



**St. Louis Office for Developmental Disability Resources
Minutes of the Meeting of the Board of Directors
Thursday, September 23, 2021**

Board Members Present:

Ken Franklin, Vice-Chairperson	Cynthia Mueller, Secretary	David Weber, Board Member
Patrick Brennan, Board Member	Nina North Murphy, Board Member	Sherry Wibbenmeyer, Board Member

Board Members Absent:

William Siedhoff, Chairperson	Dionne Flowers, Board Member
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Staff Members Present:

Shaelene Plank, Executive Director	Ebony Young, Agency Relations Rep	Gabby Buenger, Marketing & Comm.
Olivia Pruitt-Payne, HR Manager	Samantha Montgomery, TCM Mentor	Jack Neyens, Consultant
Nate Head, Sr Agency Relations Rep	Nathan Patton, IS Manager	

Guests Present by Phone:

Matthew Burrige, Sunnyhill	Amanda Kehoe, Sunnyhill	Sara Fulk, Sunnyhill
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I. Call Meeting to Order

Ken Franklin, Vice-Chairperson, called the St. Louis Office for Developmental Disability Resources Board of Directors Meeting to order at 5:00 pm.

II. Remarks from visitors - No remarks.

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

IV. Public Hearing – 2021 Tax Rate

- a. Ken Franklin, Vice-Chairperson, announced that in accordance with RSMo 67.110, the St. Louis Office for Developmental Disability Resources is to file the 2021 tax rates with the Assessor’s office by October 1, 2021. We have completed the tax rate summary and propose to set the tax levy for 2021 at 0.1333 per hundred dollars assessed value. Ken asked for any public comments related to the tax rate, and there were none.
- b. Before the vote on the resolution by roll call, board members agreed they would be consenting to approve the tax rate and have their signature recorded electronically on the resolution.
- c. **Cynthia Mueller moved that the Board approve the calculated tax rate, as published in the newspaper (advertisement attached to these minutes). Nina North Murphy seconded the motion. The following members voted in favor: David Weber, Nina North Murphy, Cynthia Mueller, Sherry Wibbenmeyer, Patrick Brennan, and Ken Franklin. None opposed. The motion passed.**

V. Mission Moment – Amanda Kehoe and Sara Fulk, Sunnyhill

- a. We heard from guest presenters Amanda Kehoe and Sara Fulk from Sunnyhill. They shared Sunnyhill’s mission of creating a world of opportunity for people with disabilities, as well as their vast array of programs.
- b. Sara highlighted the ISLA program, funded by DD Resources. Their staff works with individuals, teaching them daily living skills and how to maintain their independence.
- c. Sara shared a success story of a consumer in their city program who came to them homeless, with medical and financial issues. Today he is flourishing. Sunnyhill has helped him find an apartment, secure a payee, manage his spending money, and receive consistent medical care and vocational rehab services.

VI. Approval of Meeting Minutes

- a. The following minutes were presented to the Board for approval:
 - i. June 2021 Board Meeting
 - ii. August 2021 Nominating/Personnel Committee Meeting
 - iii. September 2021 Program Committee Meeting
 - iv. September 2021 Finance Committee Meeting
- b. **David Weber moved to approve the minutes of the June 2021 Board meeting. Pat Brennan seconded. All voted in favor. None opposed. Motion carried.**
- c. **David Weber moved to approve the minutes of the August 2021 Nominating/Personnel Committee meeting. Pat Brennan seconded. All voted in favor. None opposed. Motion carried.**
- d. **Cindy Mueller moved to approve the minutes of the September 2021 Program Committee meeting. Pat Brennan seconded. All voted in favor. None opposed. Motion carried.**
- e. **David Weber moved to approve the minutes of the September 2021 Finance Committee meeting. Pat Brennan seconded. All voted in favor. None opposed. Motion carried.**

VII. Committee Reports

- a. Executive Committee – No report. Unable to have the meeting due to the absence of a quorum.
- b. Program Committee
 - i. Recommend approval to the full board of new program funding requests to begin October 1, 2021 – Cynthia Mueller, Secretary
 1. The committee met on September 2, 2021, and the committee reviewed funding requests for new agencies or programs. They received proposals totaling \$766,340. They recommended funding for 7 of the projects, totaling \$296,451. This was \$60,000 over what we had budgeted, but we had planned a negative budget this year, estimating that agencies would underspend by 4% (A conservative figure - according to our fiscal department, it will be more like 10%). We have room in the budget. This is a positive step toward ensuring we have a zero balance at the end of the fiscal year. The approved funding would begin in October.
 2. **David Weber moved that the full board approve the new program funding recommendations to begin October 1, 2021. Pat Brennan seconded the motion. All voted in favor. None opposed. Motion passed.**
 - ii. Update on Individual Assistance Funding
 1. DD Resources allocated \$100,000 so each agency could receive a little over \$3,000. Twenty-two agencies accessed the funding. \$52,000 was spent supporting individuals with access to food, health care items, housing, transportation, rent assistance, technology, and internet access.
 - iii. TAC Audit Report
 1. TCM department received the final report for the Missouri TAC audit. We submitted resolutions for all issues, all resolutions were accepted. Cindy saw the report and can attest to the fact that the report was outstanding. Kudos to the beautiful job the TCM department has been doing.
- c. Finance Committee
 - i. Review and recommendation to approve June and July 2021 financials – Jack Neyens, Consultant
 1. Jack Neyens reviewed the June snapshot report. On June 30th, we had over \$14 million in the bank and investments. We are about \$1.6 million ahead of where we were last year at this time. The trend has been that way since 2019. As expected, the \$14 million will be going down each month by approximately \$500,000 since we receive the bulk of our tax revenue starting late November or December for next year. We are in a strong position financially.

2. Human capital at the end of the year was 30. Next year we budgeted for 33 employees.
 3. Jack reviewed July's snapshot. Cash was \$13,498,989 (follows the trend we talked about above). The headcount was at 30. Numbers in July are not indicative of much - It is a transitional time from one fiscal year to another.
 4. **David Weber moved to approve the June and July 2021 financials. Ken Franklin seconded the motion. All voted in favor. None opposed. Motion passed.**
- ii. Recommend approval of Corporate Compliance Report to full Board – Pat Brennan, Treasurer
 1. No issues were identified.
 2. **Pat Brennan moved to approve the Corporate Compliance Report. David Weber seconded the motion. All voted in favor. None opposed. Motion passed.**
 - iii. Recommend annual approval of Fiscal Policies & Procedures to full board – Pat Brennan, Treasurer
 1. No substantial changes.
 2. **Pat Brennan moved to approve the Fiscal Policies & Procedures. Cindy Mueller seconded the motion. All voted in favor. None opposed. Motion passed.**
- d. Nominating/Personnel Committee
- i. Recommendation to approve the slate of Board Officers for 10/1/21 – 9/30/22
 - ii. Nominating/Personnel Committee met on August 12. We have one position still open. This position must be filled by a city resident. We have three board members who are renewing their terms. The committee also approved the following slate of officers, and all officers agreed to stay in their positions.
 - William Siedhoff, Chairperson
 - Ken Franklin, Vice-Chairperson
 - Patrick Brennan, Treasurer
 - Cynthia Mueller, Secretary
 - iii. **Sherry Wibbenmeyer moved to approve the recommended slate of officers for 10/1/21-9/30/22. David Weber seconded the motion. All voted in favor. None opposed. Motion passed.**

VIII. Executive Director's Report – Shaelene Plank

- a. Agency Relations / Eastern Region Alliance
 - i. Currently doing an annual review of Partner Funding Manual and revising and improving procedures for our partner review meetings.
 - ii. Continuing to work with Illumilab and developing an evaluation plan for the Alliance. We collected output data from Agencies for FY21. COVID has affected the data. This year will be a baseline for us. We are reviewing the data and looking for the best way to report it by the end of the year.
 - iii. Collaboration continues with AR staff (They have formed a peer network of 10 staff representing children's and mental health tax levy boards, the senior services fund, and the SB40 boards). They hope to understand each other's mission, goals, create efficiencies, identify areas we can collaborate on, and create a better return on taxpayer investment.
- b. TCM
 - i. We submitted all resolutions for the TAC audit, and we are pleased with the results.
 - ii. CARF updates – Our triennial CARF survey will be in Jan-Feb of 2022. We are doing all our pre-work. Involves weekly meetings with our Quality Assurance specialist and additional staff. The survey will be done virtually.
- c. Risk Management Plan

- i. Reviewed 4th quarter actions. A New Risk management plan for FY22 was presented in the board packet. The highest risk factor was the pandemic. Technically we only have to establish a plan around the highest risks, but we also included some of our medium risks and made a plan around those. We will report to the board on this after the end of the first quarter.
- d. Usage of IDD Helpline and website
 - i. Calls doubled from the previous six months. Many were looking for assistance with basic needs (utilities, housing, food). It has been a good investment for us. We may see increased use of it as we develop our marketing and communications plan.
- e. Performance Dashboard for FY21
 - i. Shaelene shared results from each of the departments for all four quarters of the year. Nathan shared the results of IT goals. Each department did well in achieving its goals.
- f. Board Engagement
 - i. Board visited St. Louis ARC on 9/15. They did a great job providing us with information and giving us a tour. We have one more tour this year (UCP Heartland).
 - ii. Will begin working on a new Strategic Plan for the upcoming fiscal year.
- g. Legislative Updates
 - i. Legislators have been having informational sessions regarding vaccination mandates. Since there are no federal rules yet, it is not clear what state mandates will be. It does not look like we will have to mandate vaccinations for our staff.
 - ii. Peg Kapo of DDRB will be meeting with a group meeting with Senator Bill Eigel regarding his push for the elimination of personal property tax in St. Charles County. Shaelene will keep the board updated on this issue.
- h. Marketing and Communications
 - i. We have a new staff member, Gabrielle Buenger. We are sharing her with PLB in the position of Marketing & Communications Coordinator.

IX. New Business

- a. Review and recommendation for change in DD Resources retirement benefits – Shaelene Plank, ED
 - i. Information was provided in the packet. Two items to be considered: The cost to increase the 403b match from 4% to 5% and the option of increasing the LAGERS pension plan rate.
 - ii. The board decided to have the Board review additional data. The staff will compile additional data, including best practices for retirement planning and what other SB40 boards are doing, and send it to the board for review. They will discuss this and vote on it at an upcoming Finance Committee meeting to which all Board members will be invited. Will table the vote until the committee convenes. They can ask questions and vote on any recommendations at that meeting.

X. Announcements – Open to any Board Member or Staff

- a. We have been setting up technology for hybrid meetings. Testing it out right now. We may be able to use it at our next meeting.

XI. Call for Motion to adjourn

- a. **David Weber moved to adjourn the Board meeting. Pat Brennan seconded the motion. All in favor. None opposed. The board meeting adjourned at 6:14 pm.**

DocuSigned by:

Cynthia Mueller

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Cynthia Mueller, Secretary

11/29/2021

Date Approved