



St. Louis Office for Developmental Disability Resources
Minutes of the Meeting of the Board of Directors
Thursday March 11, 2021

Board Members Present:

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

Board Members Absent: Dionne Flowers, Board Member

Staff Members Present:

Shaelene Plank, Executive Director	Lisa Briggs, Controller	Madalyn Baugh, SA
Nathan Patton, IS Manager	Jack Neyens, Financial Consultant	Molly Jones, SA
Olivia Pruitt-Payne, HR Manager	Rachel Shapiro, Executive Assistant	Kathy Piloski, SA
Nate Head, Sr Agency Relations Rep	Samantha Montgomery, TCM Mentor	
Ebony Young, Agency Relations Rep	Bethany Hoekzema, SA	

Guests Present by Phone:

Laura Roesler, Epilepsy Foundation MOKS	Amanda Kehoe, Sunnyhill Mark Keeley, St. Louis ARC Rachel Svejkwsky, F.A.C.T.	Heather Ward, Lifebridge Partnership
Jodi Woessner, Pathways to Independence		

I. Call Meeting to Order

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

II. Remarks from visitors - No remarks.

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

IV. Mission Moment – DD Resources TCM – Kathy Piloski, Molly Jones

- a. Kathy shared a mission moment about a consumer, Aly. Due to the pandemic, she lost her job, was not able to connect socially, and was extremely lonely. The E-connect program helped her obtain a tablet to connect with her friends. She participated in book club, yoga, and her bible study group. This resource truly enriched her life.
- b. Molly shared a story about a 26-year-old man who was going through a difficult time, experimenting with recreational drugs, and was not able to obtain a job. Mom had a hard time with him and was unable to help him. He tried to get job on his own, but managers did not know how to support someone with an intellectual disability or how to communicate with him. He would work and get fired frequently. This past year he stopped using drugs, connected with VR and UCP. Did very well with their job developer. The job developer even helped the mom give the consumer supports. He completed the assessments and was offered a job at Schnucks as a bagger. His 1st day was Feb 1st. He received a new suit, and the job developer is working with him and mom to make sure he is prompt, has clean clothes, and is getting along with his co-workers.

V. Approval of Meeting Minutes

- a. The following minutes were presented to the Board for approval:
 - i. February 2021 Board Meeting and closed Executive Session

- b. **David moved to approve all minutes; Nina seconded the motion. All voted in favor. None opposed. Motion carried.**

VI. Emergency Funding Request – Laura Roeseler - Epilepsy Foundation

- a. Expressed deep appreciation to DDR.
- b. Explained why they are making a funding request. Sustainability issues and board engagement issues. Took CCAT (assessment tool) and determined they needed to focus on four areas: program development, fundraising development, board and volunteer engagement, and operations management
- c. Largest area of need currently is in measuring outcomes – defining success has been a challenge; collecting data. Through the alliance, they sat in on seminars with Sarah Buek. Need her to help with their foundation. Working with her to develop and theory of change will help. Would be cornerstone for rest of growth of the foundation. They will review and analyze four areas: education, their independent living program, information referral services, and legislative advocacy. Will be a lot of work but having this data will allow them to fulfil their mission and better serve their clients. Asking for \$12,000. They will use it to fund the programmatic outcomes consultation with Sarah Buek to see if they are using the right tools, create logic models, and craft theory of change. The funding would also go to obtaining the right tools to do the data tracking (database). The agency had anticipated this would be a 12-month process, but after following up with Sarah, they think it will be more like a 4-6 month project. Cost she had given them includes data management tools. \$12,000 includes her consultation work and the database.
- d. **David Weber moved to grant Epilepsy’s emergency funding request for \$12,000, and Patrick Brennan seconded. All in favor. None opposed. Motion carries.**

VII. Committee Reports

- a. Finance Committee (Lisa)
 - i. Review of January 2021 financials
 1. We had a cash balance of \$16 million as of 1/31. \$4.3 million of that is to fund SB40 operations for the remainder of this fiscal year. The remainder is for next FY.
 2. Human capital was at 30 in January. Today we are at 31.
 3. Total organization revenue: Non-TCM is \$486,000 over budget. TCM is under by \$155,000, which is directly related to COVID (no in-person visits), being short a few SAs throughout the year, as well as staff having to utilize FFCRA leave.
 4. Expenses are \$685,000 under budget as of January. Will remain close to that, depending what agencies do. The bulk of the balance is agency funding.
 5. TCM Revenue – as of January, revenue to expenses is negative over \$119,000, but that is to be expected with this unusual year.
 6. Balance due to Medicaid is at \$0 as of today. We paid off the last five payments.
 7. **David Weber moved to approve the financials and Sherry Wibbenmeyer seconded the motion. All in favor. None opposed. Passed.**
 - ii. RFP for banking
 1. We have been with same bank for 40 years for our checking. Would like to have a St. Louis based bank (our bank is in Michigan). The banking contact has changed several times since Lisa has been here.
 2. Our new accounting system allows us to upload to the bank and we would like a bank that can meet our needs.
 3. Would also like a bank that will collateralize our funds so we would not have to strive to keep our cash balance at \$250,000 or lower – the auditors have brought this up several times.
 4. **Patrick Brennan moved to approve the RFP for banking. David Weber seconded. All in favor. None opposed. Motion carries.**
 - iii. Release of board restricted funds for automatic door

1. We recently installed an automatic controller on our front door – it will now be easier for clients to access our office. The cost was \$2,354.00. Sale of building funds had been set aside for expenses like this and we need board approval to move funds.
2. **David Weber moved to approve the release of restricted funds to pay for the automatic door installation. Patrick Brennan seconded. All in favor. None opposed. Motion carries.**

VIII. Executive Director's Report – Shaelene Plank

a. AR

- i. Working with the Alliance program team to prepare agency presentation trainings. Several meetings next week to outline that process. This will be done through the portal.
- ii. AR will work with Alliance program team to come to a consensus on jointly funded projects. Will decide our own funding during our main meeting. The timeline was modified this year (due to Covid), so the Board will be voting on both program and agency budgets at June meeting.
- iii. Talked about peer learning exchanges with our ISLA providers. Nice to see them engaging and sharing resources.
- iv. Mid-year funding approved at last board meeting. All contracts have gone out to the agencies. Agencies have already utilized it.

b. TCM

- i. Shaelene still filling in as TCM director and assessing our needs. Goal to post the position March 22nd.
- ii. DMH is working to replace their current CIMOR database with a new one called Connexions. Will be the single source of billing and logging. ISPs and utilization process will take place within the system. Likely will make Setworks obsolete for us, but lots of positives. Estimated date is one year away.
- iii. Continue to get good news of individuals coming off the waitlist. Three more came off since last board meeting. One individual who was in news last year is finally coming off.
- iv. DMH is moving forward with resuming in-person visits for TCM providers. Requirement is to resume by April 1st. The management team has been talking about our practices, how we will do that.

c. Board engagement

- i. Thank you for those who joined us on the ESMW tour in February. See the PowerPoint sent out which includes great information about who they are and what they do.
- ii. Board Assessment – in the 1st part they assess the Board as a whole; in the 2nd part they assess themselves. 7/8 Board members completed the survey.
 1. Scores this year vs. last year were higher in all areas. Lowest was “I visit DDR agencies.” Not surprising since we had to delay engagement plan due to pandemic.
 2. Pleased with results. Good sign our Board engagement plan is going well.
- iii. Vaccination – Employees are receiving 1-2 hours comp time to receive vaccination if doing so during work hours. No re-entry now. As we begin in-person visits, the TCM staff working remotely will continue to work remotely and do the visits from their homes. Will work on re-entry plan after we see how that goes.
- iv. Please sign up for Phone2Action.
- v. Shaelene emailed updates about SB24 – it talks about phasing out personal property tax over next 5 years. It was defeated in senate this week, but there is the possibility it can come back, and would have a negative impact on SB40s. It would decrease our budget by \$1.2 million. Please make your voices heard at the capitol regarding this issue.
- vi. Approximately 1/3 of the employees have had the first vaccine so far. We are eligible – we are Phase 1B Tier 1 (due to TCM). Shaelene has been informing staff about registering. No luck scheduling at our agency.

- vii. Some staff may be uncomfortable going back. There will be a pre-screening tool staff will use with their consumers. Will encourage open-air visits when can. Working on procedures to open office for some meetings. Working hard to make the situations comfortable and safe for staff.

IX. Unfinished Business – None

X. New Business

- a. Conflict of Interest/Abstention statement – Board must sign for FY22.
 - i. Rachel will send it out electronically after the meeting. Board members need to indicate if they have any conflicts of interest. If they have a personal connection to any of our agencies, they will not be involved in those funding requests.
- b. Review and approve the Corporate Compliance Report – Lisa Briggs, Controller
 - i. This is an annual required report we present to the board on corporate compliance issues. There were no issues with our compliance.
 - ii. The Board had no questions about the report they received.
 - iii. **Patrick Brennan moved to approve the Corporate Compliance Report. David Weber seconded. All in favor. None opposed. Motion carries.**
- c. Review and approve the IT policies and procedures, Technology Plan, and Disaster Recovery Plan – Nathan Patton, IS Manager
 - i. Nathan went over the IT Policies & Procedures and the Technology Plan.
 - ii. Discussion about archived information – We currently do it. We are replicating our backups offsite. As we archive more, we get more whole data that does not need to be stored in our current location. As data grows, looking at saving the cost of storing data that does not need to be stored.
 - iii. Nathan went over the Disaster Recovery Plan – this plan is a single repository that describes our ability to recover from a disaster (fire, flooding, water damage, power outage, tornadoes, war). Not cybersecurity incidents – will have separate plan for that (internet response plan) because cybersecurity is handled differently. The priority is to prevent loss of life, then the goal is to bring all departments and organizations back to business as usual as quickly as possible.
 - iv. **Patrick Brennan moved to approve the IT Policies and Procedures, Technology Plan, and Disaster Recovery Plan. David Weber seconded. All in favor. None opposed. Motion carries.**

XI. Announcements – Open to any Board Member or Staff

- a. We are hoping for the possibility that we can have our next board meeting in person.

XII. Call for Motion to adjourn

- a. **Nina North Murphy moved to adjourn the Board meeting. Patrick Brennan seconded the motion. All in favor. None opposed. Board meeting adjourned at 6:05 pm.**

DocuSigned by:



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Cynthia Mueller, Secretary

5/25/2021

Date Approved