



**St. Louis Office for Developmental Disability Resources**  
**Minutes of the Executive Committee**  
**January 12, 2023**

**Board Members Present:**

Ken Franklin, Chairperson

William (Bill) Siedhoff, Vice Chairperson

Patrick Brennan, Treasurer

Cynthia Mueller, Secretary

**Board Members Absent:** None

**Staff Members Present:**

Shaelene Plank, Executive Director

Rachel Shapiro, Executive Assistant

Nathan Patton, Director of IT (last portion of the meeting)

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1. Call meeting to order – The meeting was called to order at 4:06 pm.
  2. Review of Bylaws
    - This committee reviewed the bylaws, as required annually. The below changes were suggested.
    - Article II – Object - References to statutes 205.970 and 205.968 state the original purpose of SB40 to levy a property tax for sheltered workshops; however, RSMo. § 205.971 was added to include residences, facilities and/or related services. Suggested expanded wording to reference RSMo. § 205.971 (newer). Shaelene to run it by our attorneys. Committee agreed.
    - Article VII - Meetings – Item 2 – Would like to update to include emailing or electronically accessing meeting materials.
    - Ken would like to ask the attorney about voting electronically. We had already changed item #9 about hearing each other during the meeting simultaneously (which allows for virtual meetings), but there is no specific wording about voting virtually. The word “participate” has been interpreted as voting but considering clarifying further. Shaelene will ask the attorneys. “Participate” may include voting.
    - After the attorney looks at our proposed changes, we will present revisions at the February Board meeting and vote to approve at the March Board meeting.
  3. ED Succession Plan
    - No changes except for title changes (Olivia, Lisa, and Nate). Shaelene made those changes.
    - Will do more research about putting a time limit on starting the ED search (possibly no more than 90 days).
  4. Strategic Plan Tracking
    - Shaelene shared the Strategic Planning tracker that we will use to document our progress on goals.
    - Shaelene will include updates in her Executive Director’s reports to the Board and will add Strategic Planning Progress as an agenda item for Board meetings twice a year, to allow for discussion and assessment.
  5. Communication Plan Update
    - Gabrielle Buenger, Marketing & Communications Coordinator’s update is included on pages 11 and 12 of the packets.
    - Working to make sure communication plan and strategic plan align.
    - Social media presence – Gabby is doing a great job with our presence on Facebook and LinkedIn. Hits on Facebook have greatly increased. City offices are now following.
    - Ken would like to get Shaelene talking to people about the work we are doing. She is already scheduled to present to the Board of Aldermen’s Health and Human Services Committee this Tuesday. Committee

meetings are virtual. Anyone can tune in. Shaelene, Jamie from the Senior Services Fund, and Cassandra Kaufman from the Mental Health Board are on their agenda.

- Ken suggested short videos (like commercials) on social media to show people what is happening at DD Resources. Need to start talking about the great things we are doing.
- Shaelene has two slides in her PowerPoint presentation to the Aldermen that talk about ERA.
- The Alliance EDs are going to present about the Alliance at the MACDDS meeting in February. Working on that presentation now.
- When Shaelene speaks to the Board of Alderman, she will talk about how property taxes are being used. There will be a 2<sup>nd</sup> hearing of Eigel's bill Tuesday morning. A group is planning to go and will hopefully testify. Shaelene will forward the email about it that she received today to the Executive Committee.
- We made it on TV with UCP's autism center. Gabby has done a great job so far.

6. Accessing board documents in the future

- Board members will be accessing board materials and documents electronically, and Nathan Patton (Director of IT) began by introducing the Executive Committee to the process tonight. Nathan walked everyone through the login process.
- Whenever Board members are sent new materials, Shaelene will send them a code. It will be a link, most likely to a folder or file. The link will take them to a SharePoint site, which they can bookmark. Existing documents will be in there. Files will be right protected – they will be able to print the files but not download them.

7. Adjourn - **Pat Brennan moved to adjourn the meeting. Cynthia Mueller seconded the motion. All voted in favor. None opposed. The meeting was adjourned at 5:06 pm.**

DocuSigned by:

*Cynthia Mueller*

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Cynthia Mueller, Secretary

2/15/2023

Date Approved