



**St. Louis Office for Developmental Disability Resources**  
**Minutes of the Meeting of the Board of Directors**  
**Thursday, February 10, 2022**

**Board Members Present:**

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

**Board Members Absent:** None

**Staff Members Present:**

Shaelene Plank, Executive Director	Nate Head, Sr Agency Relations Rep	Jack Neyens, Financial Consultant
Nathan Patton, IS Manager	Ebony Young, Agency Relations Rep	Rachel Shapiro, Executive Assistant
Olivia Pruitt-Payne, HR Manager	Lisa Briggs, Controller	Gabrielle Buenger, Marketing & Communications Coordinator

**Guests Present by Phone:**

Kait Calys-Stroh, ESMW	Allison Lamont, Delta Gamma Center
Mark Keeley, St. Louis ARC	Heather Ward, Lifebridge Partnership
Amanda Kehoe, Sunnyhill	Jodi Woessner, Lifebridge Partnership

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**I. Call Meeting to Order**

Bill Siedhoff, Chairperson, called the St. Louis Office for Developmental Disability Resources Board of Directors Meeting to order at 5:01 pm.

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

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

**IV. Mission Moment** (Allison Lamont, Delta Gamma Center)

- a. Allison spoke about Delta Gamma Center and specifically the Family Support services that we fund. Their mission is to help children who are blind or visually impaired reach their full potential through family-centered and specialized services and community support. Children who they support with our funding also have DD.

**V. Approval of Meeting Minutes**

- a. The following minutes were presented to the Board for approval. There were no additions or corrections to the minutes:
  - i. November 2021 Board Meeting – **Nina moved to approve the minutes; David seconded the motion. All voted in favor. None opposed. Motion carried.**
  - ii. November 2021 closed Executive Session - **Nina moved to approve the minutes; Dionne seconded the motion. All voted in favor. None opposed. Motion carried.**
  - iii. January 2022 Executive Committee Meeting - **Dionne moved to approve the minutes; Nina seconded the motion. All voted in favor. None opposed. Motion carried.**
  - iv. January 2022 Finance Committee Meeting - **Dionne moved to approve the minutes; Pat seconded the motion. All voted in favor. None opposed. Motion carried.**

**VI. Executive Director's Report**

- a. Agency Relations

- i. FY21 Outcomes – Data shows that in the first year our funded programs made an impact in the city. Individuals made progress on their goals in the areas of Independent Living, Community Connection, and Employment at high percentage rates.
  - ii. FY22 Program Update –
    1. Agencies still report the same programmatic challenges – staff shortages and low participation. There is a slight increase in participation, but still lower than pre-COVID levels.
    2. Eight services were added in FY22 and began in October. One of those agencies, Gateway Human Trafficking, was approved to provide education and awareness around the vulnerabilities of individuals with disabilities to trafficking and how to report it to authorities. These efforts began in the form of virtual training sessions and public services announcements. The first session was a success. Board members are invited to attend the March session if they are interested (see flyer in the packet).
  - iii. Community Relations – Agency Relations staff joined the St. Louis Youth Interagency Partnership, a coalition of agencies supporting transition-age youth in St. Louis City and County. We are collaborating to help DDR's funded partners connect with SLPS, increase outreach efforts, and support individuals in reaching their education and employment goals.
  - iv. FY23 Funding Cycle – The FY23 Funding Cycle is underway. Applications may be submitted from January 28 to February 28 through the Alliance portal. The efficiencies of the portal have been compounding exponentially. We have had record application completion/submission times, which saves our agencies a lot of administrative time.
- b. TCM –**
- i. The State of Missouri's public health emergency has ended but the federal public health emergency has been extended through the end of April 2022. Certain allowances have ended, and some provisions will continue six months after the end of the federal public health emergency.
  - ii. Modified State-Funded Service Monitoring has been extended through April 2022. Virtual meetings are still in place, but Service Advocates have the option to meet in person if all safety precautions are followed and a pre-screening call is completed.
  - iii. Our two Service Advocate Mentors were selected for the DMH Shift Navigator program to train Support Coordinators in St. Louis, Kansas City, and Springfield to be better versed in technology. They will train for 1 year to become an expert resource for consumers with independently living needs using technology. Only 22 people were selected from these areas.
  - iv. 160 consumers were selected to receive "100 Neediest" checks for the holidays. They received a total of \$66,200 in funds. We also raise money as an agency and were able to adopt 7 consumers and families. Each family received \$400, and each consumer received \$240 in gift cards. One Space also adopted 3 of our families, who received gifts and gift cards from them.
- c. Fiscal –** Our auditors presented the 2021 audit and 2020 Form 990 to the Finance Committee. They are included in the board packet for review and will be recommended for approval by the Finance Committee to the full board.
- d. Risk Management Plan**
- i. We completed our 2<sup>nd</sup> quarter review of the risk management plan.
  - ii. Pandemic remains only high risk.
  - iii. We are changing our risk action level to "Low" for "State Budget Cuts" in the 3<sup>rd</sup> quarter due to Governor's budget recommendations. If approved, there will be an RFI released for the privatization of TCM, which could allow DD Resources to expand its TCM program.
  - iv. Progress made in risk item "Missouri implements managed care system that affects long-term support services for people with IDD." Governor recommended \$36.5M in his budget for value-based purchasing. Would eliminate the need for managed care for LTSS in Missouri. May change action level to Low next quarter.
  - v. Cybersecurity training took place in October. Disaster Recovery Plan is in place. The Incident Response plan was completed in December.

- vi. Property Tax – Senator Egle’s bill was filed proposing to limit the elimination of personal property tax. If it passes, this action level will be changed to High. We continue to advocate with legislators and educate the public.
- vii. Safety of TCM staff during outdoor visits in the city – Continues to be a medium risk. No instances were reported during the 2<sup>nd</sup> quarter.
- e. Agency Dashboard
  - i. HR goals – We have been effectively able to recruit all vacant positions. Retained our staff (goal was 80% and have been at 97%). Very low turnover. Currently looking for a Service Advocate.
  - ii. IT goals – Meeting or exceeding all areas in structure and availability. Social media – A 95% increase of what we are looking to accomplish – a substantial increase.
  - iii. Fiscal performance – We are doing well in completing financial reporting and meeting our target of reimbursing agencies in a timely manner. A little under in our goal of implementing regular financial reviews of funded agencies.
  - iv. QA – Meeting or exceeding in all areas here. Safety drills, HIPAA compliance, and CARF standard compliance are doing well.
  - v. TCM – meeting or exceeding is all except 1 (ISP plan completed on time). 100% in completed meetings on time, lagging on completing the report. We are at 63%. Sam anticipates a big jump on completing those.
  - vi. AR – outcomes collect 4<sup>th</sup> quarter
  - vii. Board of Directors performance / Board Engagement – we are at 75% in our attendance. Other items will be addressed next quarter after we do our survey. Will report on that next meeting.
- f. Board Engagement / Strategic Planning
  - i. Will be sending out a board survey (re: individual participation and the board as a whole). Will send it out next week. Please complete in time to report at the March board meeting.
  - ii. Strategic Planning RFP was sent out. Will need board input. April-July will be the planning process. Think about your participation in that process and how you can be involved.
- g. CARF
  - i. Survey is next week (Feb 16-17). Will be virtual. The exit meeting is at 2:00 pm on the 17<sup>th</sup>. All Board members are invited to attend virtually. We plan to celebrate a successful CARF survey on the 18<sup>th</sup>. Will send the board an invitation.
- h. Legislative/State Updates
  - i. SB649 – If you signed up for Phone to Action, you should have received notice to contact your legislator. Please let them know how you feel and the impact it could have on services for people with developmental disabilities.
  - ii. Good news – Many of the Governor’s budget recommendations benefit the IDD community. Over \$7 million for case management privatization was recommended. Value-based purchasing was also recommended. Will be good for long-term support services.
  - iii. Legislative Coffee held on Dec 7. Eight legislators attended and heard about our priorities. Thank you, Bill, for attending.
- i. Other
  - i. The final Communication Plan was included in the board packet. Already working on implementation in the area of Community Connection.
  - ii. Annual Report will be done this month. Will mail it out to stakeholders.
  - iii. Thank you to Gabby for an excellent job on both.

## VII. Committee Reports

- a. Executive Committee
  - i. The Executive Committee Reviewed our bylaws. No changes were recommended.
  - ii. Recommendation of approval to the full board of Executive Director succession plan – **Pat moved to approve the Executive Director succession plan. Nina seconded the motion. All in favor. None opposed. Motion passed.**

**b. Finance Committee (Lisa Briggs, Controller / Pat Brennan, Treasurer)**

- i. Lisa presented the December 2021 financials.
  1. We are at almost \$14 million as of 12/31.
  2. Staff at 31. A new person will be starting this month. Looking to fill the 2<sup>nd</sup> vacancy.
  3. Lisa applied for HRSA money. They awarded us almost \$94,000 for TCM. Revenue is doing well, except TCM is still under.
  4. Expenses are all under budget. Still under compared to last year. But we would be further in the hole without that \$94K from HRSA.
- ii. The Finance Committee recommended approving the October, November, and December 2021 financials.
- iii. **David moved to approve the October, November, and December 2021 financials. Sherry seconded the motion. All in favor. None opposed. Financials approved.**
- iv. The Finance Committee recommended approval to the full board of the 2021 audit of DD Resources.
- v. **David moved to approve the 2021 audit of DD Resources. Dionne seconded the motion. All in favor. None opposed. Audit approved.**
- vi. The Finance Committee recommended approval to the full board of the 2020 Form 990 for DD Resources.
- vii. **David moved to approve the 2020 Form 990 for DD Resources. Dionne seconded the motion. All in favor. None opposed. The 2020 Form 990 was approved.**
- viii. The auditors were very complimentary. Thank you, Lisa. Good job.

**VIII. Unfinished Business – None**

**IX. New Business – None**

**X. Announcements – None**

- a. Shaelene sent out an email about March 9<sup>th</sup> Disability Rights Advocacy Day at the capitol. Some staff will attend. Let Shaelene know if board members would like to attend. She will get you registered.

**XI. Call for a motion to adjourn.**

- a. **Dionne moved to adjourn the meeting. Sherry seconded the motion. All in favor. None opposed. Board meeting adjourned at 5:48 pm.**

DocuSigned by:

*Cynthia Mueller*

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Cynthia Mueller, Secretary

3/14/2022

Date Approved