



St. Louis Office for Developmental Disability Resources
Minutes of the Nominating/Personnel Committee
October 26, 2021

Board Members Present:

Ken Franklin, Vice-Chairperson

Dionne Flowers, Board Member (Committee Chair)

Board Members Absent:

William Siedhoff, Chairperson

Staff Members Present:

Shaelene Plank, Executive Director

Olivia Pruitt, HR Manager

Rachel Shapiro, Executive Assistant

1. **Call meeting to order –**

- a. Dionne Flowers called the meeting to order at 4:02 pm.

Nominating Committee

2. Update on board member recruitment – No update

- a. We are not on the City’s board openings list. Shaelene will contact Michele Knox in the mayor’s office about adding us to that list.

3. All Board member term renewals that were due have been approved for 2021

Personnel Committee

4. Review and approve HR Policies and Procedures – Olivia Pruitt-Payne, HR Manager – **Action Needed**

- a. Olivia went over some of the substantial changes:
- i. Background screenings (aligned the language with the “ban the box” ordinance)
 - ii. Diversity, Equity, and Inclusion – formerly titled Cultural Competency, Diversity Plan, and Public Engagement Plan.
 - iii. Ethical Codes of Conduct – new language recommended by our attorney
 - iv. Performance Management and Development policy – Opportunity for the agency to support staff in setting professional development goals. The expectation is to accomplish at least one development goal and set training goals (required hours depending on position).
 - v. Recognition and Awards program – updated so it matches legal guidance.
 - vi. Public Service Loan Forgiveness procedure – new procedure added in response to increased requests.
 - vii. VESSA (Victims Economic Safety and Security Act) – similar to FMLA but related to domestic violence. New manual section due to recently passed MO statute. We have until October 27th to notify employees. Olivia will post after the meeting.
- b. Additional discussion:
- i. Health & Safety Practices and Initiatives – We have a separate safety handbook; however, COVID allowed us to create supplements to add to it.
 - ii. Executive Director Compensation and Evaluation Policy: Just a wording change – we had to change the name of the committee in the manual since it had officially been changed from “Personnel Committee” to “Nominating/Personnel Committee”.
- c. **Ken Franklin moved to recommend approval of the changes to the HR Policies and Procedures to the full board. Dionne Flowers seconded the motion. All voted in favor. Motion passes.** The changes will be recommended to the full board.

5. Annual Review of Executive Director – **Action Needed**

- a. There were no questions about the evaluation materials Olivia sent. The committee did not feel the need to go into a closed session and did not need more information for the full board.
- b. **Dionne Flowers moved to recommend bringing the information to the full board. Ken Franklin seconded the motion. All in favor.** Will bring it to the board. Shaelene will put it on the agenda for the next Board meeting on November 18th, and that they will go into a closed session to review and discuss it.

6. Dionne Flowers called to adjourn the meeting. The meeting was adjourned at 4:26 pm.

DocuSigned by:

Cynthia Mueller

6B06DD6D6AFB476...

Cynthia Mueller, Secretary

11/29/2021

Date Approved