



**St. Louis Office for Developmental Disability Resources**  
**Minutes of the Meeting of the Board of Directors**  
**Thursday, March 9, 2023**

**Board Members Present:**

Ken Franklin, Chairperson  
 Patrick Brennan, Treasurer

Dionne Flowers, Board Member

Nina North-Murphy, Board Member  
 Sherry Wibbenmeyer, Board Member

**Board Members Absent:**

William Siedhoff, Vice Chairperson

Cynthia Mueller, Secretary

Chris Faerber, Board Member

**Staff Members Present:**

Shaelene Plank, Executive Director  
 Olivia Pruitt-Payne, Director of HR  
 Samantha Montgomery, Director of  
 Service Coordination

Nate Head, Director of Agency &  
 Community Relations  
 Ebony Young, Agency Relations  
 Representative  
 Nathan Patton, Director of IT

Lisa Briggs, Director of Finance  
 Jack Neyens, Financial Consultant  
 Rachel Shapiro, Executive Assistant  
 Gabrielle Buenger, Marketing &  
 Communications Coordinator

**Guests Present by Phone or In Person:**

Brian Roy, Variety  
 Tim Bommarito, Variety  
 Kathy Farache, AADD

Pam Merkele, AADD  
 Amanda Kehoe, Sunnyhill  
 Kelly McCombs, ESMW

Karen Schuster, Lifebridge  
 Partnership

**I. Call Meeting to Order**

Ken Franklin, Chairperson, called the St. Louis Office for Developmental Disability Resources Board of Directors Meeting to order at 5:06 pm.

**II. Remarks from visitors - No remarks.****III. Introductions – Introductions to the Board Members and guests were made.****IV. Mission Moment: Variety (Brian Roy and Tim Bommarito)**

- a. Brian Roy, the Executive Director at Variety, told us about their organization and the impact of our support on their consumers. They help individuals obtain physician- or therapist-prescribed medical equipment. This year in the city, DDR helped fund bath chairs, adapted bicycles, hand splints, hearing aids, orthotics, ports, wheelchair ramps, non-covered wheelchair accessories, safety beds, and more.
- b. They serve 375 children in Missouri and Illinois counties. They find that private and government insurance is covering less and costs are rising. The funding received from DDR has been fantastic, as they rely on contribution revenue (no state or federal funding). DDR's allocation provided stability this year and much-needed equipment. In 2022 they saw a 50% increase in city kids they were able to serve.
- c. Brian shared two heartwarming success stories: One about Erica in her power wheelchair at the school dance; and another about Shane and his adapted bicycle.

**V. Approval of Meeting Minutes**

- a. The following minutes were presented to the Board for approval:
  - i. February 2023 Board Meeting
  - ii. February 2023 Finance Committee Meeting
- b. **Nina North Murphy moved to approve all the minutes. Patrick Brennan seconded the motion. All voted in favor. None opposed. All minutes were approved.**

**VI. Executive Director's Report – Shaelene Plank**

- a. Agency Relations / Eastern Region Alliance

- i. The FY24 funding cycle closed in February. Received 79 requests to renew projects and 4 new proposals. The Program Committee will review them this month and make recommendations to the full board in May.
  - ii. Agency Relations Representative, Ebony Young, continues to participate in the Immigrant Service Provider Network. They build a platform of shared resources to offer to new immigrants to the US. Our involvement ensures information about IDD resources is represented.
  - iii. Agency Relations continues to participate in the Transportation Resource Network facilitated by Metro Transit. This allows us to stay abreast of changes impacting individuals with IDD who rely on public transportation.
- b. TCM**
- i. TCM Quality Review Privatization: DMH contracted with the Columbus Group to privatize all provider quality review processes. They plan to conduct their review in person, reviewing one person from each of the active Service Advocate and SA Mentor caseloads. We should soon receive information about which consumers are to be reviewed and when this will occur. For now, the Technical Assistance Coordinators will perform our annual trend report.
  - ii. ConneXion training will take place in person for all TCM staff and TCM-specific support staff. Training is mandatory and is slated to take place in July of 2023.
- c. Bylaws**
- i. The amended bylaws were presented at the last meeting, and we reviewed the changes. The board will be voting to approve the amended version later during this meeting.
- d. Legislative & State Updates**
- i. Senator Eigel's SB8 bill did not go to a vote in the fiscal oversight committee because it would have been tied 4-4, since Bill Gamble was able to help get Senator Beck to fill Senator Roberts' space while he was on reserve duty. It is important to continue to talk to these legislators to ensure they are present for committee meetings. SB8 now proposes a reduction in personal property tax from 33.3% to 31% and a 10-year depreciation on vehicles and farm equipment.
  - ii. There is similar legislation in HB713 – it does not reduce the overall percentage of personal property tax but puts a 15-year depreciation on vehicles.
  - iii. Shaelene met with legislators on the House Appropriations Committee in Jefferson City on February 22<sup>nd</sup> with MACDDS. Discussed the impact of SB8 and HB713 and continued to advocate for the appropriation of \$185.5 million, which includes provider and TCM rate increases. The resolution regarding DDR's position has been shared with legislators.
- e. Other**
- i. Reminder to board members to complete the board assessment. Due tomorrow 3/10/23.
  - ii. Annual Conflict of Interest forms will be sent out this month for all board members to complete.
  - iii. The FY22 annual report is complete and has been sent out. It is also available on our website.
  - iv. Thanks to those who attended the tour at Artists First. Our next board engagement event will be at the Down Syndrome Association partner thank you event on March 21<sup>st</sup>. Please RSVP to Rachel so that we can let them know who is attending.
  - v. Shaelene shared an upcoming virtual event through MACDDS on April 11<sup>th</sup>, 1:00-2:15. It will be an educational overview regarding the tax levy board state statute and some history.

## **VII. Committee Reports**

- a. Finance Committee (Pat Brennan, Treasurer)**
- i. Investment Report (Brian Cherrick, Wells Fargo)
    - Financial resources and fiscal management are strong and sustainable (healthy). DDR benefits when interest rates rise because there is an inflow and outflow of funds. As a result, the agency can earn more on the assets we have and provide greater services.
    - DDR has dramatically improved its fiscal standing, and now has a \$14.5 million fixed-income portfolio invested for safety and income.
    - The portfolio is compliant with the State of MO Fiduciary Guidelines – invested in FDIC-insured CDs & US Government bonds (high degree of security, insured by US government). Structured in a ladder fashion, which provides monthly liquidity (cash flow).

- Average duration is two years (monthly maturities in a 1–4-year ladder). Currently yielding 1.9%, an estimated annual income of \$280,000. The yield from this point to maturity is 4.8%. Some bonds purchased when interest rates were lower are worth slightly less than what we purchased them for but are guaranteed to be worth face value at maturity.
  - Client Financial Review – Shared a summary of the economy and market (current interest rates are low). The Fed is trying to slow the economy down by raising interest rates to cause a recession (when interest rates will go down). In the longer term, corrective action will help slow the economy down and interest rates will decline.
  - DDR is in a strong and stable financial state. Moving forward will be able to purchase CDs at a much higher rate of interest and support more income and more earnings to offset higher costs.
  - Showed chart showing an impressive improvement in the 17 years he has worked with DDR. He stated that DDR leadership has resuscitated the financial standing to where it was at its peak. DDR has earned about \$3 million (almost 30%) since he has been working with us.
  - Investment approach is safety and security.
- ii. Review and recommendation to approve the January 2023 financials (Lisa Briggs, Director of Finance)
- Lisa reviewed the January 2023 financials. In cash and CDs we have \$14, 970,000. \$10 million will be used to fund FY2024. Headcount at 33. Total revenue is \$8,643,000. TCM is off by \$216K but that happened because we hired four fewer Service Advocates (due to not being awarded a contract from DMH). Expenses are \$435K under budget. TCM boxes on the report – Negative \$184K. We are using SB40 money to cover case management. The purpose is to help people with IDD and our case managers do that.
  - January goal was \$147K and they surpassed it at \$156K. They will be negative for the year, but there are 4 fewer people than we expected.
  - **Patrick Brennan moved to approve the January 2023 financials, and Nina North Murphy seconded. All voted in favor. None opposed. The financials were approved.**
- b. Program Committee (Shaelene Plank for Cynthia Mueller, Chairperson)
- i. Program committee met and approved a \$2,000 request from the House of Pais for virtual reality goggles for Project Voice. This technology is used to help consumers improve their skills.
  - ii. Discussed trends in funding requests coming in. Agencies are requesting to decrease the numbers served and increase program costs. Many agencies have not yet returned to previous numbers served yet face the rising costs of staff.
  - iii. Approved a \$3,000 sponsorship for the AADD conference. DDR will be sending staff to the conference in May.
  - iv. Will meet at end of March to review funding requests and make final recommendations to the full board in May.

### VIII. Unfinished Business

- a. Review and approve revised bylaws (Shalene Plank, Executive Director)
  - i. Bylaws were introduced last meeting. Included in the packet with all changes highlighted.
  - ii. We updated some outdated language. No questions or comments.
  - iii. **Dionne Flowers moved, and Nina North Murphy seconded to approve the revised bylaws. All voted in favor. None opposed. The revised bylaws were approved.**

### IX. New Business

- a. Review of IT policies, Disaster Recovery Plan, and Incident Response Plan (Nathan Patton, Director of IT)
  - i. Nathan reviewed the three plans. We did not add new policies (revised wording only). Incident Response and disaster recovery – reflect recent changes (hardware, vendors, new staff member, and adjusting roles in those plans). Updated to ensure best practices.
  - ii. We tested verifying our backups and members of the team all have their responsibilities. Periodically we test the process (via an unannounced text message). In our recent test, out of

nine staff involved, we received a response from everyone in less than an hour; the average response time was five minutes, which included people on PTO.

- iii. We have the ability to restore with systems onsite, and should a natural disaster occur, we could bring it up in another location that can be accessed remotely.
- iv. **Patrick Brennan moved to approve the IT policies, Disaster Recovery Plan, and Incident Response Plan. Nina North Murphy seconded the motion. All voted in favor. None opposed. The motion passed.**

**X. Announcements**

- a. Ken recognized Dick Goldbaum, who recently passed away and served as the interim Executive Director for us in 2016-2017. He conducted the executive search to find Shaelene. He made tremendous contributions to the entire industry. Ken asked for a moment of silence in memory of Dick Goldbaum.

**XI. Call for a motion to adjourn.**

- a. **Nina North Murphy moved to adjourn the meeting. Patrick Brennan seconded the motion. All in favor. None opposed. The board meeting adjourned at 5:58 pm.**

DocuSigned by:

*Cynthia Mueller*

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Cynthia Mueller, Secretary

5/18/2023

Date Approved