



St. Louis Office for Developmental Disability Resources
Minutes of the Meeting of the Board of Directors
Thursday, June 9, 2022

Board Members Present:

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

Board Members Absent:

Dionne Flowers, Board Member

Staff Members Present:

Shaelene Plank, Executive Director	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	
Nate Head, Sr Agency Relations Rep	Rachel Shapiro, Executive Assistant	

Guests Present by Phone or In Person:

Julia Schaffner, St. Louis ARC	Rachel Svejkosky, F.A.C.T.	Jodi Woessner, Pathways to Independence
Mark Keeley, St. Louis ARC	Pam Merkele, AADD	
Dana Walker, St. Louis ARC	Amanda Kehoe, Sunnyhill	

I. Call Meeting to Order

Bill Siedhoff, Chairperson, called the St. Louis Office for Developmental Disability Resources Board of Directors Meeting to order at 5:05 pm.

II. Remarks from visitors - No remarks.**III. Introductions – Introductions of the Board Members and guests were made.****IV. Mission Moment – St. Louis ARC’s Capable Kids and Families – Julia Schaffner**

- a. St. Louis ARC’s Capable Kids and Families program is newly funded by DD Resources, but has been around in St. Louis since around 2009, and the model has existed for over 30 years. It was started by a parent who received early intervention services for twins, formulated the program, and found a grant to start services. Capable Kids is contracted with St. Louis ARC and four other sites. They serve children ages 0-7 who have some developmental delay. Referrals come through FirstSteps providers, word of mouth, web site, and hospitals.
- b. Families receive home visits and are connected with one family resource specialist so that there is continuity wherever they go. Families have access to more than 1200 pieces of therapeutic equipment they can borrow.
- c. Julia shared a story about a family in the city that was referred to the program and how a resource specialist was able to connect them with services in a short amount of time.
- d. Cynthia Mueller praised Julia and St. Louis ARC for what they have done, and how they have reached out to the City and additional areas.
- e. A total of 112 individuals are currently enrolled in the city and county. The program is FREE to families.

V. Approval of Meeting Minutes

- a. The following minutes were presented to the Board for approval.
 - i. Corrected March 31, 2022, Program Committee Meeting
 - ii. May 2022 Nominating/Personnel Committee Meeting
 - iii. May 2022 CLOSED Nominating/Personnel Committee Meeting
 - iv. May 2022 Board Meeting

- v. May 2022 Finance Committee Meeting
- b. **Nina North Murphy moved to approve all of the minutes. Cynthia Mueller seconded the motion. All voted in favor. None opposed. All minutes were approved.**

VI. Executive Director's Report – Shaelene Plank

- a. Agency Relations
 - i. In partnership with the Alliance, AR is completing project visits.
 - ii. Agencies will report their FY22 year-end data through the Alliance portal from July-August. Data will be analyzed and shared in the fall.
 - iii. The Alliance met to review successes and challenges with the funding cycle. Overall, the team reported more successes than challenges, specifically improved efficiencies for all parties. Shaelene highlighted some Alliance survey results, as described in the board packet on page 23.
 - iv. DDR and other SB40 boards toured a sheltered workshop that has a progressive employment philosophy. Their tuition-based vocational skills training program guarantees employment within their partnerships. This specific program would not be a good fit for city residents due to the distance, but the concept is replicable.
 - v. In July we will have Agency Input Sessions. We are seeking agency input into the development of new and improved approaches to funding and capacity-building. Agencies will be asked to think “outside of the box” as to how the Alliance can improve, pivot, or innovate to meet their needs and the needs of the people they serve. Sarah Buek of Illumilab will host four 2-hour sessions in July.
- b. TCM
 - i. The TCM department received the review from the Technical Assistance Coordinators (TAC) audit. Overall, the results were good. Out of 17 categories, 10 received 100% compliance scores. In 4 other categories, we received 93% compliance scores. We have 3 areas requiring resolution, some of which were already addressed in our review last year (since they review two years of files). The Director of Service Coordination will be responding within the next thirty days with a resolution plan.
 - ii. The Director of Service Coordination is collaborating with DMH-Behavioral Health and Children's Division to find solutions to inappropriate placement in DD-funded residential placement for children diagnosed with a developmental disability but whose primary diagnosis is behavioral health. She is also working with the Aging and Behavioral Health Council to address the same issues for the aging IDD population.
- c. Code of Ethics Resolution
 - i. We will be voting to pass a Code of Ethics Resolution in this meeting. Typically, we do this every other year and file it with the Missouri Ethics Commission, but we will now pass it annually to ensure the board is aware of their ethics requirements. This was a CARF recommendation that the board signed off on so we will meet this standard. We will still only file bi-annually with the MEC as they require.
- d. Employee Satisfaction Survey
 - i. The survey results were sent to board members. This is the best employee satisfaction survey we have had in the past five years. We added some diversity questions to the survey, reworded some questions for clarity, and eliminated the option of choosing “neither agree nor disagree”. We will further analyze and respond to items (when possible) that decreased.
- e. Strategic Planning
 - i. Strategic Planning is underway. If you responded that you wish to be involved in the process, you should have received an invite to the first planning meeting on June 15th.
- f. IT Collaboration with DDA
 - i. We are moving forward with a plan to collaborate with DDA to support their IT needs. We will be posting a position for a Systems Administrator. We will share the cost of this position and Nathan's position with DDA. Finalizing the job description and contract in June and July.
 - ii. The partnership is already paying off. Nathan was able to negotiate a better rate for a new phone system since this was a need for both agencies.

g. Other

- i. Will have a Diversity, Equity, and Inclusion training with Tabari Coleman on September 13th from 10 am – 12 pm. The Board is invited to participate. Tabari is a respected educator/presenter on EDI, and we look forward to this training.
- ii. Board members were sent information regarding the mayor's required Sunshine Law trainings. You may attend virtually on either June 8th, June 14th, July 12th, or July 19th. Register at www.stlouis-mo.gov/mayor/sunshine-training/.
- iii. Agency Relations, TCM, and Communication attended Southside Wellness Center's 40th annual *Bringing it Together Healthfest* on Friday, May 27th. We had a booth set up at the event and shared information about our services. Our staff made several connections with participants and vendors that could result in new referrals for us and our funded partners. We will also be sponsoring *FestAbility* on July 23rd from 11 am-5 pm and hosting a booth there as well. <https://www.festability.org/>

VII. Committee Reports

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

- i. Review of April 2022 financials – Lisa Briggs
 1. As of April 30, we have almost \$15 million on hand. We only need \$2.5 million for SB40 funding for the remainder of the year. Revenue is under budget by \$410,00 due to unrealized loss. We will record it differently moving forward so it does not distort our report. Revenue would be \$470,00 plus if not for unrealized.
 2. Expenses are under budget. Some agencies are behind on billing.
 3. TCM revenue was positive for the month of April. Sam and the team are to be commended for that milestone. Still negative for the year on the budget but the HRSA money helped offset that.
- ii. The Finance Committee recommended approving the April 2022 financials. **Nina North Murphy moved to approve the April 2022 financials. Cynthia Mueller seconded the motion. All in favor. None opposed. Financials were approved.**
- iii. Review of DD Resources FY23 annual budget
 1. Lisa reviewed the highlights of the FY23 annual budget. We gave agencies a 4% COLA and increased agency funding by \$550,0000, which includes a contingency budget of \$147,600 per our policy (in case of agency emergency need or for one-time funding). Six new projects were added.
 2. TCM, for the first time, is budgeting a negative budget, but this will not continue because we are budgeting to add three service advocates in addition to the one vacancy this year.
 3. Increased our tax revenue by \$500K (3% increase forecasted this year). Other expenses are relatively flat.
 4. Human capital – Adding 3 people and a systems administrator.
 5. Total budget will be a negative budget (because agencies have historically underspent) at \$10,810,266, and a capital budget of \$15,000 to replace laptops.
- iv. The Finance Committee recommended approving the DD Resources FY23 annual budget. **Cynthia Mueller moved to approve the DD Resources FY23 annual budget. Nina North Murphy seconded the motion. All in favor. None opposed. FY23 annual budget was approved.**

VIII. Unfinished Business

a. Horizon Housing emergency funding request update – Shaelene Plank

- i. Shaelene sent information to the Board regarding the recent emergency funding request that the board approved for fire escape repairs. At the time we approved funding, the estimate was a little over \$52,000 for repairs. Shanna was having a difficult time getting other bids and she was on a tight timeframe. Thank you to Shanna for her continued diligence in trying to get more bids. She got a report from a structural engineer to make sure all issues were being addressed and received another bid. She feels comfortable going with a separate lower-cost bid for the repairs and a second bid to have the entire fire escape painted. The combined cost will be under \$20,000.

Shanna has agreed to do this and will move forward with the repairs. We thank her for her hard work. She was able to secure a bid for less money, and structural engineers who have looked at the project feel this is the right way to go.

IX. New Business

a. Code of Ethics Resolution

- i. We do not have to read into the minutes (a copy has been provided in the packet). Open for discussion. No questions.
- ii. Motion to pass the resolution. **Cynthia Mueller moved to pass the Code of Ethics Resolution. Nina North Murphy seconded the motion. All voted in favor. None opposed. Code of Ethics Resolution passed.**

X. Announcements

- a. Board engagement – Discussed a potential Board engagement event to take place after summer vacations.

XI. Call for a motion to adjourn.

- a. **Cynthia Mueller moved to adjourn the meeting. Nina North Murphy seconded the motion. All in favor. None opposed. The board meeting adjourned at 5:59 pm.**

DocuSigned by:

Cynthia Mueller

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Cynthia Mueller, Secretary

10/7/2022

Date Approved