



St. Louis Office for Developmental Disability Resources
Minutes of the Meeting of the Board of Directors
Thursday May 13, 2021

Board Members Present:

William Siedhoff, Chairperson	Cynthia Mueller, Secretary	Nina North-Murphy, Board Member
Patrick Brennan, Board Member	Dionne Flowers, Board Member	David Weber, Board Member

Board Members Absent:

Ken Franklin, Vice Chairperson	Sherry Wibbenmeyer, Board Member
--------------------------------	----------------------------------

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	Lisa Briggs, Controller	Samantha Montgomery, TCM Mentor

Guests Present by Phone:

Paula Ellis, Epworth

I. Call Meeting to Order

Bill Siedhoff, Chairperson, called the St. Louis Office for Developmental Disability Resources Board of Directors Meeting to order at 5:01 pm.

II. Remarks from visitors - No remarks.

III. Introductions – Introductions of the Board Members and guests were made as they participated.

IV. Mission Moment – Paula Ellis, Epworth

- a. Paula has been working with DDR clients since 2001. She shared a consumer success story.

V. Approval of Meeting Minutes

- a. The following minutes were presented to the Board for approval:

- i. March 2021 Board Meeting.

- 1. **David moved to approve the minutes for the March 2021 Board meeting. Patrick seconded. All in favor. Motion carries.**

- ii. May 2021 Finance Committee Meeting

- 1. Shaelene noted that the minutes in the board packet had a slight error. It should read “David moved to approve the *draft* of the FY2022 budget and send to the full board for approval...” On the official minutes this will be corrected. The board will move to vote on the corrected version.
- 2. **Pat moved to approve the Finance Committee meeting minutes; Dionne seconded the motion. All voted in favor. None opposed. Motion carried.**

VI. Committee Reports

- a. Finance Committee (Lisa)

- i. Review of February and March 2021 financials

- 1. As of March 31, 2021 we had just over \$15 million in cash. We need \$3.2 million for the remainder of the SB40 budget for this fiscal year.
- 2. Human capital was at 31 as of 3/31/21. Now we are at 30.

3. Our Non-TCM revenue is \$233,000 over budget y-t-d. TCM Revenue is \$219,000 under budget, so for the organization, we are \$14,000 ahead of budget for revenue.
 4. Expenses are \$854,000 under budget. The largest portion is agency funding, SB3 transportation, bus passes and Partnership for Hope. \$165K is for operating expenses (some of this is due to events we could not do this year, such as our 40th anniversary celebration).
 5. TCM boxes – show 2020 compared to 2021. 1st quarter we did better this year, but not quarters 2 and 3. Expenses are under budget, but expenses are still under what our revenue is by almost \$166,000. We no longer owe anything on the Medicaid billing error.
 6. Forecast – Revenue will be under budget by \$427,771 (most is TCM, SB3, and unrealized loss on CDs). Salaries will be under by \$40K. Facilities will be close to budget. Operating will be under budget \$140K. Funding for agencies – agencies will be under budget by \$500K. Should be \$700K under budget as a whole, but because our revenue is also under, we should have a positive of \$300K. Could be a larger surplus than anticipated.
 7. **David moved to approve the February and March 2021 financials and Dionne seconded the motion. All in favor. None opposed. Passed.**
- ii. Review of Commerce proposal for banking
 1. Lisa presented the Commerce Bank proposal for banking. Four banks were sent an RFP and it was posted on our website. Two banks had questions which were also posted on the web site. Only one bank chose to submit an RFP. It is a good proposal. Our bank did not submit a proposal. We wanted to do this to collateralize our deposits, which helps if we have over \$250,000 in deposits and the bank folds, deposits would be covered in the assets of the bank.
 2. The Finance Committee is recommending we transfer our checking services and credit card services to Commerce Bank.
 3. **Cindy moved to approve the Commerce Bank proposal for banking. Dionne seconded the motion. All in favor. None opposed. Passed.**
 - iii. Review of recommendation to approve continuation of grant funding for agencies for FY22
 1. Talked about continuing with grant funding for our agencies. Would like to return to POS but do not feel our agencies are ready for that yet. They are not seeing the number of clients to make themselves whole. Want to continue into this fiscal year with grant funding. Will re-review during 1st half of fiscal year with hopes of returning to POS by January 1st.
 2. **Cindy moved to approve the continuation of grant funding for agencies for FY22. David seconded the motion. All in favor. None opposed. Passed.**
 - iv. Moving restricted funds to unrestricted funds
 1. We had put the money aside when we sold the buildings. At the time, we did not know how much we would get for the sale, and instead of having to come to the Board for specific items, we decided to restrict some funds for move-related expenses. The Finance Committee recommends moving those funds back to unrestricted now that this is no longer a need. Lisa has spoken to auditors who agree it would be wise to do so.
 2. **Cindy moved to move restricted funds to unrestricted funds. Dionne seconded. All in favor. None opposed. Motion carried.**

VII. Executive Director's Report – Shaelene Plank

a. AR

i. Agency Updates

1. The funding cycle closed on April 16. We received requests from 36 agencies for 77 projects. Program Committee meets next week to review the requests and prepare a recommendation for the full board.
 2. Agencies are accessing the mid-year funding the Board approved in February. Nine agencies have invoiced \$17,000 benefitting almost 40 individuals and report that most of the assistance is going toward housing and technology needs.
 3. Agencies continue to provide virtual and in-person services. 50% in a virtual only format.
- ii. Survey
1. We recently surveyed the Executive Directors of all our funded agencies for feedback in four areas: Communication, Partnership, Support, and Board Alignment. The results are in the Board packet.
 2. Key Takeaways:
 - a. Communication – Our efforts have been successful. Will remain vigilant in ensuring it is clear who to call for assistance.
 - b. Partnership – Our partners appreciated our new approach to Partner Review Meetings and believe our efforts to use the principles as our guideposts have been successful. Will fine-tune the principles to ensure our partners understand how to demonstrate them.
 - c. Support – For some of our partners it was a challenging first year, but they appreciated the support they received. We will seek input from our partners on how to strengthen the portal, enhance the user’s experience, and help processes become more routine. Will allow plenty of time for training.
 - d. Board alignment – We have done a good job acting in aligned way but still don’t know what efficiencies for agencies will be found, especially if an agency is funded by just one board. Will continue to align and streamline the process.
 3. One open-ended question asked about community needs or advocacy issues to address regionally. The responses included:
 - a. DSP / Workforce Crisis / Rate Standardization
 - b. Sub-minimum wage and what happens if it goes away
 - c. Health and wellness
 - d. Market DSP job
 - e. Racial justice
 - f. Affordable / Accessible housing
 - g. Pandemic debrief and prep for future
- iii. The Alliance is now working on FY22 funding cycle implementation, on-line reporting tools, year-end outcomes and indicator reporting, annual consumer survey, virtual program visits, continuation of peer learning exchanges, analytic reports and dashboards, collaborative projects such as cultural competency, service development and expansion, coalition merger, marketing & communications staff, and IDD Help utilization. They are also planning for FY23.
- b. TCM
- i. Samantha Montgomery has accepted the position of Director of Service Coordination. Now we are looking to fill the TCM Mentor position internally. Once that is filled, then we will advertise to fill the Service Advocate position. TCM staff are doing well with the transition.
 - ii. Returned to in-person monitoring visits.
 - iii. Continued good news about waivers. Slots are being released. There were 403 on waitlist as of 4/21. This is down from 946 in October of 2020.
- c. Board engagement
- i. Thank you all who attended MERS Goodwill sheltered workshop.

- ii. On May 24th we will visit Pathways to Independence, Lifebridge Partnership, and Options for Justice.
 - iii. June 30th we will visit Paraquad.
 - iv. July and August – will not schedule any tours.
 - v. September – December: Working on scheduling those visits now.
- d. Diversity, Equity, Inclusion
- i. We have partnered with other boards, as it is difficult to fully address these issues on our own.
 - ii. Starting by contracting with DAP (Diversity Awareness Partnership). They will begin by creating a survey with input from all of us. Will take the information and address it individually as boards and will also come together and do some education and training together. Will look at our funding practices and external behavior to make sure we are addressing this issue.
- e. COVID-19
- i. TCM staff report half of their consumers are getting the vaccine. Those who are not doing it, are mostly hesitant because they do not trust it. DMH has formed a Vaccine Equity Committee to address issues of minority outreach, transportation, and homebound individuals.
 - ii. Looking at reentry of staff in June and July. Eligible staff will be able to work from home up to 3 days per week. Will decrease number of people in the building at one time.
- f. Scorecard
- 1. Reviewed outcomes for all departments for 3rd quarter.
- g. Other
- i. Legislative updates
 - 1. Wednesday of last week, the conference committee completed its work on budget bills. Governor Parson recommended and House passed funding of \$49 million to fix rates for developmental disability services. The Senate Appropriations Committee increased it by another \$10 million. Compromised on \$56 million in State funding. Changed revenue source from general revenue dollars to a time-limited revenue source made up of increased federal Medicaid dollars. This is good news now but may be an issue in future. This is not ongoing funding. But gets us closer to solving the DSP crisis in our state, even though it is short of the \$86 million needed to pay DSPs a competitive wage.
 - 2. Senate adopted an amendment on a senate substitute for HB66. Includes Wayfair/tax collection on internet sales. It is positive, but also includes phasing out personal property tax in St. Charles only. Specific to St. Charles county, but could have a statewide negative impact. That is where our funding comes from.
 - 3. Language for sheltered workshops is on the floor. Our Vice Chairman is currently in Jefferson City and let us know that it passed.
 - 4. MO Medicaid expansion – submitted an amendment that the State cannot do Medicaid expansion because there is not a revenue stream to do so.
 - 5. Can still sign up for Phone2Action for MACDDS. Helps you stay up to date with issues that affect people with developmental disabilities. Helps you easily send a message to your legislators.
 - ii. Writing job description for Communications and Marketing Coordinator
 - 1. This position will be part time for us but will be shared with PLB. Together, the position will be full time. Will move ahead with the search. They will help us implement a strategic communications plan and strategy.
 - iii. MCDDS has a new Executive Director – Nancy Pennington. She is currently the Executive Director of the SB40 board in Adair County and will do a great job.

VIII. Unfinished Business – None

IX. New Business - None

X. Announcements – Open to any Board Member or Staff

a. If you get the opportunity to share our posts on Facebook, it helps get them out to lots of people.

XI. Call for Motion to adjourn

a. **David moved to adjourn the Board meeting. Pat seconded the motion. All in favor. None opposed. Board meeting adjourned at 5:55pm.**

DocuSigned by:

Cynthia Mueller

6B05DD5D6AFB475...

Cynthia Mueller, Secretary

6/13/2021

Date Approved