



**St. Louis Office for Developmental Disability Resources
Minutes of the Program Committee
October 13, 2022**

Board Members Present:

Ken Franklin
Cynthia Mueller, Committee Chairperson
Nina North-Murphy

Board Members Absent:

Sherry Wibbenmeyer

Staff Members Present:

Shaelene Plank, Executive Director
Nate (Nathaniel) Head, Sr. Agency Relations Representative
Ebony Young, Agency Relations Representative
Samantha Montgomery, Director of Service Coordination
Rachel Shapiro, Executive Assistant

Guests Present: None

The meeting was called to order by Cynthia Mueller at 4:04 pm.

1. Review and approval of Partner Funding Manual – Nate Head
 - a. The Committee reviewed the minor changes to the Partner Funding Manual. Staff seeks a recommendation to approve. The edits addressed grammatical, formatting, or contextual issues around partner review meetings. The process now includes annual project updates, annual self-assessment of Alliance-required agency and project standards, and a biennial review meeting for most projects rather than annual. The committee members agreed upon the changes.
 - b. **Nina North Murphy moved to approve the updated Partner Funding Manual. Ken Franklin seconded the motion. All voted in favor. None opposed. Motion approved.**
 - c. Committee opinion was that it was an impressive document. A lot of work goes into it every year to ensure it is a useful document for agencies and the Alliance.
2. Year-end Outcomes – Nate Head
 - a. Nate Head presented an informational report to show how funding was used. Asked for feedback for an enhanced report to be presented to the full board in the November meeting.
 - b. Feedback – This was a very informative report. We learned there is still an impact from the pandemic, but some are bouncing back from it. Cannot always tell if an agency is in trouble. How much is due to the pandemic or priorities changing and not wanting the services anymore? Staff have worked hard to be in touch with everyone and pay attention to what is happening at agencies.
3. Funding announcements, priorities, and open cycle
 - a. Proposing to open the funding cycle to currently funded to renew existing services. We want to open it to new projects (new and existing partners).
 - b. Priorities: Collaboration/Partnerships between two or more organizations, employment training partnerships offering paid work experience, and capital requests to improve independent living options or increase individuals' independence. These priorities will help us meet some of our strategic planning goals.
4. FY23 project/agency updates
 - a. We had some concerns this past year that might shape our decisions this fiscal year. ESMW's Project Search has not been operating due to the VA hospital not allowing training programs in its facilities for the 3rd year in a row. Will not recommend funding going into 2024. If things turn around, they can approach us again.

- b. Best Buddies – There are still challenges getting into city schools. They were showing promise but were not successful. If it cannot launch around the time we are making recommendations for 2024, then will not recommend funding for 2024.
 - c. Center for Head Injury Services – social enterprises. FY23 is the last year we will support that service.
 - d. Judevine in-home support – respite service. They have a history of underutilizing their allocation. Received a reduction in FY23 (right size to usage) but still seems out of balance. They say they have employee shortages. They have only one employee supporting two individuals and that has not changed for a while. We fund two other established respite programs. We do not recommend funding them at this time. Will continue to monitor it. Easterseals has programs that serve youth with autism.
5. TCM Updates – Samantha Montgomery
- a. Still hiring for one Service Advocate position. Had a successful interview yesterday. Hopeful. If not, will have to repost the ad.
 - b. We have finally been invited to onboard for HRST assessment (only VBP option for TCM). The team has until Dec 19 to complete their training for administering that assessment.
 - c. Sam attended MACDDS with three other staff. A highlight was that Sam and Becky were asked to be panelists for best practices for TCM providers (the topics were “Caseload Coverage When Someone is Out On Leave” and “Utilization Review Tools – How to Get Your Plans Approved the First Time”). Well received. Several asked them for their materials and resources.
6. Other: Center for Human Services has the contract for St. Louis County TCM services. Note: they are hiring aggressively (starting wage information was included with the meeting materials). Olivia and Shaelene will be taking some data to the Nominating/Personnel committee meeting next week about what our starting wage needs to be to remain competitive in recruiting.

Call for a motion to adjourn (Cynthia Mueller) – Nina North Murphy moved to adjourn. Cynthia Mueller seconded the motion. All in favor. None opposed. The meeting was adjourned at 4:32 pm.

DocuSigned by:
Cynthia Mueller
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Cynthia Mueller, Secretary

11/14/2022

Date Approved