



**St. Louis Office for Developmental Disability Resources
Minutes of the Meeting of the Board of Directors
Thursday November 12, 2020**

Board Members Present:

William Siedhoff, Chairperson	Dionne Flowers, Board Member	Nina North-Murphy, Board Member
Ken Franklin, Vice Chairperson	Michael Garvin, Board Member	David Weber, Board Member
Patrick Brennan, Board Member	Cynthia Mueller, Secretary	Sherry Wibbenmeyer, Board Member

Board Members Absent: None

Staff Members Present:

Shaelene Plank, Executive Director	Nate Head, Sr Agency Relations Rep	Jack Neyens, Financial Consultant
Nathan Patton, IS Manager	Ebony Young, Agency Relations Rep	Rachel Shapiro, Executive Assistant
Olivia Pruitt-Payne, HR Manager	Chrystal Griffin, Director of TCM	

Guests Present by Phone:

Kait Calys-Strohm, Easterseals MW	Pam Merkele, AADD	Jodi Woessner, Pathways to Independence
Kathy Farache, AADD	Rachel Svejkosky, FACT	
Amanda Kehoe, Sunnyhill	Kim Lackey, Paraquad	

I. Call Meeting to Order

Bill Siedhoff, Chairperson, called the St. Louis Office for Developmental Disability Resources Board of Directors Meeting to order at 5:05 pm.

II. Remarks from visitors - No remarks.

III. Introductions – Introductions of the Board Members and guests were made on Teams and by phone.

IV. Mission Moment

- a. Nate Head and Ebony Young reported on the success of the Alliance’s partner review meetings. We have met with ten agencies as an Alliance. The new format is excellent! Lots of positive feedback on the process. 100% agree and strongly agree that scheduling and preparing for the meeting is much easier. We integrate our guiding principles throughout the meeting.
- b. From the agency perspective: The content was beneficial to the agencies and having all funders present reduces administrative burden. They feel supported and like they are our partners, and we are more in tune with the services they provide.
- c. From Alliance perspective: The process is more efficient. We get more out of it; hear about projects we do not fund. Better use of everyone’s time. It builds and strengthens our relationship with other county boards. We learn from one another. An overall great experience. They thanked the Board for their continued support.
- d. Bill commended everyone for a job well done.

V. Approval of Meeting Minutes

- a. The following minutes were presented to the Board for approval:
 - i. September 2020 Board Meeting
 - ii. October 2020 Program Committee meeting
 - iii. October 2020 Nominating/Personnel Committee meeting
 - iv. October 2020 Finance Committee meeting
- b. There were no additions or corrections to the minutes.
- c. **Cindy Mueller moved to approve all minutes; Dionne Flowers seconded the motion. All voted in favor. None opposed. Motion carried.**

VI. Committee Reports

a. Finance Committee (Pat Brennan)

- i. Jack Neyens reviewed the September 2020 financials:
 1. Items of note: Cash, as of 9/30/20 is \$11,958,775.
 2. We have a \$41,000 unrealized loss on CDs. Auditors required us to accrue revenue on CDS. We see a loss because of the timing.
 3. SB3 revenue is under budget by \$23K due to COVID since this is tax on bi-state usage. Expenses are \$477K under budget. Majority due to delay in agency billing in new portal.
 4. Wages and benefits are a little above budget due to accrued PTO. This will fix itself in October.
 5. TCM revenue for 1st quarter is \$20K more than 1st quarter budget and \$20K under what it was the previous year. TCM revenue is \$17K under budget due to COVID.
 6. The Finance Committee recommend the full Board approve the financials for September 2020. **David Weber moved to approve the financials. Nina North Murphy seconded the motion. All in favor. None opposed. Motion carried.**
- ii. Pat Brennan discussed revised Fiscal Policies & Procedures.
 1. The major changes: The objective was to combine the accounting & finance policy, the fiscal allocations policy, and the investment policy into one document to make it easier to review each time we need to approve it. The Finance committee voted to combine the three. **David Weber moved to approve the changes. Dionne Flowers seconded the motion. All in favor. None opposed. Motion carried.**
 2. Finance committee voted and approved to move \$33K out of restricted and into unrestricted. These funds were to be used to update the server.

b. Nominating-Personnel Committee

- i. Michael Garvin is resigning from the board. He was recognized for his time served on the board and presented with a certificate of appreciation.

c. Program Committee (Cindy Mueller)

- i. The committee reviewed the partner funding manual established through the Alliance. We aligned in new areas and made some revisions:
 1. Independent Living Assistance Fund (ILAF). It used to be called ISLA Startup. We will start funding it in FY22.
 2. We aligned in existing areas of emergency funding.
 3. Aligned on program expectations and service guidelines based on agency feedback and the pandemic to allow more virtual support and consolidate service guidelines for in-home and facility-based supports.
 4. Revised some outcomes based on observations from 1st funding cycle (separated out youth and adult outcomes).
 5. The committee is pleased with the funding manual.
- ii. Discussed capacity-building grants in FY22 for technology due to pandemic. Agencies will probably need to continue virtual services.
- iii. Will not open the funding cycle for FY22 to new agencies or projects. Will stay with grant funding at least through end of the calendar year and review again. Will meet beginning of 2021 to review agency utilization and any adjustments.

VII. Executive Director's Report

- a. The Alliance won an award from the East-West Gateway Council of Governments. We were nominated by Mark Keely of St. Louis ARC. Each year they honor local governments, public officials, and projects that are making special contributions to their community and to the region. This award recognizes the efforts made by the St. Louis Office for DD Resources (St. Louis City), Productive Living Board of St. Louis County, Developmental Disabilities Resources Board of St. Charles County, and Developmental

Disabilities Advocates of Jefferson County that operated independently for years to establish the Eastern Region Alliance. By uniting their efforts, the Boards are streamlining the policies and procedures to make one portal for all service providers.

- b. They will hold a ceremony on November 19th and Shaelene will send out the information when it is available. Becky Herschbach and Shaelene both did interviews for the video they are going to show at the ceremony.
- c. AR news – We will meet to discuss the process for FY22 funding and if we have to make any changes due to COVID. Will report on that after we meet.
- d. TCM – Service Advocates submitted over 160 consumers for consideration to receive assistance for United Way’s 100 Neediest program. They should receive their checks in early December.
- e. Effective Nov 1 – remote monitoring only. TCM business will be virtual. In-person visits permitted only in emergency situations. DMH was clear in their communication that in-person visits will not resume any time soon. Open air visits are not feasible in the winter months. Probably no changes until spring.
- f. Governor released \$3.9 million to be able to serve some people on the wait list. Good news for many families. Do not know exactly how many individuals this will affect for us as an agency since we can only pull report information for families in the Tri-county area. We have 9 people on the community waiver list – 2 have scores of 12. Most of our consumers on the autism waiver have a lower score so they probably will not come off the list.
- g. Risk Management Assessment and Plan: Leadership team recently finished it. Only high priority is the pandemic. In July, moved state budget cuts from medium to high priority. Other risks are medium risks. Identified actions to reduce risks in all areas. We have little control over some items (managed care, TCM rates, state budget, tax revenue, property assessments, etc.). Need to advocate at State level for people with IDD and closely monitor our revenue. These are risks we are prepared for. Need to develop plans in the event that we lose key personnel. Will need to work on in-depth descriptions on what they do.
- h. Shaelene explained the Agency Dashboard – It showed an overview of department outcomes. This is a new tool we will be using each quarter to measure our department goals.
- i. Board engagement – The 1st training is Dec 10th (virtual). January board engagement will be more extensive and will be about TCM and Agency Relations. The new tentative schedule for upcoming board and committee meetings is included in the packet. Shaelene will send out calendar invites to confirm. Please hold the dates.
- j. The office has returned to all but a few staff working from home due to increase in COVID cases. We are back to a skeleton crew. Doing fine.
- k. In the process of revising our cultural competency and diversity plan for DD Resources. Working with the alliance to create a CCD plan for the alliance. Will share more as it evolves.

VIII. Unfinished Business – None

IX. New Business – None

X. Announcements - None

XI. Closed session to discuss matters related to personnel issues as allowed by §610.021(13), RSMo. and call for motion to adjourn

- a. **David moved to adjourn the general meeting and go into closed session. Nina seconded the motion. All in favor. Meeting went into closed session at 5:41 pm.**

DocuSigned by:

Cynthia Mueller

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Cynthia Mueller, Secretary

2/16/2021

Date Approved