



St. Louis Office for Developmental Disability Resources  
Minutes of the Executive Committee  
September 17, 2020

**Board Members Present:**

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

Cynthia Mueller, Secretary  
Patrick Brennan, Treasurer

**Staff Members Present:**

Shaelene Plank, Executive Director  
Devin Erickson, Quality Assurance Specialist

Rachel Shapiro, Executive Assistant

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1. Call meeting to order
    - a. The meeting was called to order at 4:01 pm by Bill Siedhoff.
  2. Risk Management Plan
    - a. Shaelene wanted to optimize the use of the Risk Management Plan. In formulating the plan, with the help of the Board and staff members, we have done the following:
      - i. Identified the risks - The Leadership team and Devin Erickson, our Quality Assurance Specialist, brainstormed risks we thought we had in addition to what was on the list and eliminated the risks not applicable to us.
      - ii. Analyzed the Risks - The plan was shared with the Board and Safety committee. People were asked to rate the risk. Based on those numbers, we came up with an impact score. We took two scores: 1. The possibility the risk could occur; 2. The impact of the risk on the agency. Came up with an impact score. Scores were categorized into high-, medium-, and low risk.
      - iii. Prioritized the risks - We prioritized according to which level the risk fell into.
    - b. Today we are trying to do steps 4 and 5 on the Risk Assessment hand-out, included in the meeting packet:
      - i. Determine the Appetite for Risk
      - ii. Reduce and Control the Risks
    - c. Looking at the scoring (pgs. 3-5), we only had one high risk: pandemic (which makes sense, because we are in the midst of one). Other years it would have been rated low.
    - d. Pat asked about the scale used. To get the action level – **we took the likelihood and multiplied times the impact**. This is a composite score. When put in ranges, the only one to fall into high range was the pandemic. Looked at highlighted risks. Budget cuts should probably change to high risk.
    - e. What does the Executive Committee suggest doing moving forward (Best practices is to have the Board involved in completing this plan)?
      - i. Question about “Willingness to accept risk” - This means knowing there is some risk you may have to live with. Some things look like they are risks that we cannot address (e.g. pandemic). However, we are addressing the pandemic as best as we can with our response plan. As of yesterday, everyone is officially back in the building. This is a step forward towards providing service to our consumers. We will soon come off the remote-only list. There is a lot of fear. The risk of having everyone come back is a risk we are willing to take because we are putting measures in place to keep everyone safe.
      - ii. Ken added that the Board usually helps to mitigate through policy and should make sure there are no gaps. He suggested having a workshop and address management’s recommendations. Board role is oversight. The staff should come up with mitigation solutions and the Board will consider them. The Board will decide the priorities they want to look at from a policy level.

Recommends retreat/workshop (include lawyer) to make sure they fill in any gaps. Leadership staff and Quality Assurance staff have created a list of 10 high priorities. Leadership will meet to work on completing the chart in the packet for these items (page 6). Then Shaelene will add it to the Board engagement plan and talk about it with the rest of the board.

- iii. Cindy said since this list has been created and analyzed by specialists in their categories, the Board should sit down and look at the recommendations by those people as to how to mitigate the risks. Most are money related. Maybe we will need to set up emergency fund?
- iv. Pat agrees with the workshop approach. Will have to be virtual. We will move forward with the workshop idea.
- v. Ken gave kudos to Shaelene for accomplishing this and for engaging staff and board members on this. It is a lot of work. This is exactly what we should be doing / where we should be going.
- vi. Devin thanked the executive committee for being involved in this process.


### 3. Coalition merger/funding

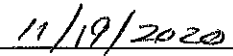
- a. There are two coalitions: St. Louis County coalition and St. Charles County Coalition. Shaelene participates in the St. Louis county coalition. They are a group of service providers from the city and county who get together monthly. There is overlap in participants amongst the two coalitions because agencies provide services in multiple counties.
- b. There is talk of merging the two Coalition groups so they started by merging the legislative committees from each Coalition. The St. Charles Coalition is more evolved as a group at this time. DDRB funds the Coalition to pay for a lobbyist, Bill Gamble. Shaelene wanted to prepare the Executive Committee for the possibility of budget line item in FY22. They will want to merge the coalition and will ask that the three boards split the cost of funding the Coalition so that the Coalition can employ a lobbyist. Right now, DDRB funds the Coalition. The cost per board will be \$8000. They asked DD Resources to do this in June, but the timing was not good (we had just voted to pass the budget for the fiscal year). Shaelene said she would not ask our board until there was more city agency representation on the Coalition. She would like to see some outreach done by the coalition to include more service providers that we are funding in the city. Can work it into the budget for next year.
- c. Shaelene has participated in this coalition since she started and thinks it is a valuable group and that it will be more valuable once they merge. So far, Shaelene has shared some of the political updates from Bill Gamble with the board. Ken and Bill S. know Bill Gamble, and he has a good reputation. He is a good choice. It seems like a good idea. Helps accomplish our goals with advocacy. An SB40 board cannot fund a lobbyist, which is why a separate entity must do this.
- d. Shaelene wanted to inform the Board about these groups and our participation and what she has asked of them for her to feel good about coming to the board with it. Next year we can be a more active participant. The plan is that the Coalition will have to do some inviting and education. Shaelene will have to make some personal phone calls and request new agency involvement in some of these meetings. Many do not know about it or have not found it beneficial in the past. Maybe the merging will be more interesting to them. They may find a lot more value in it. We have set the stage with the alliance and if they know we are all backing it, there may be more support for it.
- e. Bill said to keep in mind that if there is anything we are supporting, that we make sure it is also supported by the mayor's office (especially if it is something controversial).

### 4. Agency goals by department/Scorecard

- a. We have worked this past fiscal year to put this list of outcomes together that we want to measure by department for FY21. Wanted the committee to be able to take a look at it. Shaelene should be able to report on these outcomes to the board quarterly.

- b. Shaelene asked if there was anything else they think we should measure. Seems to be comprehensive. As we gather the data, we may need to tweak some things, as far as wording. The committee said it looks good and should give us a lot of information.
5. Review Board Engagement Plan
- a. As a reminder: We officially made the Executive Committee the Board Engagement Committee with the addition of Nate Head and Samantha Montgomery as staff representatives. We were going to have our first in-person meeting at end of April (to discuss roles and responsibilities). Then COVID hit so we canceled the meeting. Wanted people to meet in person, but this pandemic has gone on, so we need to move forward with a plan because we don't know how long this will last.
  - b. Presented plan to committee.
  - c. The committee agreed with the plan to start meeting virtually, since we probably won't be able to meet in person any time soon. A positive implication is that we get better turnouts with virtual meetings. Later in the day works better for people. The Board was on a couple of calls this year. It is a good idea for staff and Board members to see each other. It worked out well when Bill and Ken participated in the alliance meeting. Will add "Risk Management Plan" to Board workshop and trainings.
6. Other announcements
- a. We advertised the public hearing for the tax rate at the next board meeting. There may be public comments.
7. Call for meeting to adjourn
- a. William Siedhoff moved to adjourn the meeting. Ken Franklin moved to adjourn. The motion was seconded by Cindy Mueller. Vote was all in favor. None opposed. The meeting was adjourned at 4:44 pm.

  
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Cynthia Mueller, Secretary

  
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Date Approved