



St. Louis Office for Developmental Disability Resources
Minutes of the Meeting of the Board of Directors
Thursday, March 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	Rachel Shapiro, Executive Assistant
Nathan Patton, IS Manager	Ebony Young, Agency Relations Rep	Gabrielle Buenger, Marketing & Communications Coordinator
Olivia Pruitt-Payne, HR Manager	Lisa Briggs, Controller	Meredith Sanders, Service Advocate
Samantha Montgomery, Director	Jack Neyens, Financial Consultant	

Guests Present by Phone:

Amanda Kehoe, Sunnyhill	Kathy Farache, AADD	Rachel Svejksky, F.A.C.T.
Heather Ward, Lifebridge Partnership	Mark Keeley, St. Louis ARC	Holly Turk-Collier, Bridges
Kait Calys-Strohm, ESMW	Pam Merkele, AADD	Jeanne Marshall, ESMW

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 (Holly Turk-Collier, Bridges Community Support Services' Skills System Program)**

- a. Holly spoke about Bridges Community Support Services' Skills System Program. They teach consumers to label and rate their emotions, after which they move on to different coping skills (including mindfulness, on-track thinking, problem-solving, relationship care, and safety planning).
- b. Holly shared some success stories demonstrating how consumers used these skills. One was enabled to move forward at a job, and another learned how to use Zoom so she could participate in programs.

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. February 2022 Board Meeting –David Weber moved to approve the minutes; Patrick Brennan seconded the motion. All voted in favor. None opposed. Minutes were approved.
 - ii. February 2022 Program Committee Meeting – Dionne Flowers moved to approve the minutes; Patrick Brennan seconded the motion. All voted in favor. None opposed. Minutes were approved.

VI. Executive Director's Report

- a. Agency Relations
 - i. FY23 Funding Cycle – The FY23 Funding Cycle closed at the end of February. We received 88 requests to renew projects and 13 proposals for new projects. Most of the new proposals address our priority areas of employment training, aging services, and adaptive equipment. Staff will

review these requests in more detail with the Program Committee during the March Program Committee meeting. Will make recommendations to the full board in May.

- b. TCM**
 - i. DMH informed us that all monitoring will return to in-person on April 1, 2022. SAs will see their consumers in person unless there is a confirmed Covid case or exposure. SAs will also return to in-person ISP meetings on April 1st.
 - ii. The new Medicaid Waiver Manual has been released. There are five new services and some changes to old services. TCM staff will be trained on these services and changes on March 15th. DMH also released their new transitions webpage, which will serve as their new Transition Manual. Will assist in streamlining the process and create a one-stop-shop for questions and troubleshooting.
 - iii. DMH created a waitlist for transportation due to a lack of providers servicing our area and state. We currently have 11 people on this waitlist.
- c. Board Engagement and Strategic Planning**
 - i. BOD Assessment surveys are in. Currently tabulating results. Will have for review at Executive Committee meeting and May board meeting.
 - ii. Strategic Plan Proposals - We published an RFP for Strategic Planning services. We have been receiving proposals. Notable firms did not respond. Will discuss this at the Exec meeting.
- d. CARF**
 - i. We did very well on our CARF survey. Will likely have two recommendations (which is excellent). The surveyors had great things to say about DD Resources, our service coordination, and our staff. Board and staff should be very proud. The official CARF report and decision are expected within 6-8 weeks.
- e. Legislative/State Updates**
 - i. SB 649 (elimination of property tax) was perfected on March 2nd and amendments were submitted to include other counties. There is a good chance it will pass, but the legality of it will likely be challenged.
 - ii. Bill met with several legislators about SB 649.
 - iii. Governor's budget – Included in what passed was that state employee wages would be increased 5.5%. Starting wage for direct support professionals will be \$15/hour.
 - iv. Disability Rights Legislation Day was March 9, 2022. Some of our staff attended the rally virtually from our conference room.
- f. Employee Retirement Benefits**
 - i. A final vote of the board on a resolution regarding the LAGERS plan will take place at this meeting. The resolution is in the board packet; therefore, we will not need to read it into the minutes when that time comes.
- g. Other**
 - i. We will be opening the office back up on April 1st. We will continue to follow Covid recommendations from the CDC and St. Louis City. Will continue to offer hybrid and in-person attendance options for board and committee meetings and will continue to limit the number of guests attending in-person at those meetings per CDC guidelines. The next board meeting is not until May. Hopefully will be able to have an in-person board meeting then and welcome outside guests as well.
 - ii. Staff are already here full time (since telecommuting policy has been in effect).

VII. Committee Reports

- a. Program Committee – Cynthia Mueller, Secretary**
 - i. Met on Feb 17th. Reviewed agency utilization for the current fiscal year. Received an update on the funding cycle and requested program changes and new projects.
 - ii. Discussed implications for expanding TCM and the process for approval of FY23 funding. Meeting again in March to review the information we have collected to bring recommendations to the board.
- b. Finance Committee (Lisa Briggs, Controller / Pat Brennan, Treasurer)**
 - i. Review of January 2022 financials.

1. Lisa presented the January 2022 financials. We have over \$15 million in cash on hand. Some is tied up in CDs. We only need \$4.3 to fulfill our SB40 funding for the remainder of the fiscal year. We have received \$4.5 million of tax revenue as of the end of January. Over \$6 million as of February. We have over \$11 million for the next fiscal year. Headcount 31 as of January. Has gone up now with Meredith.
 2. Non-TCM revenue is under budget by 232,000 (due to unrealized loss on CDs which will not realize because we will not cash in until maturity).
 3. TCM is under revenue by \$182,000 because we were short-staffed and still doing virtual visits (less billable time). Received the HRSA CARES funds in December – has helped with the negative \$182,000.
 4. Expenses are all under budget except SB3 transportation, but not an issue because we have excess over the years that can cover that difference.
 5. TCM Comparison – More revenue than last year due to HRSA money. Under budget by \$88,000. Revenue vs. Expenses is still negative \$32,000. That will change because we will be returning to in-person visits.
- ii. The Finance Committee recommended approving the January 2022 financials.
 - iii. **David Weber moved to approve the January 2022 financials. Nina North-Murphy seconded the motion. All in favor. None opposed. Financials were approved.**
 - iv. Forecast for the remainder of the fiscal year - Lisa Briggs
 1. Revenues will be under by \$390,000. TCM will be under by about \$200,000. Salaries (including benefits) will be under by about \$90,000. Rent will be close to budget. Mileage is down. Funding will be \$170,000 under budget. Several agencies are behind in submitting their invoices. Usually, they catch those up in June. Optimistic view for the year.
 - v. Review of investment quarterly reports – Lisa Briggs
 1. Lisa presented our investment reports. Pages 21-23 in the packet. Snapshot of where we are. We have earned \$4 million in interest with Brian in the past four years. We are in cash and cash alternatives. CDs will be maturing on dates indicated on the report.

VIII. Unfinished Business

- a. LAGERS – Shaelene Plank, Executive Director
 - i. Recommendation to pass a resolution to change DD Resources' LAGERS plan to L-7 to begin July 1, 2022.
 1. In November, the board voted to move forward in the process of changing our LAGERS plan. The Finance Committee reviewed the plan options and recommended passing a resolution to change the DD Resources LAGERS plan to L-7 to begin July 1, 2022. Shaelene presented the board with a resolution regarding the LAGERS plan. The final supplemental valuation performed by GRS has been posted and has been available as public information for over 45 days. The resolution has been included in the board packet.
 2. **Cynthia Mueller moved to pass a resolution to change DD Resources LAGERS plan to L-7 to begin July 1, 2022. David Weber seconded the motion. All in favor. None opposed. Resolution passed.**

IX. New Business

- a. Review of IT policies, Disaster Recovery Plan, and Incident Response Plan – Nathan Patton, IS Manager
 - i. Copies of the IT policies, Disaster Recovery Plan, and the Incident Response Plan were included in the Board packet.
 - ii. Nathan reviewed the IT policies (Remote Access and VPN Policies, as well as the Authentication Protocols Policy) with the board.
 - iii. Nathan reviewed highlights of the Disaster Recovery Plan. He described a communication test that was conducted. It was determined that a quicker response was needed so we added two staff members to the calling tree. Overall, the test was successful, and he was pleased with the results. Staff communicated effectively and responded in a timely manner.

- iv. Nathan reviewed the Incident Response Plan. This plan applies to cyber and information security events. The IS manager is responsible for most steps. The process is broken down into defined steps.
- v. **Dionne Flowers moved to approve the discussed IT policies, Disaster Recovery Plan, and Incident Response Plan collectively. Ken Franklin seconded the motion. All in Favor. None opposed. The IT policies, Disaster Recovery Plan, and Incident Response Plan were approved.**
- b. Review and approval of the plan to partner with DDA for IT services – Shaelene Plank, Executive Director
 - i. We are having conversations with DDA in Jefferson County to partner with them to help meet their IT needs. They currently contract with Next Step for IT services, but Next Step will be merging with Pony Bird and DDA will be relocating to new office space. We are working with them to see how we can potentially share our IT positions. We may potentially hire an additional IT staff and share the cost of Nathan and the new position. It could also result in the elimination of services needed from Datotel (which costs us \$1368/month - \$17K / year).
 - ii. Currently we are identifying what needs to happen between now and June 30th to separate their services from Next Step. Our attorney is reviewing a draft of the compensation plan incentive as a way for DDA to compensate him for his IT duties. We need board approval to move forward in the plan with Nathan. After June 30th we hope to enter into a mutually beneficial contract with DDA to share our IT services We already have a similar arrangement with PLB for marketing and communications.
 - iii. The incentive will be a one-time payment to Nathan to cover his time on top of DDR hours. We will *not* be sharing networks or servers - just services. This agreement is to only get tasks completed to get DDA’s IT systems separated from Next Steps. Soon we will determine if we can share staff to maintain and support our IT systems. The systems will be separate entities. DDA will reimburse Nathan to do this work for them (probably during and outside his working hours) and will cover all those expenses. It will be a flat payment – not hourly.
 - iv. Discussion about protecting Nathan if the work goes longer than June 30th. David suggested adding a clause about the work “not to exceed” a certain number of hours without additional compensation. If we put this in the agreement, we will not have to go back to the board for additional approval. Another option would be to re-negotiate after a test period. Attorney has a copy she is going over. Shaelene will send you a final draft.
 - v. **David Weber moved to approve the plan to partner with DDA for IT services. Patrick Brennan seconded the motion. 7 voted In Favor to approve. None opposed. Nina North-Murphy abstained. The partnership plan was approved.**

X. Announcements – None

- a. Bill talked to Mayor Slay about DD Resources, and he was impressed by our stability. He was very complimentary.
- b. Ken – Shaelene and the team continue to find innovative ways to improve the organization. Ken was in Jeff City bragging about DD Resources.

XI. Call for a motion to adjourn.

- a. **David Weber moved to adjourn the meeting. Pat Brennan seconded the motion. All in favor. None opposed. Board meeting adjourned at 5:53 pm.**

DocuSigned by:

Cynthia Mueller

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Cynthia Mueller, Secretary

5/14/2022

Date Approved