



**St. Louis Office for Developmental Disability Resources**  
**Minutes of the Nominating/Personnel Committee**  
**August 12, 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

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**1. Call meeting to order –**

- a. Bill Siedhoff called the meeting to order at 4:08 pm on behalf of Dionne Flowers, Committee Chair.
- b. Dionne joined at 4:15pm.

**Nominating Committee**

**2. Update on board member recruitment**

- a. Bill has made a couple of contacts and spoke with Ken about this. Not getting a response from contacts he made. Need to start search over. At this stage we are still looking for a candidate.

**3. Approve slate of officers**

- a. All officers agreed to remain in their positions:
  - i. William Siedhoff, Chairperson
  - ii. Ken Franklin, Vice Chairperson
  - iii. Patrick Brennan, Treasurer
  - iv. Cynthia Mueller, Secretary
- b. **Ken Franklin moved to approve the slate of officers. Bill Siedhoff seconded. All voted in favor. Motion carried.**

**Personnel Committee**

**4. Review Accessibility Checklist and Plan (prepared by Devin Erikson)**

- a. Board saw the accessibility plan at the last meeting. Safety committee had done a walk-through and identified a few items. The list was shared with the committee. Some items can be addressed (or have been); others cannot. Some items we have addressed:
  - i. Accessible spaces in the parking lot – one is van accessible and three others are marked on the pavement as accessible. We may put up additional signs.
  - ii. Gap at entrance – Sidewalk seems to be higher. Landlords have agreed to fix that. Will level that out in the next few weeks.
  - iii. Signage - We have a Braille label maker for inside, and have added Braille to our indoor signage, but the labels won't stick to the outside of the building. Safety committee will talk about it at their next meeting.

**5. Review Employee Retirement Plan**

- a. 403b Plan
  - i. 28 of 30 employees are currently enrolled, 93.3%
  - ii. 14 employees receive the max match of 4%
  - iii. Annual amount of \$9,900 left of the table by current staff. We reminded people to increase their contributions with their new salary increases. Other ways to address the available funds:
    - 1. At last board meeting David suggested raising our 403b employer match to a 5% match. That would not necessarily benefit everyone because not everyone is doing the maximum percentage now.
    - 2. Another possibility: Increasing our multiplier of our pension plan. Compared our current LAGERS vs. three other options. Other options increase the multiplier (by either .015, .0175 or .0200). Costs and benefits change depending on multiplier. Budget/audit reflection: Now net budget line shows an asset. If we increased multiplier it would change to a liability. Would catch up over time and show as an asset again after a few years. We have assets in that line item because we are overfunded right now.
    - 3. DDRB also does LAGERS. Their multiplier is .0175. PLB and DDA do not do LAGERS. If we went with option 1, our cost would increase by \$60,000.
  - iv. What route would staff prefer? We will do a survey. Asked for further clarification and assumptions made on document that Controller provided. Need to know the assumptions under each scenario (will ask Lisa what assumptions she used). Shaelene will take that information to the Finance Committee and will send their feedback to the Nominating/Personnel Committee, and then on to the full board in September if there is a recommendation. Data will help.
- 6. Review Employee Satisfaction Survey responses to decreased ratings
  - a. Executive Leadership – Surveying the staff about benefits will help this first item on the survey. Staff gave input with telecommuting and diversity/inclusion.
  - b. No items in: Leadership, Supervisory Management Effectiveness, Communication, Benefits, Employee Development and Recognition, Job Satisfaction, and Diversity
  - c. Pay – We gave the board the handout we gave to staff to explain how pay and raises are calculated. When we did salary increases in July, we included a memo that lays out benefits and salary and what the agency pays.
  - d. Operational effectiveness – Valuing employee safety (assumption that rating has to do with COVID). Instituted telecommuting (staggered employees on site), COVID Response Plan and Communications, COVID surveys, Accessibility Checklist & Plan, Safety Committee efforts, and Risk Management Assessment & Plan.
  - e. Work-life satisfaction – COVID-related. Hard to adjust and balance work with home life when working at home. Hopefully addressed this with the telecommuting and flex-time policies.
  - f. Employee commitment – No action items yet. Might be a positive.
  - g. Support – Opportunities to Grow. Using Relias to train staff. We also have budgeted for external trainings. Hoping this rating will go up this year as things open up. Will also put a training requirement in our performance evaluations. Depending on position, a certain number of trainings or training hours will be expected each year.
  - h. Quality – Ratings went down, but still in the 90's. People chose neither agree nor disagree, which skews the results. If they did not have this option, the rating would have been the same as last year's.
- 7. Other:
  - a. We are finalizing our manual for key personnel processes – addresses one of the risks we identified on risk assessment. We identified our key positions and documented detailed procedures. Will be finalizing it and will have staff review their sections each year. Will serve as a living document.

- b. Interviewing for our Marketing and Communications position next week. Will share position with PLB. Have some good candidates. Working with an attorney on a contract with PLB.
- c. Filled SA position today.
- d. Vaccinations – 84% staff are vaccinated. With new variant, staff must wear a mask when moving about the building. TCM back to remote-only visits or open-air visits if it is an emergency. Will revisit COVID response plan. Will make necessary updates and review with staff at next all-staff.

**Call for motion to adjourn – Bill Siedhoff moved to adjourn. Dionne Flowers seconded the motion. All in favor. None opposed. Meeting was adjourned at 4:46pm.**

DocuSigned by:

*Cynthia Mueller*

Cynthia Mueller, Secretary

9/30/2021

Date Approved