



St. Louis Office for Developmental Disability Resources
Minutes of the Nominating/Personnel Committee
May 27, 2021

Board Members Present:

William Siedhoff, Chairperson

Ken Franklin, Vice Chairperson

Dionne Flowers, Board Member (Committee Chair)

Board Members Absent: None

Staff Members Present:

Shaelene Plank, Executive Director

Olivia Pruitt, HR Manager

Rachel Shapiro, Executive Assistant

1. Call meeting to order –

- a. Dionne Flowers, Committee Chair, called the meeting to order at 4:04 pm.
- b. Roll Called – All three committee members present; Three staff members present.

Nominating Committee

2. Discuss need for new board member

- a. Bill will revisit, with the new mayor, the suggestion of asking Judge Craig Higgins to be on the DD Resources board.

Personnel Committee

3. Review and approve Telecommuting Policy and Diversity, Equity, and Inclusion Policy

- a. Telecommuting Policy - Before COVID, the telecommuting policy was not as extensive because it was not possible for as many people to telecommute then. Knowing more people would want to do so now, we formed a committee of staff (with representation at all levels) and drafted a more developed policy with committee input. It was distributed to all staff for comment, and we received feedback from three people. The committee met again, addressed issues from the feedback, and made some revisions. This is the final draft.
- b. Diversity, Equity, and Inclusion Policy & Plan – We are doing some work with the four boards on this policy. We asked staff for feedback but did not receive any. Within the last month or two, we made more revisions based on the development of our plan with the Alliance. The boards have contracted with DAP (Diversity Awareness Partnership). They will do a climate assessment survey with us. The committee just finished selecting the questions. The survey will be distributed to all four boards, but DAP will be able to talk to us about our data individually. Based on the survey results, our plan may evolve. It will be good to partner with the other boards. DDRB has a cultural competency committee, and they recently asked Olivia to sit on that committee.
- c. Discussion on policies:
 - i. Discussion about how the committee differentiated who could telecommute how many days per week.
 - It was based on position and needs of the agency.
 - Concern that differentiating days would create problems. Shaelene emphasized that all employees had the opportunity to provide feedback to the policy and based on staff feedback, we did it this way.

- Shaelene emphasized that employees must meet certain performance expectations and work out a schedule with their supervisor. We will lose staff if we are not flexible and offer this option. There is a way to monitor if they have logged on from home.
 - Tax issue –The only issue we have had was staff who live in Illinois. Once they learned they would have to pay Illinois taxes, they decided to come back to the office. Earnings tax would be an issue whether we did one day or three days. Earnings tax has been challenged in court but was denied.
 - Committee agreed to do a trial period of new telecommuting policy for 6 months.
- d. **Dionne moved to adopt the DEI Policy & Plan and a 6-month trial period for the Telecommuting Policy. Bill seconded the motion. All in favor. None opposed. Passes.**
4. Review Accessibility Checklist and Plan (prepared by Devin Erikson)
- i. Committee felt it was good. Devin was very thorough. Devin will complete the checklist for the agency in June.
5. Review Employee Satisfaction Survey
- i. Shaelene went over the survey results with the committee:
 - Overall good. Even if there was a decrease, in most cases the original score was already high.
 - Pleased with the leadership section and increases there. Has a lot to do with the change in the TCM Director position.
 - Concerned with two questions regarding pay. Scored lower on question about people understanding how their pay is determined and question about high performance being rewarded financially. We addressed this by doing an education piece at all-staff (included in packet). Walked staff through what the pay scale is based on education and experience. Informed staff we do a compensation study every two years and where we want to be in the ranges. Talked about evaluations and how they are scored related to raises. Explained that we are not doing COLA because regardless of what you do, everyone gets the same increase, and we want to reward for high performance. Contacted other SB40 boards. None of them do a COLA. Most raises last year were 3-4%. We think DDR is generous in the raises they give. People who have been here a long time do not have the perspective of what other non-profits do.
 - There was a decrease in our score for “valuing safety” (80% is high but the decrease is probably COVID-related). “Able to balance work with personal life” decreased – also probably COVID-related.
 - Happy about some questions. Last year we scored lower in “room for growth and promotion” – there is not a lot of turnover so there is not always the opportunity to promote. We scored better this year because we have had some turnover and hired internally, which has been good for staff.
 - ii. Will share survey results with staff. Last year we identified questions where we felt our score was low and made an action plan and have shared at all-staff what we are doing to address those issues. Olivia and Shaelene will do that again with this survey.
6. Review Safety Inspection Report
- a. This is a requirement for CARF, and the first inspection done since we have been in the building because the inspectors could not go out last year due to COVID. We scored well on everything. No concerns or recommendations. Will provide this report to CARF.

Call for motion to adjourn - Bill Siedhoff moved to adjourn. Dionne Flowers seconded the motion. All in favor. None opposed. Meeting was adjourned at 5:00 pm.

DocuSigned by:

Cynthia Mueller

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Cynthia Mueller, Secretary

6/13/2021

Date Approved