



St. Louis Office for Developmental Disability Resources  
Minutes of the Meeting of the Board of Directors  
Thursday May 14, 2020

**Board Members Present:**

William Siedhoff, Chairperson  
Ken Franklin, Vice Chairperson  
Cynthia Mueller, Secretary

Dionne Flowers, Board Member  
David Weber, Board Member  
Nina North-Murphy, Board Member

Patrick Brennan, Board Member  
Sherry Wibbenmeyer, Board Member

**Board Members Absent:**

Michael Garvin, Board Member

**Staff Members Present:**

Shaelene Plank, Executive Director  
Nathan Patton, IS Manager  
Olivia Pruitt-Payne, HR Manager  
Lisa Briggs, Controller  
Nathaniel Head, Senior Agency Relations Representative

Ebony Young, Agency Relations Rep  
Chrystal Griffin, Director of TCM  
Jack Neyens, Financial Consultant  
Rachel Shapiro, Executive Assistant

**Guests Present by Phone:**

Don Kaufmann, PLB  
Amanda Kehoe, Sunnyhill  
Mark Keeley, The Arc  
Sheila Suderwalla, Artist First  
Pam Merkele, AADD  
Kathy Farache, AADD  
Rachel Svejkosky, FACT

Heather Lytle, FACT  
Heather Ward, Lifebridge  
Kait Calys-Strohm, Easterseals Midwest  
Amy Wheeler, Sunnyhill  
Richard Coleman, UCP  
Chris W., Best Buddies  
Jodi Woessner, Pathways

**I. Call Meeting to Order**

Bill Siedhoff, Chairperson called the St. Louis Office for Developmental Disability Resources Board of Directors Meeting to order at 5:04pm. Introductions of the Board Members and guests were made in person and by phone.

**II. Remarks from visitors**

Bill Siedhoff shared submitted remarks from Mark A. Keeley of St. Louis Arc:

The St. Louis Arc wishes to express our sincere gratitude to you, your Board of Directors, and all your staff for your incredible leadership and partnership during this extremely challenging time. We have all been dealing with unprecedented challenges that may have been insurmountable if not for strong funding partners like DD Resources.

We are truly grateful for your rapid response to this crisis. Switching our funding from Purchase of Service to Grant while easing some requirements has enabled us to continue to provide essential services and virtual supports to so many individuals. We appreciate the unified response from all the members of the Eastern Region Alliance.

While we realize this crisis is far from over, the future seems a bit brighter knowing funders like you are truly with us as partners and share our goal to provide the best possible supports through these challenging times. Thanks to you and everyone at DD Resources for your incredible support, we appreciate you very much.

**III. Introductions**

Bill Siedhoff welcomed Rachel Shapiro, the new Executive Assistant. Those attending by conference call introduced themselves.

#### IV. Approval of Meeting Minutes

Bill Siedhoff asked if there was any discussion of the minutes provided in the board packet. There was no discussion. **Bill Siedhoff ascertained a motion to approve the minutes from the March 2020 board meeting, the March 2020 Program Committee meeting, the April 2020 Program meeting, and the May 2020 Finance Committee meeting. David Weber moved to accept the minutes as recorded and the motion was seconded by Dionne Flowers. All in favor, no abstentions, the motion passed unanimously.**

#### V. Committee Reports

##### a. Finance

Lisa Briggs, Controller, presented the **February and March 2020 financial statements**. Finance committee recommended approval of these statements at their meeting. **David Weber moved to accept the financial reports for February and March 2020, Dionne Flowers seconded. After a vote of all in favor, the motion passed unanimously.**

##### b. Program

- i. Cynthia Mueller read a Statement for the Record for FY21 funding:

*"The annual FY21 funding requests, being reviewed by the DD Resources, were submitted prior to the local outbreak of COVID-19. The committee recognizes that the information received in the request may or may not accurately reflect service provision that can occur in FY21; however, the committee wants to ensure the continuity of quality services for people with intellectual and developmental disabilities and believes that the most efficient way to achieve this is by considering the agency request as submitted. It is the committee's intention that DD Resources funds remain flexible for the coming year and that our partner agencies and DD Resources work together to understand the impact of COVID-19 and respond accordingly. DD Resources will continue to provide vigilant oversight to ensure accountability towards taxpayers regarding the use of public funds."*

- ii. **Cynthia Mueller reported that Program Committee reviewed agency funding requests and asked for a motion to approve the FY21 agency funding recommendations presented to the full board. David Weber moved to approve the recommendations. Sherry Wibbenmeyer seconded the motion. All in favor. Motion passed unanimously.**
- iii. Shaelene Plank reported on the alignment of 1<sup>st</sup> quarter funding for agencies for FY21. All four boards that are part of the Alliance decided how they were going to handle agency funding for the last quarter of FY20, based on the CORONA virus situation. They all decided to move agencies to grant funding, which was helpful to agencies. Agencies may need to continue with grant funding into the next fiscal year. The Alliance would like to move forward with grant funding and a return to purchase of service funding with agencies on the same timeline across the four boards. We will try to handle things as similarly as possible, especially amongst agencies that are funded by more than one board.
- iv. Next week some businesses and non-profits will be able to obtain PPE through the Mayor's office. There is an online form they can fill out to request equipment. Shaelene will send that to our agencies.

#### VI. Executive Director's Report

- a. DD Resources has continued to provide services throughout the pandemic. The majority of our targeted case managers have been working remotely from home. We have a skeleton crew working in the office, maintaining a low number of staff at one time. No visitors are being admitted to the office. We have put measures in place to minimize exposure and are working on a more formal plan that we will share with staff that addresses prevention, preparedness, and response to assist with re-entry into the office. Waiting to see what happens when city and county open as well as the response of DMH regarding face-to-face visits with clients.

- b. Program committee voted on March 26th to convert all our purchase-of-service unit-based reimbursement contracts to a grant payment model for the remainder of the year. Agencies have been very grateful for this. This approach was used by other Alliance members and funders across the nation.
- c. Agencies are operating as best as they can. Some are providing virtual support, others are providing limited in-person support, and others are on hold. They have been very creative in their remote program offerings, e.g. Recreation Council's "E-Connect" program. Some consumers have responded well to virtual support. Several workshops remain open because they are packaging things such as cleaning supplies, bottled water, respirators, etc. Those who come in do so on a voluntary basis. Agencies are also helping individuals file for unemployment and obtain their benefits.
- d. We are working with our Alliance partners this summer to do training to measure outcomes and indicators (through webinars currently available). Agencies can schedule a virtual one-on-one consultation with Sarah Buek from the Illumilab to request help implementing the webinar concepts. In August, if circumstances allow, the Alliance team will schedule and host small-group peer learning exchanges to share challenges, successes, and ideas related to the outcome measurement.
- e. Highlights of the annual Targeted Case Management Trend Report show that our TCM program is showing improvement in level of care completion and ISP reviews. 100% of the level of cares had supervisor and regional office approval. 97% of the level of cares were completed timely (increase of 2% of previous year's 95% completion rate). DD Resources TCM program continues to show above statewide compliance in all categories. During the 3<sup>rd</sup> quarter, we received a total of 14 new cases (four consumers came through the Regional Office intake and referral process, three of whom were under the age of 17 – this is significant because our board voted just a few months ago to lower the age range).
- f. 40<sup>th</sup> Anniversary Celebration – We were hoping to do it in August. If we are allowed to gather, we would like to plan a 40<sup>th</sup> anniversary celebration and a legislative luncheon. The intention is to invite some of our city senators and representatives to our agency and educate them about DD Resources and also invite our funded agencies to talk about the important services they provide and why services for individuals with disabilities is so important. Based on Shaelene's last couple of visits to the Capitol, we need to do more work educating legislators about what we do and the issues that affect people with disabilities. Tentatively we would like to hold this event on September 1<sup>st</sup>.

#### **VII. Unfinished Business**

- a. Rescheduling our board training and agency diversity training for a time when we can do those in person. The Board will be invited to both trainings.
- b. Board source training has been cancelled. No news about next year's location (probably not in St. Louis). Shaelene will let people know when they have that information posted.

#### **VIII. New Business**

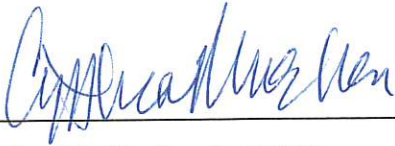
- a. FMLA Leave Expansion & Emergency Paid Sick Leave Practice (Coronavirus) – This is a new policy that we had to implement immediately (typically policies are presented and approved by the Personnel Committee first, but considering the circumstances, we needed to establish this policy in real time, so we are bringing it to the Board now). **Bill Siedhoff called for a motion to approve the FMLA Leave Expansion & Emergency Paid Sick Leave policy. Dionne Flowers moved to approve the policy. David Weber seconded the motion. All in favor. Motion passed unanimously.**
- b. Adding non-board members to committees. It is difficult to schedule and introduce someone from the outside to a committee virtually right now. Bill Siedhoff suggested continuing committee membership as it is. It was agreed by others for committee membership to remain the same. We can revisit the idea in the future.

**IX. Announcements**

- a. Bill Siedhoff complimented Shaelene and her staff for the remarkable job they have done, especially in this crisis, and thanked the people on the call for participating. Ken Franklin also expressed his appreciation for the staff. He said that the collaboration is commendable, and they are doing a great job.
- b. Next week we will start notifying agencies that are approved for funding.

**X. Call for Motion to Adjourn**

David Weber moved to adjourn the meeting at 5:43pm. Nina Murphy seconded the motion. After a vote of all in favor, no abstentions, the motion passed unanimously.



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Cynthia Mueller, Secretary



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Date Approved