



**St. Louis Office for Developmental Disability Resources**  
**Minutes of the Meeting of the Board of Directors**  
**Thursday, May 12, 2022**

**Board Members Present:**

William Siedhoff, Chairperson	Patrick Brennan, Board Member	Cynthia Mueller, Secretary
Ken Franklin, Vice-Chairperson	Dionne Flowers, Board Member	Sherry Wibbenmeyer, Board Member

**Board Members Absent:**

Nina North-Murphy, Board Member	David Weber, Board Member
---------------------------------	---------------------------

**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	
Samantha Montgomery, Director	Jack Neyens, Financial Consultant	

**Guests Present by Phone or In Person:**

Rachel Svejkosky, F.A.C.T.	Sharon Spurlock, St. Louis ARC	Ms. Hayes, STLPC
Kathy Farache, AADD	Gabrielle Szarek, St. Louis ARC	Emily Love, UPC Heartland
Pam Merkele, AADD	Dana Walker, St. Louis ARC	Judith Grainger, UCP Heartland
Kelly Foster, St. Louis ARC	Amanda Kehoe, Sunnyhill	Christy Glauber, MERS/Goodwill
Rhonda Hembree, St. Louis ARC	Jodi Woessner, Pathways to Independence	Suzanne Yardley, ESMW
Stephanie Scott, St. Louis ARC		

**I. Call Meeting to Order**

Bill Siedhoff, Chairperson, called the St. Louis Office for Developmental Disability Resources Board of Directors Meeting to order at 5:03 pm.

**II. Remarks from visitors - No remarks.****III. Introductions – Introductions of the Board Members and guests were made.****IV. Mission Moment Rachel Svejkosky, F.A.C.T.**

- a. Rachel spoke about F.A.C.T. and explained that they provide resources and programs for caregivers in the city, county and six other St. Louis surrounding areas.
- b. Rachel told us about Sheila, who has supported people with I/DD for over 10 years and was recognized recently for her efforts. Her son has an I/DD. The family worked over eight years to get him the funding and support he needs. She advocated for him and was a key player in following through to obtain funding. The waiver funding that was approved paid for personal assistance staff and transportation, both important for his independence. She has been resourceful in her work during the pandemic - she has met with families outside with a card table as a pop-up office. Families have been most appreciative.

**V. Approval of Meeting Minutes**

- a. The following minutes were presented to the Board for approval.
  - i. March 10, 2022, Board Meeting
  - ii. March 31, 2022, Program Committee Meeting
  - iii. March 15, 2022, Executive Committee Meeting
  - iv. April 14, 2022, Executive Committee Meeting
  - v. April 14, 2022, Closed Executive Committee Meeting
  - vi. April 26, 2022, Executive Committee Meeting

- b. There were no additions or corrections to the minutes.
- c. **Pat Brennan moved to approve all of the minutes; Dionne Flowers seconded the motion. All voted in favor. None opposed. Minutes were approved.**

## **VI. Executive Director's Report**

- a. Agency Relations / Eastern Region Alliance
  - i. In FY21 and FY22 DDR added sixteen new projects from new and currently funded organizations, which have diversified our portfolio. Over 120 individuals connected to services and we anticipated an even more significant impact as the new programs continue to make their presence known.
  - ii. In FY23, pending board approval, we will add six more programs to our portfolio, further expanding reach and diversifying the resources available to city residents. Total program budget will be \$6,440,575, supporting over 90 programs from 38 organizations. The Board received a detailed spreadsheet of agency funding included in their packet.
- b. TCM
  - i. TCM received their annual Trend Report, which identifies trends through data analysis of integrated functions and provides compliance information related to CMS performance measures. A report was included in the board packet. Our TCM department continues to show above statewide compliance in all categories.
  - ii. Our annual TAC Audit was May 2-4. Our pre-review occurred prior to this and went well. The exit meeting was May 10<sup>th</sup>. Our auditor said they enjoy our audits because our data is in order and we do a great job with compliance, as we did once again this year.
  - iii. We recently sent out our Consumer Satisfaction Survey for TCM. This year we gave consumers the option to complete it electronically. We updated some survey questions to collect information that is more in line with the National Core Indicators and MO Quality Outcomes.
  - iv. A new TCM contract will be out soon. A MACDDS group will be reviewing it and advocating for any changes needed. There is no discussion of a rate increase at this time. We are hoping they will change how they reimburse us for serving consumers in the Autism Project (it is currently very low). We are also waiting for the Regional Office to release their Request for Interest for TCM privatization. When they do, we plan to respond that we are interested in taking on more TCM consumers in the city, and possibly some in the county.
- c. Board Engagement / Assessment
  - i. The Board assessments were included in the board packet. The results look good, especially when viewing the 3-year comparison. We scored highly competent in all areas except for one. We scored pretty competent in the area of "I periodically visit DD Resources funded agencies." To raise this score, we will be scheduling more agency tours, beginning in the fall. For next year's survey, we will look at revising some of the questions in order to gather different information.
- d. Agency Dashboard Report
  - i. Agency Relations section – we are at 99%.
  - ii. Board of Directors section – we are at 88% in meeting our attendance requirements, understanding our funded programs, and understanding the TCM program. Did not quite meet the goals because we have a low denominator. If even one person answered "somewhat agree" on the survey, the goal is considered not achieved. Need to take that into consideration for next year.
  - iii. Fiscal section - Doing well in all areas.
  - iv. HR section – we just completed employee satisfaction survey. Results are the best we have had in the last five years. Will show you results next meeting. Still filling one vacant position. Retention rate is good.
  - v. IT results – Cybersecurity incident prevention / Internet avail – maintained 100%. Infrastructure and Server availability – surpassing our goal, but slight decrease due to increased security patches released by vendors. We have installed critical patches asap instead of waiting for maintenance windows. Server availability is lower than infrastructure uptime due to redundancy in our network that allows this to happen. Office 365 – exceeding expectations. Social media – small decline from

- last quarter but still above our last year's result. Reminder to "like" our Facebook page – lots of info there that you can share with our agencies and stakeholders.
- vi. Quality Assurance – doing well in most areas. Had slight decrease in one outcome – "Employees will know and demonstrate knowledge of emergency drill procedures". This is due to one Call-for-Backup drill. A doorbell chime in the conference room goes off when pressed; however, some did not recognize the chime or its origin. Will be reminding everyone what those chimes sound like so they can help in an emergency.
  - vii. Case Management – exceeding expectations in all areas, especially "ISP plan meetings will be completed on time". Goal is 90%. First and second quarters were at 64% and 63%; 3<sup>rd</sup> quarter we are at 96%. Plans are submitted and completed before the current plan expires.
  - viii. Department directors are reviewing and refining their goals for next year.
- e. Compensation Study
    - i. The Nominating/Personnel Committee met on May 5<sup>th</sup> and reviewed the compensation study
    - ii. In the three years we have completed this study, our results improved each time, with few salary adjustments needed. The committee voted to approve the compensation study presented and include the adjustments indicated in the FY23 budget. Shaelene did not include the confidential salary information in the packet, but asked the board if anyone would like to discuss it in closed session. A closed session was not requested.
  - f. Strategic Planning
    - i. It is underway. If you are board member and responded that you wanted to participate, you received a survey. Please complete it. It is due tomorrow. The feedback will inform our work moving forward.
  - g. IT Collaboration with DDA
    - i. The Executive Committee reviewed the agreement between DD Resources, DDA, and Nathan to assist DDA in separating their IT systems from Next Steps for Life. We will continue to discuss the possibility of partnering after they are separated, but will only do so if it is mutually beneficial.
  - h. Emergency Funding Request
    - i. The Executive Committee met for an emergency meeting on April 26<sup>th</sup>, as allowed per the bylaws, to review a time-sensitive funding request from Horizon Housing. The request was included in the board packet for review. The building at 3331 Gravois was cited for having an unsafe fire escape. They were given a short time frame to repair or replace it. DD Resources is the owner of the building and all six units house people with I/DD. Without repairs, Horizon Housing would continue to receive citations and fines and eventually the residents would likely be evicted. The committee approved the request for \$52,256 to repair the fire escape, which should last 20-30 years. Replacement would have cost \$200,000. The full board will need to approve this today.
  - i. Other
    - i. DMH continues to make progress in development of their new database, ConneXion, with a rollout date of May 2023. We are told that all TCM work will be done through the new system and we will no longer need to use SetWorks.
    - ii. The state has rolled out their DSP apprenticeship program and is looking for apprenticeship sites.
  - j. Update on bills in the legislature regarding personal property tax
    - i. Sen Egle's amendment to eliminate personal property tax in St. Charles county has now been attached to HB 2587. Currently in the government accountability & fiscal oversight committee. Because this bill is viewed as an important economic development bill, we are concerned it may not be referred to the conference committee and go directly to the floor because we are so close to the end of the session. We are encouraging representatives to look at it carefully, remind them that eliminating personal property tax in St. Charles county defunds important services for people with developmental disabilities, and if it is successful in passing in one county, it sets a detrimental precedent for all counties.

## VII. Committee Reports

- a. Program Committee – Cynthia Mueller, Secretary

- i. Review of agency funding for FY23 recommendations – Met on March 31<sup>st</sup> and reviewed 13 funding requests. They recommended approval of 6 of them for a total of \$269,396. Expected to serve 141 individuals and families. Also reviewed program funding for existing programs. The maximum we can award is \$6,447,000. The program committee is recommending to the full board the approval of agency funding for FY23 in the amount of \$6,440,575.54. There were no questions regarding the information shared in the packet.
  - ii. **Dionne Flowers moved to approve the recommended agency funding for FY23. Pat Brennan seconded the motion. All voted in favor. None opposed. Funding approved.**
  - iii. The Program Committee also approved supplemental funding for FY22 for UCP Heartland’s respite program in the amount of \$8,227.10.
- b. Finance Committee (Lisa Briggs, Controller / Pat Brennan, Treasurer)
- i. Review of February and March 2022 financials.
    1. As of March 31, we have \$15.6 million on hand, of which \$13.2 million is in CDs at Wells Fargo. As of March 31, we have received \$6.8 million in tax revenue, which is \$100K more than what we budgeted for this fiscal year.
    2. Current head count 32. 1 vacancy that will not be filled until after July 1.
    3. Non-TCM revenue (excluding the unrealized loss of \$733,000) is over budget by \$550,000. TCM revenue still under budget (\$218,000), which is offset by the \$94,000 received by HRSA.
    4. TCM expenses are under budget by \$17,000 due to staffing and mileage.
    5. A few agencies are a month or two behind in submitting their invoices. Must all be in by July 31<sup>st</sup>.
  - ii. The Finance Committee recommended approving the February and March 2022 financials – **Pat Brennan moved to approve the February and March 2022 financials. Dionne Flowers seconded the motion. All in favor. None opposed. Financials were approved.**
  - iii. Forecast
    1. Non TCM rev will be over if we exclude the unrealized loss.
    2. TCM forecast under budget by \$226,000. Salaries and benefits under by \$119,000.
    3. Facility expenses will be close to budget. Operating will be under by \$64K over several categories. Agency funding under by \$461,000. This takes into account the funding that will be approved for Horizon Housing.
- c. Executive Committee – Bill Siedhoff, Chairperson
- i. Review of strategic planning proposals. Approved the proposal of Collaborative Strategies, Inc. Please complete the survey they sent out to the Board.
  - ii. Talked about board engagement events.
  - iii. Trying to schedule some more agency tours.
  - iv. Approved Board governance policies. Shaelene can provide a copy to you if you are interested.
  - v. Emergency meeting on April 26<sup>th</sup> for Horizon Housing. The Executive Committee has the capacity to approve emergency requests. There were no questions.
  - vi. Recommendation to approve emergency funding request to Horizon Housing granted by Executive Committee on 4/26/22 – **Ken Franklin moved to approve the emergency funding request to Horizon Housing granted by the Executive Committee on 4/26/22. Cynthia Mueller seconded the motion. All in favor. None opposed. Emergency funding request was approved by the full board.**
- d. Nominating Committee
- i. Nominating committee met last Thursday. Minutes will be included in next packet
  - ii. Discussed current open position on the board. Waiting for mayor to vet the applicants.
  - iii. We have two board members whose terms end in October.
  - iv. The Nominating Committee went into closed session to discuss the compensation survey and recommended adjustments in salary.

**IX. New Business**

- a. Review of Technology Plan – Nathan Patton, IS Manager
  - i. Nathan Patton gave an overview of the technology plan. This year we expanded remote work capabilities.
  - ii. Key areas: Assistive technology, backup policies, confidentiality, disaster recovery, hardware, information management reporting, hardware protection, security, and software.
  - iii. No questions about overview section.
  - iv. Last year’s recommendations and progress – all previous recommendations for FY22 were completed except the transition to a new TCM database because the state delayed deployment of ConneXion until FY23. No questions about this.
  - v. Current recommendations – Annual review of policies and procedures. Annual review of our software and vendor agreements, continued progression with our Microsoft 365 ecosystem.
  - vi. Next phase of this process is considering improvement of our internet site and security processes. Another recommendation is evaluating current phone system. Current one is three years old. Should evaluate for potential cost savings and improvement. Will also evaluate our current backup solution, which has been in place four years. Will also prepare for new TCM database that will hopefully take place this coming year. No questions on this.
  - vii. The final portion of the technology plan covers the server and network map (censored). No questions.
  - viii. **Patrick Brennan moved to approve the Technology Plan. Cynthia Mueller seconded the motion. All in favor. None opposed. The Technology Plan was approved.**

**X. Announcements – None**

- a. David Weber is moving to the county. We are limited to two board members who live outside of the city. He did not want to leave the board, but we already have two members who do not live in the city. He has not resigned yet, but he is closing on the sale of his home the end of May. Will need to fill this board position. We thank him for his service as a board member.

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

- a. **Cynthia Mueller moved to adjourn the meeting. Dionne Flowers seconded the motion. All in favor. None opposed. Board meeting adjourned at 5:51 pm.**

DocuSigned by:

*Cynthia Mueller*

8B05DD5D6AFB475...

Cynthia Mueller, Secretary

6/27/2022

Date Approved