



**St. Louis Office for Developmental Disability Resources  
Minutes of the Meeting of the Board of Directors  
Thursday June 10, 2021**

**Board Members Present:**

William Siedhoff, Chairperson	Cynthia Mueller, Secretary	David Weber, Board Member
Patrick Brennan, Board Member	Dionne Flowers, Board Member	Sherry Wibbenmeyer, Board Member

**Board Members Absent:**

Ken Franklin, Vice Chairperson  
Nina North-Murphy, Board Member

**Staff Members Present:**

Shaelene Plank, Executive Director	Ebony Young, Agency Relations Rep	Rachel Shapiro, Executive Assistant
Olivia Pruitt-Payne, HR Manager	Lisa Briggs, Controller	Samantha Montgomery, TCM Mentor
Nate Head, Sr Agency Relations Rep	Jack Neyens, Financial Consultant	

**Guests Present by Phone:**

Gabrielle Szarek, St. Louis ARC	Mark Keeley, St. Louis ARC	Heather Lytle, F.A.C.T.
JR Johnson, St. Louis ARC	Amanda Kehoe, Sunnyhill	
Madeline Webster, St. Louis ARC	Sara Fulk, Sunnyhill	

**I. Call Meeting to Order**

Bill Siedhoff, Chairperson, called the St. Louis Office for Developmental Disability Resources Board of Directors Meeting to order at 5:14 pm.

**II. Remarks from visitors** - No remarks.

**III. Introductions** – Introductions of the Board Members and guests were made.

**IV. Mission Moment** – Gabrielle Szarek, St. Louis ARC Launch

- a. We heard from our three guest presenters from St. Louis ARC: Gabrielle Szarek, Director of Transition Services, Madeline Webster, Transition family navigator, JR Johnson, Coordinator of transition services for St. Louis ARC and runs the Launch in the City program, who spoke about their DDR-funded Launch Program. This program is for teens and young adults transitioning from high school to adulthood. Also focuses on family supports.
- b. They have fifteen individuals in the Launch program (which was their goal for the 1<sup>st</sup> year). Between support groups, workshop and bounce forward, they easily have over 100 families. They are grateful to DD Resources for its support of their program.

**V. Approval of Meeting Minutes**

- a. The following minutes were presented to the Board for approval:
  - May 2021 Board Meeting.
  - May 2021 Program Committee Meeting
  - May 2021 Nominating/Personnel Committee Meeting
    - i. Correction to typo in the packet (Board Meeting Minutes): Page 4, item a.i.3 – Non-TCM revenue should be corrected to \$233,000.
    - ii. Correction to typo in the packet (Program Committee Minutes): Page 8, item 1.c.iii – \$20,101 is the correct amount of the increase granted to St. Louis ARC.
- b. **David Weber moved to approve the corrected minutes for the May 2021 Board meeting and the May 2021 Program Committee meeting, as well as the presented minutes for the May**

**Nominating/Personnel Committee meeting. Dionne Flowers seconded. All in favor. None opposed.  
Motion carried.**

**VI. Committee Reports**

- a. Program Committee - Cynthia Mueller, Committee Chair
  - i. Committee met in May to review agency funding requests.
  - ii. Most agencies providing virtual options will continue to provide them but will move to in-person programs.
  - iii. Recommendation to fund ILAF (Independent Living Assistance).
  - iv. We had requests for increases from three agencies. Artists First received a rate increase, bringing their award to \$69,510. ESMW requested a rate increase for family support – we supported it, bringing their award to \$65,224. St. Louis ARC would like to continue their Parents Learning Together group and individual programs, so we allocated funds from withdrawn programs for that. The total for those awards will be \$267,163 and \$49,145, respectively.
  - v. Program decreases: Horizon Housing continues to decrease by \$35,000 / year. We are also reducing support for the Center for Head Injuries’ social enterprise, Destination Café, over the next three years, in the amount of \$40,000, as well as the award for adaptive equipment by 50%.
  - vi. Discussed underutilization of funds by agencies; therefore, will be accepting requests for new programs in FY22.
  - vii. The Committee recommended approval of funding for agencies that is included in the full budget we are presenting tonight.
- b. Finance Committee
  - i. Review and recommendation to approve April 2021 financials, Lisa Briggs, Controller
    1. Lisa shared snapshot for April. \$14,755 cash on hand. Only need \$2.6 million of that if we were to spend our full budget for the SB-40.
    2. Head count for staff is 30.
    3. Non-TCM revenue is over budget over by \$206,000. The tax revenue has not decreased.
    4. TCM revenue is under budget and will continue because of COVID.
    5. Expenses are under budget by \$930,000 as of 4/30/21. Will most likely continue for remainder of fiscal year.
    6. TCM revenue – no change from prior month. Positive month for April, and it has been a while since that has happened.
    7. Forecast – Revenue will probably be \$350,000 under what we budgeted due to TCM and SB3 and our unrealized gain and loss on CDs due to extremely low interest rates. Expenses will be close to \$1 million under budget for the year. Net under revenue and under budget will be around \$600K for fiscal year.
    8. Cash balances graphs – Show how our balances came down since 2012 but came back up and we want it to level off now.
    9. Discussion about the \$1 million under budget.
      - a. Biggest part of the \$1 million (\$700K due to agencies not billing). Some transportation.
      - b. Program committee will look at agencies who have trend of underspending their awards. In June/July, Agency Relations will talk with agencies to figure out why funds are underutilized.
      - c. With COVID it is difficult to assess. Prior to it, were already looking at agencies underspending and were considering reducing their award. Once COVID has resolved we will resume looking at these trends.

- d. Bill spoke to the Executive Director of the St. Louis County SB40 board about their experience because there is a concern that our resources are not fully utilized. Shaelene explained that it is an issue for all the boards. Other boards budget for underutilization, which we will be doing this year. It occurs at county and state levels as well due to disability factors that prevent people from attending programs, as well as poverty levels and not having resources they need to maintain a regular schedule. Agencies may not have realistic numbers of how many they can serve right now.
- e. We do not want a big reserve and we need to address this issue. Opening funding to new agencies will help. Ideally, would like to do this every year (even if we have limited dollars). It has been difficult to get agencies to come into the city. The Committee will investigate what our region does in our low-income minority areas.

**10. Pat Brennan moved to approve the April 2021 financials and Cindy Mueller seconded the motion. All in favor. None opposed. Passed.**

- ii. Review and recommendation to approve the DD Resources annual budget for FY22 – Lisa Briggs, Controller
  - 1. Lisa reviewed the FY22 budget highlights. Most agencies will receive a 2% COLA. Increased agency funding by \$186K.
  - 2. Revenues – Increased tax revenue to \$100k to align with FY21 forecast. TIF & SB3 revenue unchanged. Lower interest income. Intergovernmental increase \$4K for MODot and MEHTAP grant increase.
  - 3. Facility – Increase of \$1,256. Operating expense is decreased by \$21,900. Net total budget negative \$234K by design to account for historical underutilization of agency funding.
  - 4. Lisa reviewed the FY22 Compensation Proposal. 5% pool but adding the marketing position we are sharing with PLB. Their portion is accounted for in revenue.
  - 5. FY22 Budget: Revenue budgeted at \$9.647 million (slightly more than current year). Salary and benefits \$2.6 million (\$150K more than budgeted this year – added staff person and merit increases). Facility flat. Operating lower. Lowered budget for bus passes.
  - 6. Budget will be negative almost \$235,000 purposely. Our partners in the Alliance do this because they know agencies underutilize the funding. Hope is to end year balanced.
  - 7. Discussion about a higher match for one year on our retirement program. Currently it is up to 4%. Only two staff do not participate, and a few do not do all 4%. Increasing it would not benefit all, but we may get new people. Projected cost on match is \$79,000 at 4%. Would increase by \$20,000 if more staff participate at 5%. Will take that under advisement – if people need it.
  - 8. **Pat Brennan moved to approve the FY22 proposed budget. David Weber seconded the motion. All in favor. None opposed. Passed.**
- c. Nominating/Personnel Committee
  - i. Recommendation to approve the new Telecommuting Policy and Diversity, Equity, Inclusion Policy & Plan – Dionne Flowers, Committee Chair
    - 1. The committee met on May 27<sup>th</sup> and re-reviewed the revised Telecommuting Policy as well as the Diversity, Equity, Inclusion Policy & Plan. They recommend it to the full board for approval. (Policies included in the Board packet).

2. **David Weber moved to approve the new Telecommuting Policy and Diversity, Equity, & Inclusion Policy & Plan. Pat Brennan seconded the motion. All in favor. None opposed. Passed.**
3. The committee also reviewed the revised accessibility plan. No recommendations made.
4. They reviewed the safety inspection by Philadelphia Insurance and had no concerns to report.
5. The Employee Satisfaction Survey was also reviewed.

**VII. Executive Director's Report – Shaelene Plank**

- a. Agency Relations / Easter Region Alliance
  - i. Program Committee met May 20<sup>th</sup> to discuss underutilization of funds by agencies. Will be reaching out to agencies who have done so for the last three years.
  - ii. Alliance will debrief for the first time as an alliance in July.
  - iii. Will be looking to accept funding requests for new programs and agencies in early FY22.
- b. TCM
  - i. Kaitlin Willcutt has accepted the position of Service Advocate Mentor and started on June 7<sup>th</sup>. We will be advertising to fill her former position of Service Advocate.
  - ii. We have also advertised the vacant position of Administrative Clerk.
- c. Board engagement
  - i. Thank you to those who attended the tour of Pathways to Independence, Lifebridge, and Options for Justice.
  - ii. Next tour is with Paraquad on June 30<sup>th</sup> at 4:00 pm. Nothing scheduled for July or August. Will go to St. Louis ARC on September 15<sup>th</sup> at 4:00 pm and UCP on October 6<sup>th</sup> at 9:00 am.
  - iii. Executive committee will discuss engagement plans for 2022 and agency strategic planning in August.
- d. COVID-19
  - i. Staff will return to the office in two phases – some on June 14<sup>th</sup> and remaining staff on July 19<sup>th</sup> with new telecommuting plan in place.
  - ii. In accordance with CDC guidance, if staff are fully vaccinated, they do not have to complete the daily screening form or wear a mask in the building. Unvaccinated staff will continue to screen and wear a mask. We also instructed the staff to wear a mask when meeting with visitors, regardless of vaccination status. Not sure about visitors yet. Waiting to hear from CDC.
  - iii. Next Board meeting will be in-person with a virtual option for those who cannot attend in person.
- e. Employee Satisfaction Survey
  - i. Results included in board packet includes a comparison to last year's results. Survey with comments was shared with the Nominating/Personnel committee.
  - ii. Pleased with the Leadership section. Ratings were much higher than last year and feel much is due to the changes within TCM management and our delivery of the Five Behaviors of a Cohesive Team curriculum.
  - iii. Will develop action items for survey questions that we can address. We have already begun to do some education regarding salary determination.
- f. Code of Ethics
  - i. Resolution is included in board packet. As a political subdivision, we are required to pass this resolution every two years and file it with the Missouri Ethics Commission.

**VIII. Unfinished Business – None**

- a. Shaelene will re-send the invite to all for the upcoming Paraquad visit.

**IX. New Business**

- a. Recommendation to pass resolution for the Code of Ethics for DD Resources, Bill Siedhoff, Chairperson
  - i. Do not need to read it into the minutes since a copy has been provided in the packet
  - ii. **David Weber moved to approve the resolution for the Code of Ethics for DD Resources. Pat Brennan seconded the motion. All in favor. None opposed. Passed.**

**X. Announcements – Open to any Board Member or Staff**

- a. Looking forward to meeting in person
- b. Staff not required to be vaccinated, but if they want to walk around the office without mask, they need to have proof of vaccination on record. If people have visitors in building, we are asking visitors and staff to wear a mask regardless. Cannot ask visitors for proof of vaccination. Visits are by appointment only.

**XI. Call for Motion to adjourn**

- a. **Dionne Flowers moved to adjourn the Board meeting. David Weber seconded the motion. All in favor. None opposed. Board meeting adjourned at 6:04 pm.**

DocuSigned by:

*Cynthia Mueller*

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Cynthia Mueller, Secretary

9/30/2021

Date Approved