



**St. Louis Office for Developmental Disability Resources
Minutes of the Nominating/Personnel Committee
October 20, 2022**

Board Members Present:

Ken Franklin, Vice-Chairperson

Dionne Flowers, Board Member (Committee Chair)

Chris Faerber, Board Member

Board Members Absent: None

Staff Members Present:

Shaelene Plank, Executive Director

Olivia Pruitt-Payne, HR Manager

Rachel Shapiro, Executive Assistant

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1. **Call meeting to order** – Dionne Flowers called the meeting to order at 4:06 pm.
 2. **Introductions were made** – Chris Faerber, our new board and committee member was introduced, and Shaelene gave him a brief explanation about the evolution of the Nominating/Personnel Committee – a combination of two former committees.

Nominating Committee

3. Update on board member recruitment
 - a. Our new board member, Chris Faerber, has been approved and is joining us today.
 - b. Shaelene met with someone this morning regarding the remaining vacancy. The candidate was recommended by the ED of the SB40 board in Troy, MO (Lincoln County).

Personnel Committee

4. Review and recommendation for approval of Employee Handbook – Olivia Pruitt-Payne
 - a. Olivia Pruitt-Payne reviewed the changes made to the Employee Handbook. Information was provided ahead of time in the committee packet. Olivia highlighted the more complicated changes with the committee, but all changes were reviewed at great length with our attorney.
 - b. *General Updates:*
 - i. Title changes – This came up because we made changes to Nathan because of promotion and Lisa’s title to be aligned with the other SB40s. The compensation study was a study of functional duties (not of titles). The only salary affected was Nathan’s because his position changed was a promotion with our partnership with DDA.
 - ii. The title changes are as follows:
 - Olivia Pruitt-Payne – Director of Human Resources
 - Nate Head – Director of Agency & Community Relations
 - Lisa Briggs – Director of Finance
 - Nathan Patton – Director of IT
 - iii. Telecommuting policies updated. Committee questioned how we handled tardiness for those who work from home. We looked at the entire telecommuting policy. The expectation offsite is the same as when onsite. We use the payroll system to document start and end times. Our workers’ compensation carrier was also consulted. The majority of our TCM staff are working 3 days from home. We can chart their time because it is billable and logged in the system.
 - iv. Added words “or designee” pertaining to procedures involving the Director of HR. “ESB” was updated to “EIB” to match the ADP code.

- v. Included St. Louis City Ordinance 71342 (Crown Act).
 - c. *Governing Principles of Employment Policies* – Olivia discussed Service Animals in the Workplace (definition of a service animal), Drug-Free and Alcohol-Free Workplace (specifically regarding medicinal marijuana in the workplace – the attorney is still working on wording).
 - d. *Operational Policies* – Olivia discussed Working Hours and Schedule (how to record lunch breaks and rest periods), Telecommuting (employees will be held to a higher level of accountability if telecommuting), Overtime, Time-Recording, and Salary Advances (looking to see if there are options that are no-risk/no-cost to the employer).
 - e. *Benefits Policies* – Olivia discussed Workers’ Compensation (reworded to emphasize what is not covered).
 - f. *Leaves of Absence Policies* – Olivia discussed Non-FMLA Leave & Personal Leave of Absence.
 - g. *General Standards of Conduct Policies* – Olivia discussed the policy regarding leaving DD Resources (resignation notice extended from two weeks to 30 days for leadership positions).
 - h. The attorney is still finalizing some wording. The committee commended Olivia and staff. They were impressed with how we work to retain talent.
 - i. **Ken Franklin moved to approve the updated Employee Handbook as presented to the committee. Dionne seconded the motion. All in favor. None opposed. Employee Handbook was approved as presented.**
 - j. The full board will approve the finalized handbook.
5. TCM salary updates – Shaelene Plank and Olivia Pruitt-Payne
- a. State budget approved privatization of TCM in areas where it was needed (St. Louis County). The contract was awarded to the Center for Human Services, who provides targeted case management across the state. They are getting 1807 cases from St. Louis County. They need to hire 45-50 case managers and are being aggressive in hiring. Discussed starting salary. The three SB40 boards in our area are concerned about our ability to recruit and that most recent hires are making a comparable wage.
 - b. Shaelene and Olivia looked at the salary chart and will likely recommend increasing the starting salary mid-year. If we are concerned about losing staff to CHS, we may need a decision sooner. Would look at new hires and the compensation study for current staff and recently hired staff. Will use compensation study levels and make sure they are in the appropriate range.
6. Executive Director performance evaluation – The committee chose not to go into closed session for this discussion. They will go into closed session at the full board meeting to discuss this.
7. Call for a motion to adjourn – **Ken Franklin made a motion to adjourn. Chris Faerber seconded the motion. All in favor. None opposed. The meeting was adjourned at 5:07 pm.**

DocuSigned by:

Cynthia Mueller

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Cynthia Mueller, Secretary

11/14/2022

Date Approved