



**St. Louis Office for Developmental Disability Resources
Minutes of the Meeting of the Board of Directors
Thursday, September 29, 2022**

Board Members Present:

William Siedhoff, Chairperson
Patrick Brennan, Board Member
Cynthia Mueller, Secretary
Dionne Flowers, Board Member
Nina North-Murphy, Board Member
Sherry Wibbenmeyer, Board Member

Board Members Absent:

Ken Franklin, Vice-Chairperson

Staff Members Present:

Shaelene Plank, Executive Director
Olivia Pruitt-Payne, HR Manager
Samantha Montgomery, Director of Service Coordination
Nate Head, Sr Agency Relations Rep
Ebony Young, Agency Relations Rep
Nathan Patton, Director of IT
Jeff Linhorst, Systems Administrator
Jack Neyens, Financial Consultant
Rachel Shapiro, Executive Assistant
Gabrielle Buenger, Marketing & Communications Coordinator
Devin Erikson, Quality Assurance Specialist

Guests Present by Phone or In Person:

Jodi Woessner, Pathways to Independence

I. Call Meeting to Order

Bill Siedhoff, Chairperson, called the St. Louis Office for Developmental Disability Resources Board of Directors Meeting to order at 5:02 pm.

II. Remarks from visitors - No remarks.

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

- a. Welcome to our new Systems Administrator, Jeff Linhorst.

IV. Public Hearing – 2022 Tax Rate

- a. Bill Siedhoff announced that we were holding a public hearing for the proposed 2022 property tax rate and read the resolution included in the board packet.
- b. Bill requested public comments. There were no public comments.
- c. **Patrick Brennan moved to pass a resolution that the ad valorem property tax rate be set at 0.1370 for 2022. This shall produce substantially the same revenue as set forth in the annual budget. The rate is based on an aggregate assessed valuation in St. Louis City in the amount of \$5,077,978,430. Cynthia Mueller seconded the motion.**
- d. Due to the hybrid nature of the meeting, before the roll call vote to approve the resolution, Bill informed Board members that if they were participating remotely and voted yes, they were consenting to their signature being recorded electronically on the resolution to be submitted for the record and to the St. Louis City Assessor’s Office.
- e. **Roll call vote:**
 - i. **William Siedhoff - Aye**
 - ii. **Patrick Brennan - Aye**
 - iii. **Cynthia Mueller – Aye**
 - iv. **Dionne Flowers - Aye**
 - v. **Nina North Murphy – Aye**
 - vi. **Sherry Wibbenmeyer – Aye**
- f. **The 2022 Tax Rate was resolved by a vote of 6 in favor and none opposed.**

V. Approval of Meeting Minutes

- a. The following minutes were presented to the Board for approval.
 - i. June 2022 Board Meeting
 - ii. August 2022 Nominating/Personnel Committee Meeting

- iii. August 2022 Executive Committee Meeting
- iv. August 2022 Closed Executive Committee Meeting
- b. **Patrick Brennan moved to approve all of the minutes. Nina North Murphy seconded the motion. All voted in favor. None opposed. All minutes were approved.**

VI. Committee Reports

- a. Executive Committee (William Siedhoff, Board and Committee Chair)
 - i. The committee met and reviewed the risk assessment report and discussed board engagement. Will tour Industrial Aid in October and Horizon Housing in November. Shaelene will send out official dates.
 - ii. Consumer holiday party date set for December 8th.
 - iii. Bill enjoyed having everyone for the engagement event at his house.
 - iv. We have a new board member, Chris Faerber, starting next month. Will begin orientation for him. Still have one board opening. No prospects right now. If anyone has suggestions, please let Bill know.
- b. Finance Committee (Patrick Brennan, Treasurer / Committee Chair)
 - i. Review and recommendation to approve May, June, and July 2022 financials (Jack Neyens, Consultant)
 - Jack shared the May snapshot and reviewed the June snapshot.
 - a. At the end of June we had almost \$14 million in cash in the bank. At end of the year, the headcount was at 31 (a little lower than budgeted).
 - b. Revenue is approximately \$432,000 more than what we budgeted (\$94K from CARES). TCM in general was below budget. Starting to catch up now. Tax revenue was higher than we budgeted but we were conservative in budgeting.
 - c. Expenses before unrealized loss were \$647K less than what we had budgeted. Agency funding was \$319K below budget. Wages and benefits were below budget. Also, we have \$135K in contingency funds that we did not need to use this year. Net is \$846K for the year (before unrealized loss on CDs). Not worried about that. Related to interest rates.
 - d. TCM report show that for the year, TCM revenue is \$105K higher than in FY21 (affected by COVID). Budget vs. actual for TCM billing – under budget by \$162K for the year. Revenue vs. expense for TCM for the year (including \$94 CARES money), we were down by \$41,000. We knew this would happen. Next year we expect a different story. These figures will be subject to our audit. The audit has already begun. Should go smoothly.
 - July snapshot: July is the first month after year-end and is not reflective of what is happening. Maintaining our cash balance in the bank of \$13 million. Revenue will decrease until we start receiving our tax money.
 - ii. **Cynthia Mueller moved to approve the May, June, and July 2022 financials. Dionne Flowers seconded the motion. All voted in favor. None opposed. All financials were approved.**
 - iii. The Finance Committee recommended the approval of the Corporate Compliance Report to the full Board. **Patrick Brennan moved to approve the Corporate Compliance Report. Dionne Flowers seconded the motion. All voted in favor. None opposed. The Corporate Compliance Report was approved.**
 - iv. The Finance Committee recommended the approval of the Fiscal Policies & Procedures
 - v. **Dionne Flowers moved to approve the Fiscal Policies & Procedures. Patrick Brennan seconded the motion. All voted in favor. None opposed. The Fiscal Policies & Procedures were approved.**
- c. Nominating/Personnel Committee (Dionne Flowers, Committee Chair)
 - i. We have a new board member, Chris Faerber. All papers have been submitted.
 - ii. Bill will step down as Chair but will remain on the board as Vice Chair. Ken will step up as Board Chair.
 - iii. Recommendation to approve the slate of Board Officers for 10/1/22 – 9/30/23 (Dionne Flowers, Committee Chair):

- Ken Franklin, Chairperson
 - William Siedhoff, Vice Chairperson
 - Patrick Brennan, Treasurer
 - Cynthia Mueller, Secretary
- iv. **Nina North Murphy moved to approve the slate of Board Officers for 10/1/22 – 9/30/23. Sherry Wibbenmeyer seconded the motion. All voted in favor. None opposed. The slate was approved.**
 - v. The committee discussed shared services with DDA (which the full board will be voting on in this meeting).

VII. Executive Director's Report – Shaelene Plank

- a. Agency Relations/Eastern Region Alliance
 - i. We nominated two of our agencies for the MACDDS *Cutting Edge Awards* - St. Louis ARC and Bridges. The ARC's Launch program was selected. Nate and Shaelene will present the award in Columbia next week.
 - ii. FY22 end-of-year data is being analyzed and will be shared in detail at the October Program Committee meeting. Shaelene highlighted some results for the board.
 - iii. Agency Relations met recently with Casa de Salud, International Institute, and St. Louis ARC to learn how to best reach and support our immigrant/refugee community.
 - iv. Agency Relations continues to participate in St. Louis Youth Interagency Partnership. Their focus is on youth employment.
 - v. The Center for Head Injury Services has named Ron Glenn its new Executive Director, replacing Mary Lee Salzer.
 - vi. Transportation providers received a 2% cost of living adjustment from DD Resources in FY22. Ridership remained the same, but the number of trips increased. To help offset rising fuel costs, DD Resources distributed the remaining transportation budget equitably among the four transportation providers using a formula based on the number of trips.
- b. TCM
 - i. DD Resources did not receive the contract to expand our TCM services in the city. The state awarded a contract to the Center for Human Services (CHS) to expand their TCM program to St. Louis County as that was the priority in the RFI. They will receive 1807 cases from St. Louis County and will be hiring 40-50 staff. The state will continue to address caseload sizes next year so there may be future opportunities for us to expand.
- c. Strategic Planning – We have completed the process and Shaelene is reviewing the final documents. She will present to the board for final approval at the November board meeting.
- d. Legislative & State Updates
 - i. 1st priority – Ensure local property tax levies remain intact.
 - ii. 2nd priority – Ensure that people with IDD receive the vital services necessary to live and work in their communities by appropriating critical funding to the division of developmental disabilities.
 - iii. 3rd priority – Have not had a TCM rate increase since 2015. Would like to see an increase this year.
 - iv. Rate increases must be funded through general revenue (were being funded through FMAP, temporary money). Now that the governor's budget was approved and tax cuts went through, there will be more competition for dollars.
- e. IT Collaboration with DDA –
 - i. We have hired a new Systems Administrator, Jeff Linhorst as of August 29th. We are officially sharing this position and Nathan's position with DDA. The Shared Services Agreement is included in the packet for board review and approval. The attorneys for both boards have reviewed it as well.
 - ii. This year's cybersecurity training will be done together with DDA and will include a friendly competition. Go team DD Resources!
- f. 4th Quarter Dashboard – shared onscreen
 - i. Agency relations – Goal for funded agencies to increase allocation expenditures was 95%. We reached 93%. Alliance integrating guiding principles – goal exceeded. Funded services will meet their goals – goal exceeded.

- ii. Board of Directors – Attendance goal is 100%. 88% does not take into account excused absences. Had one board member with extenuating circumstances. 95% is not a percentage we can reach because there are only 9 board members (1 board member not reaching it is 88%).
 - iii. Fiscal – met all goals except “will implement regular financial review of funded agencies in partnership with the Alliance (still figuring out how they will share duties). Should not have a problem reaching this next year.
 - iv. HR – Employee satisfaction survey used for many of these goals. We did well in all areas, exceeding our goal in most. Have had a good year filling positions and retaining our workforce and turnover rate. Board received a more detailed report with metrics.
 - v. IT – Completed our projects identified in the technology plan. Cybersecurity maintained protection at 100%. Internet availability – maintained at 100%. Server availability – high 99%. Calculated over 24 hours/day/365/year. Includes all maintenance windows. We had three minutes a day throughout the year of downtime for patching. Microsoft 365 backup completion – high. Runs daily. Server backup completion – hit our 95% goal. Total of 98.94. We run 20 backups a day. Social media – target was 10%; this was a 100% increase from last year. Did not hit the target, but saw an increase from last year. Maintained steady increase. Reworded our goals for next year.
 - vi. Quality Assurance – met goals. A little short on demonstrating knowledge of our emergency procedures (recognizing alarms for conference rooms). Have created some tests for this. Maintaining compliance with CARF – the goal is about the timeliness of our compliance with CARF standards. We are compliant with all but have a calendar that we hold ourselves to.
 - vii. TCM – Doing well. Exceeding our goals in most areas except for “ISP plan meetings completed on time and submitted before the current plan expires”. Set it at beginning of the year – we knew it was a stretch but then we put things in place and it started to show improvement. End of year average is slightly below our goal due to 1st two quarters. Confident we can reach that goal for FY23.
- g. Other
- i. We had a Diversity, Equity and Inclusion training on September 13th, facilitated by Tabari Coleman. He received good feedback from our staff.
 - ii. Thank you Bill for hosting the Board/Staff engagement event at his home on September 27th.
 - iii. Save the date, December 8, 2022 for our consumer holiday party (resuming after a 2-year hiatus), from 11 am – 1 pm. Venue to be secured this week. Pat has agreed to be Santa again.
 - iv. Save the date, December 15, 2022, 5:15 pm for our staff holiday celebration at McGurk’s. Board and spouses are invited to join us.
 - v. Shaelene will be on vacation October 24-31.
 - vi. Please remember to complete Shaelene’s evaluation.

VIII. Unfinished Business

- a. Approval of Shared Services Agreement with Developmental Disability Advocates (Shaelene Plank, Executive Director)
- b. **Cynthia Mueller moved to approve the Shared Services Agreement with Developmental Disability Advocates. Dionne Flowers seconded the motion. All voted in favor. None opposed. The Agreement was approved.**

IX. New Business - None

X. Announcements

- a. United Way campaign has kicked off. If you can contribute, please help out. We have several agencies as part of that effort.

XI. The board will go into closed executive session per Mo. Rev. Stat. § 610.021(2) to discuss real estate issues.

- a. **Roll call vote to go into closed executive session to discuss real estate issues.**
 - i. **William Siedhoff - Aye**
 - ii. **Patrick Brennan - Aye**

- iii. **Cynthia Mueller – Aye**
- iv. **Dionne Flowers - Aye**
- v. **Nina North Murphy – Aye**
- vi. **Sherry Wibbenmeyer – Aye**
- b. **All voted in favor. None opposed. The closed session began at 5:52 pm.**
- c. **Cynthia Mueller moved to go out of closed session. Patrick Brennan seconded the motion. All in favor. None opposed. The board moved out of closed session at 6:04 pm.**

XII. Call for a motion to adjourn.

- a. **Dionne Flowers moved to adjourn the meeting. Patrick Brennan seconded the motion. All in favor. None opposed. The board meeting adjourned at 6:04 pm.**

DocuSigned by:
Cynthia Mueller
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Cynthia Mueller, Secretary

11/14/2022

Date Approved