



**St. Louis Office for Developmental Disability Resources  
Minutes of the Meeting of the Board of Directors  
Thursday, November 10, 2022**

**Board Members Present:**

Ken Franklin, Chairperson	Cynthia Mueller, Secretary	Nina North-Murphy, Board Member
William Siedhoff, Vice Chairperson	Chris Faerber, Board Member	
Patrick Brennan, Treasurer	Dionne Flowers, Board Member	

**Board Members Absent:**

Sherry Wibbenmeyer, Board Member

**Staff Members Present:**

Shaelene Plank, Executive Director	Lisa Briggs, Director of Finance
Olivia Pruitt-Payne, Director of Human Resources	Jack Neyens, Financial Consultant
Samantha Montgomery, Director of Service Coordination	Rachel Shapiro, Executive Assistant
Nate Head, Director of Agency & Community Relations	Gabrielle Buenger, Marketing & Communications Coordinator
Ebony Young, Agency Relations Representative	
Nathan Patton, Director of IT	

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

Judy Grainger, UCP Heartland	Clint Bolser, UCP Heartland	Amanda Kehoe, Sunnyhill
ShiQuita Lane, UCP Heartland	Rachel Svejkosky, F.A.C.T.	Paige Colbert

**I. Call Meeting to Order**

Ken Franklin, Chairperson, called the St. Louis Office for Developmental Disability Resources Board of Directors Meeting to order at 5:04 pm.

**II. Remarks from visitors - No remarks.**

**III. Introductions – Introductions to the Board Members and guests were made.**

- a. Welcome Chris Faerber, our newest board member.

**IV. Mission Moment: UCP Heartland’s Autism Services (Judy Grainger & ShiQuita Lane)**

- a. Judy Grainger and ShiQuita Lane of UCP Heartland Autism services reported on their new ABA therapy program. Their numbers have been growing, as many individuals have been waiting for these services. They highlighted one specific case and how much progress the consumer has made.
- b. They get their referrals from TCM partners, DMH, and First Steps, and currently have a full roster.

**V. Approval of Meeting Minutes**

- a. The following minutes were presented to the Board for approval.
  - i. September 2022 Finance Committee Meeting
  - ii. September 2022 Board Meeting
  - iii. September 2022 CLOSED Board Meeting
  - iv. October 2022 Program Committee Meeting
  - v. October 2022 Nominating/Personnel Committee Meeting
- b. **Patrick Brennan moved to approve all the minutes. Bill Siedhoff seconded the motion. A roll call vote was taken. All voted in favor. None opposed. All minutes were approved.**

**VI. Executive Director’s Report – Shaelene Plank**

- a. Shaelene thanked Chris Faerber for joining the board. Chris introduced himself, gave a summary of his background and how he was connected to DD Resources.

- b. We also had Paige Colbert in attendance who has submitted her application to fill our last board position.
- c. Agency Relations / Eastern Region Alliance
  - i. FY24 funding priorities were finalized based on DDR's strategic plan. Funding will be available for the renewal of currently funded projects and requests from new agencies / new projects. Priorities for new projects include collaboration between 2 or more organizations, employment training partnerships offering paid work experience guaranteeing living wage employment, and requests to improve the physical environment that enhances independent living options or increases access within the program's facility and/or individuals' community.
  - ii. Shaelene reviewed some highlights of the AR Portfolio Performance Report, which was included in the packet.
  - iii. The Epilepsy Foundation is going through a leadership transition. The Alliance is in communication with the organization's board to learn about how it will ensure continued services through the transition.
  - iv. DDR Staff were at UCP's ribbon cutting when they opened their doors for the autism center.
  - v. Easterseals Midwest hosted its annual autism conference Nov 3-4.
  - vi. The Alliance hosted agency input sessions to gather feedback and creative input from our funded partners on the design of sustainable solutions for the "new normal". The top three current challenges are a lack of qualified job applicants, inflation, and funding for specific needs such as mental health and crisis support. Suggested solutions were more flexible funding, solving transportation challenges, and encouraging/facilitating cross-agency collaboration. The full Alliance team will meet in December to address these concerns. Board members were concerned that agency input was so low; however, we collect data in other ways as well.
  - vii. Peg Capo is receiving the Community Collaboration Award from the Community Council of St. Charles County for her work with the Eastern Region Alliance.
- d. TCM
  - i. Preparing to implement action steps for new strategic plan.
  - ii. We have officially moved to using the DMH after-hours On-Call system.
  - iii. Updating our new safety policy, incorporating best practices from other agencies and institutions.
  - iv. Launch date for DMH's ConneXion system has been pushed back to July 17, 2023. They are 85% done and we are participating in walk-throughs.
  - v. TCM department is learning to administer the new HRST (Health Risk Screening Tool) assessment that will be replacing the health inventory assessment for all Medicaid Waiver consumers not receiving residential services.
  - vi. Director of Service Coordination Samantha Montgomery and several staff attended the MACDDS conference in October. Samantha and TCM Supervisor Becky Black, were both presenters.
- e. Strategic Planning
  - i. Strategic Plan is complete. Thanks to all who assisted in the process. Final plan is in the packet and will be voted on for approval during this meeting.
- f. Fiscal – there is a letter in the board packet from Rubin Brown, who will be conducting our audit.
- g. Other
  - i. Mark your calendars for board engagement and holiday events: Horizon Housing tour 11/15/22, 3:30 pm; Consumer Holiday Party 12/8/22, 11 am – 1 pm; Staff Holiday Party 12/15/22, 5:30 pm at McGurk's. Please complete the RSVP form for the staff holiday party.
  - ii. Starting in January, we will have a new process for accessing board materials. You will be able to log in and view them on a site. The site will contain meeting packets and other board-related information. We will all be trained to access the site virtually.
  - iii. Ken thanked Shaelene, staff, and the providers for the quality work they do.

## VII. Committee Reports

- a. Finance Committee (Pat Brennan)
  - i. Review and recommendation to approve August and September 2022 financials (Lisa Briggs, Director of Finance)
    - Snapshot of August was included in the packet for Board members.
    - Lisa reviewed the September financial snapshot.

- Questions – Are we concerned about tax revenues over time? Is there anything with costs to be concerned about? No. Costs should remain under budget. Tax revenue has been steady. Big revenue doesn't come in until December, January, and February, and we will have a better idea then. Consistent with past years. Transportation has been coming in a little higher. Ridership has increased with colder weather. Dept of Transportation increased our MEHTAP award. It was \$14-15K last year, and this year it is \$47K. We budgeted the lower amount. When we created the budget, we were hoping to get TCM expansion.
- ii. **Cindy Mueller moved and seconded to approve the August and September 2022 financials. A roll call vote was taken. All voted in favor. None opposed. Financials were approved.**
- iii. Approve agency COLA (Lisa Briggs, Director of Finance) - Proposal to do 5% COLA. This would put us at 81% of revenue going to agencies. Leaves us room for new projects and agencies per our strategic plan. Question – how did we arrive at 5%? Other Alliance finance directors are looking at 4-6%. 5% is the cap of how much our tax rate can go up. Fair rate. Keeps us having funds for new projects and agencies. Built-in shield to any inflationary costs.
- iv. **Pat Brennan moved to approve the agency COLA. Cindy Mueller seconded the motion. A roll call vote was taken. All voted in favor. None opposed. COLA was approved.**
- b. Program Committee (Cynthia Mueller)
  - i. Review and approve funding cycle announcement (Cynthia Mueller, Program Committee Chair)
  - ii. Committee met in October. Reviewed partner funding manual. Changes mostly grammatical and formatting. Was reviewed and approved by the committee. Cindy read the FY24 funding announcement to the board recommending opening the funding cycle to new agencies and projects addressing some of our strategic plan priorities.
  - iii. **Bill Siedhoff moved to approve the funding cycle announcement. Pat Brennan seconded the motion. A roll call vote was taken. All voted in favor. None opposed. The funding cycle announcement was approved.**
  - iv. Cindy thanked and praised the work of AR staff and program committee members. Ken agreed.
- c. Nominating/Personnel Committee (Dionne Flowers, Committee Chair)
  - i. We are working with the mayor's office to fill our one remaining board position.
  - ii. Review and recommendation to approve the Employee Handbook (Olivia Pruitt-Payne, Director of HR) – The handbook has been provided to the committee and has been reviewed and approved by our attorney.
  - iii. No questions. The Chair thanked Olivia and the committee for putting a lot of work into the handbook. It was thoughtful and will make us competitive. Thank you.
  - iv. **Cindy Mueller moved to approve the Employee Handbook. Chris Faerber seconded the motion. A roll call vote was taken. All voted in favor. None opposed. The Employee Handbook was approved.**

#### VIII. Unfinished Business - None

#### IX. New Business

- a. Passage of 403b Resolution (Shaelene Plank) – We set up our 403b benefit as a resolution to be passed annually. In doing so, if we want to make a change in the match amount, we only need to pass a resolution instead of creating a new document.
- b. **Bill Siedhoff moved to pass the 403b Resolution. Cindy Mueller seconded the motion. A roll call vote was taken. All voted in favor. None opposed. The 403b Resolution was passed.**
- c. Review and approval of Strategic Plan – thanks to everyone who helped. Shaelene did quick walk-through of the process. Started with gathering info. Worked with Collaborative Strategies. Completed surveys, SWOT analysis. Had a smaller prep team that met before the larger planning team. Five groups worked to develop action plans for each priority (additional staff sat in on those, especially if involved in executing priorities).
- d. Common themes from SWOT – Confidence in ED and senior leadership, DDR successfully rebounded from the financial crisis of five years ago, DDR is a mission-driven non-profit that places value on the quality of

work they do, there is a general concern about the instability of the tax revenue used to fund the organization.

- e. Shaelene gave an overview of the Theme, Goals, and the 5 Priorities, which were all detailed in the packet. For each priority we have a deadline, person/s responsible, and expected investment.
- f. Tracking and managing – leadership will track, review regularly, have board review it twice a year. When we update and review, changes can be integrated into the action plan. Review annually as a whole.
- g. Ken thanked the staff, vendor, and board for a clear, promising plan.
- h. **Bill Siedhoff moved to approve the Strategic Plan. Pat Brennan seconded the motion. A roll call vote was taken. All voted in favor. None opposed. The Strategic Plan was approved.**

**X. Announcements**

- a. **Ken publicly thanked Bill who has seen the organization through some challenges. Brought a lot of energy during a pandemic, a move, financial recovery, the formation of the Alliance, technology changes, and many transitions. Ken agreed to become the chair again because he can't wait to see where we go in these next few years.**
- b. **Ken welcomed Chris. We are here for the consumers. Thanked Paige Colbert (board applicant) for joining us.**

**XI. Closed Session** - The board will go into closed executive session per Mo. Rev. Stat. § 610.021(13) (2) to discuss personnel and real estate issues.

- a. **Bill Siedhoff moved to go into a closed executive session to discuss personnel and real estate issues. A roll call vote was taken. All voted in favor. None opposed. The closed session began at 6:07 pm.**

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

- a. **The board meeting reopened at 7:00pm and Cindy Mueller moved to adjourn the meeting. Chris Faerber seconded the motion. All in favor. None opposed. The board meeting adjourned at 7:01pm.**

DocuSigned by:

*Cynthia Mueller*

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Cynthia Mueller, Secretary

2/15/2023

Date Approved