longer provide residential or respite care. They provided services to medically fragile clients. Staffing has been hard. With the pandemic it is even harder. Made the hard decision to discontinue those services. Notified us of this today. Will end at the end of the year. Sad news for our consumers, but we understand. Our annual award to them is \$20K. Will be looking at that as far as budget is concerned.
- h. Next regular Board meeting is scheduled for Nov 12th at 5:00pm.

XI. Unfinished Business - None

XII. New Business – None

XIII. Announcements - None

XIV. Call for Motion to Adjourn - Dionne Flowers moved to adjourn the meeting. Nina North Murphy seconded the motion. All voted in favor. Meeting adjourned at 6:24 pm.



Cynthia Mueller, Secretary



Date Approved