



**St. Louis Office for Developmental Disability Resources**  
**Minutes of the Executive Committee**  
**April 13, 2023**

**Board Members Present:**

Ken Franklin, Chairperson

William (Bill) Siedhoff, Vice  
Chairperson

Patrick Brennan, Treasurer  
Cynthia Mueller, Secretary

**Board Members Absent:** None

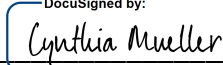
**Staff Members Present:**

Shaelene Plank, Executive Director

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- Call meeting to order – The meeting was called to order at 4:00 pm.
  
  - Review of Board Assessment (Shaelene Plank)
    - Shaelene reviewed the results of the Board Assessment. Explained the ratings and colors on the chart.
    - Board Assessment Section: We scored “highly competent” in most areas, “pretty competent” on item #5 (“Board members demonstrate a clear understanding of their respective roles of the Board and senior staff.”), and “perfect score” on item #8 (“Board members demonstrate commitment to the mission and values of the agency.”).
    - The result of item #5 could have been because we have one new board member who is getting acclimated. Not a big concern. Gives us the opportunity to refresh at the June meeting and go back to basics. Next agenda item is reviewing board governance policies. If okay, then we will take it to the full board to approve and do a refresher on those policies for the full board at the next board meeting.
    - Self-Assessment Section – Perfect score on item #1 (“I understand and support the mission of DD Resources.”). Scored “pretty competent” on understanding TCM program and visiting funded agencies. We are moving up in the last category from last year. The same people tend to visit the agencies when scheduled, and it is hard for people to get there sometimes. Shaelene will try to make agency open houses board engagement events. Will continue to schedule tours. Understanding TCM program question scored lower. Can have Sam go over TCM training with board members who need it.
    - Overall, the Board Assessment looks good. Staying in the green with a slight increase every year!
  
  - Review of board governance policies (Shaelene Plank)
    - Shaelene did not find anything we needed to change. Recently refreshed our bylaws. Anything not covered in these policies is covered in the bylaws. We are meeting our obligation to communicate State Statutes and Missouri ethics policies.
    - Ambiguity – Pat noticed an ambiguity. On page six, under Removal from the Board it talks about failure to attend 5 consecutive meetings without good cause, yet on page eight, under Attendance it talks about attending at least 2/3 of the regularly scheduled meetings. This wording may have been residual from when the Board met monthly. Shaelene will look at State

Statutes and correct the wording. Will make the changes and take it to full board at the next meeting (and review policies at that meeting as well).

- Question about the proxy procedure. The process is outlined in the bylaws. Cindy will research how she might give her proxy to Ken at the May meeting.
- Legislative Updates (Shaelene Plank)
  - Ken and Shaelene were both at the capitol yesterday with Greater St. Louis Inc. and met with several legislators. Greater St. Louis Inc. had their legislative priorities, but Shaelene included our legislative priorities as well.
  - Good networking opportunity.
- Board Engagement
  - Discussion about former support of parks. The parks are in disrepair. We have advocated for repairs but have not gotten anywhere. It is up to the city to maintain them. We could spend money again to fix them, but they would get damaged again. Will find out who the new alderman is. Would like to get an estimate for repairs. Bill will call Greg Hayes (parks director), and Ken will try to see if the city has a parks initiative coming up. Shaelene will look at the parks and find out who the new alderman is. Cindy will also inquire about Willmore Park – which is in her ward. She will reach out to Oldenberg (alderman).
  - Discussed board engagement and Bill extended an invitation to an event at his place again.
  - Team-building day is coming up for staff only. Shaelene will talk to the special events committee to plan something for everyone.
- The committee will go into closed session per Mo. Rev. Stat. § 610.021(13) to discuss personnel issues.
  - **Cynthia Mueller moved to go into a closed session. William Siedhoff seconded the motion. All voted in favor. None opposed. The meeting went into a closed session at 4:30 pm.**
- The committee re-opened at 5:05 pm, and Ken Franklin called for a motion to adjourn.
- Adjourn – Pat Brennan **moved to adjourn the meeting. Cynthia Mueller seconded the motion. All voted in favor. None opposed. The meeting was adjourned at 5:05 pm.**

DocuSigned by:  
  
Cynthia Mueller, Secretary

5/18/2023

Date Approved