



**St. Louis Office for Developmental Disability Resources  
Minutes of the Meeting of the Board of Directors  
Thursday, November 18, 2021**

**Board Members Present:**

Ken Franklin, Vice-Chairperson                      Cynthia Mueller, Secretary                      Sherry Wibbenmeyer, Board Member  
Patrick Brennan, Treasurer                      Nina North Murphy, Board Member                      Dionne Flowers, Board Member

**Board Members Absent:**

William Siedhoff, Chairperson    David Weber, Board Member

**Staff Members Present:**

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

**Guests Present by Phone/Video Conference:**

Erin Suelmann, Down Syndrome Association                      Pam Merkele, AADD                      Jodi Woessner, Pathways to Independence  
Heather Ward, Lifebridge Partnership                      Stephanie Scott, St. Louis ARC                      Kit Brewer, Project CU, Inc.  
Rachel Svejrowsky, F.A.C.T.                      Gabrielle Szarek, St. Louis ARC  
Chris Helmick, St. Louis ARC  
Amanda Kehoe, Sunnyhill

**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 5:02 pm.

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

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

**IV. Mission Moment –** Erin Suelmann, Down Syndrome Association of Greater St. Louis

We heard from guest presenter Erin Suelmann with DSAGSL. She spoke about the agency’s history and its family support program. DSAGSL connects with families who have children with Down syndrome either prenatally or at birth. They hold family events throughout the year, and they support individuals and their families throughout the person’s life. Erin shared success stories. DSAGSL served 29 individuals in St. Louis City this year. They have 2000 people in their database and are focusing on diversity, equity, and inclusion, trying to connect with people who do not know about them.

**V. Approval of Meeting Minutes**

- a. The following minutes were presented to the Board for approval:
  - i. September 2021 Board Meeting
  - ii. October 2021 Finance Committee Meeting
  - iii. October 2021 Program Committee Meeting
  - iv. October 2021 Nominating/Personnel Committee Meeting
- b. **Nina North Murphy moved to approve all the above minutes. Dionne Flowers seconded the motion. All voted in favor. None opposed. The motion passed.**

**VI. Executive Director’s Report –** Shaelene Plank

- a. Agency Relations / Eastern Region Alliance

- i. Program Committee reviewed the revised funding manual. No substantial changes. They have also agreed to open the funding cycle to new agencies for FY23.
        - ii. Alliance continues to assess the status of its funded services throughout the pandemic. Reports show current services are lower than pre-covid levels. Virtual services have increased. They have been flexible with funding and are assessing the ability to return to POS services. One-third of programs have returned to POS or believe they could. The remaining two-thirds are not ready.
  - b. Fiscal – Our auditors completed all the fieldwork for our audit last week.
  - c. Risk Management Plan
    - i. 1<sup>st</sup> quarter review has been completed – Our response to our only item ranked high (the pandemic) is noteworthy. A thorough review and revision to our COVID response plan was completed in September and reviewed in October. Protocols and procedures have been updated according to CDC guidelines regarding quarantine and social distancing. Service Advocates are following DMH guidelines for visits and monitorings.
    - ii. An additional item will be added to the plan related to the safety of Service Advocates in the community when doing open-air visits: If staff determine a location to be unsafe for an in-person visit due to potential violence, we have provisional approval from DMH to perform remote monitoring.
  - d. DD Resources Outcomes 1<sup>st</sup> Quarter FY22 – Shaelene went over the 1<sup>st</sup> quarter department scorecard that was included in the packet.
  - e. Board Engagement/Strategic Planning
    - i. Will be creating a new board engagement plan and a new strategic plan in January.
    - ii. Shaelene provided a summary of our strategic plan goals in the packet and reported progress made on those goals.
  - f. COVID-19 – We have updated our COVID response plan to reflect all new guidance from the CDC. Also working on hybrid meeting solutions.
  - g. Legislative/State Updates
    - i. Appropriations Committee is meeting now to determine what to do with the American Rescue Plan money. They want to update the IT system at the Capitol, which would benefit everyone. The state budget looks good now.
    - ii. Senator Egle will pre-file his bill to eliminate personal property tax in St. Charles County. St. Charles County taxing districts are meeting with him and are creating an informational video we will be able to share.
  - h. Employee Retirement Benefits – The Finance Committee met on October 5<sup>th</sup> and voted to bring the following recommendations to the full board for approval:
    - i. Increase employer match up to 5% starting January 1, 2022
    - ii. Move forward in the process of changing our LAGERS plan to L-7 to begin July 1, 2022. A final vote of the board regarding the LAGERS plan will need to take place at the February meeting after the final supplemental valuation performed by GRS is posted and available as public information for at least 45 days.
  - i. Other
    - i. Shaelene will be out of town from December 23 – January 3. Olivia Pruitt-Payne and Nate Head are available during that time if there is an emergency.
  - j. Alliance Outcomes, Nate Head
    - i. Nate gave an overview of the Alliance Outcomes Framework of how data is collected and used.
    - ii. He discussed the aligned framework, its purpose, its creation, building evaluation capacity, and what we can and cannot do with the data. Nate shared an example using real data.
    - iii. We are developing a dashboard that will help us analyze the data. This was the purpose of the Alliance – to be able to report the regional and individual impact of our tax dollars.

## VII. Committee Reports

- a. Executive Committee – No report. No scheduled meeting.
- b. Program Committee – Cynthia Mueller, Committee Chair
  - i. In October's Program Committee meeting, DD Resources, as well as DDRB and PLB, sought proposals to expand adaptive/assistive equipment or technologies. The approved projects in the proposals will operate from January 2022 through June 2022 and will request to continue through FY23.
  - ii. 1<sup>st</sup> project – St. Louis ARC requested \$81,242, which would serve 15 individuals and promote assistive and enabling technology, addressing unmet needs in our city community. 2<sup>nd</sup> project – Support for Variety Club to purchase adaptive equipment to serve 12 individuals.
  - iii. The committee recommended approval to the full board for funding of adaptive/assistive technology proposals from St. Louis ARC and Variety Club to begin January 1, 2022.
  - iv. **Pat Brennan moved to approve the proposal submitted by St. Louis ARC for adaptive equipment/assistive technology. Dionne Flowers seconded the motion. All voted in favor. None opposed. Motion passed.**
  - v. **Pat Brennan moved to approve the proposal submitted by Variety Club for adaptive equipment/assistive technology. Dionne Flowers seconded the motion. All voted in favor. None opposed. Motion passed.**
- c. Nominating/Personnel Committee – Dionne Flowers, Committee Chair
  - i. Recommended approval to the full board of HR Policy & Procedure Manual
  - ii. **Pat Brennan moved to approve the HR Policy & Procedures manual. Nina North Murphy seconded the motion. All voted in favor. None opposed. The motion passed.**
- d. Finance Committee – Pat Brennan, Treasurer
  - i. Review and recommendation to approve August and September 2021 financials – Lisa Briggs, Controller, reviewed the August and September 2021 financials.
  - ii. **Dionne Flowers moved to approve the August and September 2021 financials. Nina North Murphy seconded the motion. All voted in favor. None opposed. Motion passed.**
  - iii. The committee recommended approval to the full board to increase the 403b plan employer match to 5% as of January 1, 2022.
  - iv. **Dionne Flowers moved to approve the increase of the 403b plan employer match to 5% as of January 1, 2022. Cynthia Mueller seconded the motion. All voted in favor. None opposed. Motion passed.**
  - v. The committee recommended approval to the full board to move forward in the process to change the LAGERS plan to L-7.
  - vi. **Cynthia Mueller moved to move forward in the process to change the LAGERS plan to L-7. Dionne Flowers seconded the motion. All voted in favor. None opposed. Motion passed.**

## VIII. Unfinished Business – None

## IX. New Business

- a. Review of FY23 Agency Award Budget Assumptions, Lisa Briggs, Controller
  - i. Lisa Briggs reviewed budget assumptions with the Board.
  - ii. Discussion of COLA for agencies for FY23 - We looked at the assumptions to come up with a market rate adjustment / COLA for our funded agencies for FY23. Inflation is very high this year (comes to 6.5%). We decided to be more conservative and recommend 4% COLA. Years past we have done slightly higher than our average. If we look at the combined average of what we

came up with the last four years and what we are proposing, we are close to the increased amount being equal.

- iii. **Nina North Murphy moved to approve the COLA for agencies for FY23. Pat Brennan seconded the motion. All voted in favor. None opposed. Motion passed.**
- b. Review of FY22 budget forecast, Lisa Briggs, Controller
  - i. Lisa reported on the budget forecast. The revenue will be under what we had budgeted by \$130,000 (but \$100,000 is unrealized). We expect tax revenue to be more than what we budgeted (we budgeted not knowing the City tax rate yet). So, we expect to be approximately \$130K under budget. Our wages and benefits should be under budget by about \$68,000 (included approved employer 403b plan match). Cash-wise we are doing great. The goal was to have \$12M on 6/30 of each fiscal year because we go down from July-Nov to \$10 million, so we have at least one year of cash reserves to keep us going.
  - ii. Discussion about legislation about eliminating personal property tax. Right now, this applies only to St. Charles County. If it were to affect the entire state, it would change Lisa's forecast. We think our rate would go up on real estate (Hancock amendment), but it wouldn't be able to go above the .15 rate, so we would still lose about \$750K - \$1M in tax revenue with all the moving parts. We can let our legislators know what would happen.
- c. Emergency Funding Request – Project CU, Inc., Kit Brewer
  - i. Kit presented a request for funding for Project CU. Recently had a safety finding during an insurance audit. PCU has electrical panels manufactured by Stab-lok. The company has gone out of business. Several of these units have been known to fail and create fire and safety hazards. Need to change out several electrical boxes in the building (safety requirement by the insurer). A secondary finding was that several HVAC units did not have proper guarding – also a safety risk. These were not budgeted expenses. PCU gave us competitive bids for the two issues. Low bids are \$11K on electrical and \$23K for guarding. Total is \$14,194 for the two projects. Asking consideration to consider funding these projects.
  - ii. The Board asked if PCU sets aside emergency building funds. They have a budget for building and equipment needs. They made several equipment upgrades this year and some building improvements to the facility. Sheltered employer of 103 individuals. These expenses were outside of that scope. They have some earmarked funds remaining; some can be maneuvered but not the full \$14,000. DD Resources owns much of the building. Lisa included this grant in our budget projections (will be under by about \$30K so there would be room to absorb the \$10-15K). Important that any agency makes certain they have emergency funds available. Cyndi recommended that agencies limit capital improvements to have some money set aside. This must be done – it is a safety issue. In the future, should be considered in organizations' development plans. Agencies should still continue to approach the board for funds; however, we encourage contingency plans.
  - iii. **Pat Brennan moved to approve PCU's emergency funding request. Dionne Flowers seconded the motion. All voted in favor. None opposed. Motion passed. Request approved.**

**X. Announcements** – Open to any Board Member or Staff - None

**XI. Call for Motion to close the meeting**

- a. **Nina North Murphy moved to close the Board meeting and go into Executive Session per Mo. Rev. Stat. § 610.021(13) to discuss personnel issues. Dionne Flowers seconded the motion. All in favor. None opposed. The board meeting closed at 6:10 pm.**

**XII. Call for Motion to adjourn the meeting**

- a. **The regular board meeting re-opened at 6:25 and a motion was made to adjourn. The motion was seconded and all in favor, none opposed. The board meeting closed at 6:27pm.**

DocuSigned by:

*Cynthia Mueller*

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Cynthia Mueller, Secretary

2/16/2022

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Date Approved