



St. Louis Office for Developmental Disability Resources
Minutes of the Meeting of the Board of Directors
Thursday, May 11, 2023

Board Members Present:

William Siedhoff, Vice Chairperson
Patrick Brennan, Treasurer

Dionne Flowers, Board Member
Nina North-Murphy, Board Member

Sherry Wibbenmeyer, Board Member
Chris Faerber, Board Member

Board Members Absent:

Ken Franklin, Chairperson
Cynthia Mueller, Secretary

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:

Kathy Farache, AADD
Pamela Merkle, AADD

Judy Grainger, UCP Heartland
Amanda Kehoe, Sunnyhill

Ray Halagera, Delta Gamma Center
Kelly McCombs, ESMW

I. Call Meeting to Order

William Siedhoff, Vice Chairperson, called the St. Louis Office for Developmental Disability Resources Board of Directors Meeting to order at 5:04 pm.

II. Remarks from visitors - No remarks.

III. Introductions – Introductions to the Board Members and guests were made.

IV. Mission Moment: AADD, Circle of Friends (Kathy Farache)

- a. Spoke to the Board about the Circle of Friends program. Combats social isolation and loneliness.
 - i. In 2019 SLU started the program here in the U.S. AADD is the first to provide this program for people with developmental disabilities.
 - ii. 3 components to the program
 - Arts and Inspiration – Provide opportunities for people to have creative outlets for becoming artists (especially if would never consider themselves artists).
 - Exercise – Presented in terms of activities people enjoy.
 - Therapeutic Reflection – Originally was just journalling thoughts. Expanded to using pictures or other means.
- b. Shared some examples of individuals who participated.

V. Approval of Meeting Minutes

- a. The following minutes were presented to the Board for approval:
 - i. March 2023 Board Meeting
 - ii. March 2023 Program Committee Meeting
 - iii. April 2023 Executive Board Meeting
 - iv. April 2023 Closed Executive Committee Meeting
- b. **Patrick Brennan moved to approve all the minutes. Chris Faerber 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. Wrapped up the FY24 funding cycle in March. Pleased with the process. Interactions were positive and effective for all. Agency survey results were positive (included in the packet). We are proud of the proposed portfolio of programs and believe they will significantly and positively impact city residents with DD next year.
- ii. Agencies had the opportunity to attend a capacity-building workshop funded by the Alliance in April. Facilitated by Dayna Stock of the Rome Group. The workshop was provided as a result of the feedback from agencies in focus groups last year. Reviews of the capacity-building training were good (also in the packet).

b. TCM

- i. All required TCM staff have completed training on the health risk screening tool (HRST). 32 assessments have been completed. The extension for the Value-Based Payment for the HRST has been extended to June 30th. TCM Department anticipates most of the assessments will be completed by then.
- ii. TCM Department's annual quality assurance review will be June 12-13. The exit interview is slated for June 14th. If you can attend the exit interview, you are welcome to sit in. Will be held at the DD Resources office in person. Reminder: This is the first year they are contracting out the review to The Columbus Group.
- iii. The Director of Service Coordination and TCM Supervisor met with the DMH Director of Intake and Eligibility and her team early in April. Discussed ways to collaborate and streamline the intake process and solutions to help increase the number of persons served by DDR for TCM. It was learned that DMH has been keeping all cases of 3-year-old transitioning from First Steps because that process usually starts at 2 ½ and they thought we would not take them until 3. We have clarified that we are happy to start the transition process at 2 ½ and take those consumers.

c. DEI

- i. As a result of DEI training last September with Tabari Coleman, Shaelene has been meeting one-on-one with staff to talk more about DEI issues/efforts. The meetings have been helpful and a great opportunity to connect with staff in a different way. Questions she has asked: Whose voices are not being heard/perspectives not being considered?; What accommodations have we not considered?; What do I need to know about your experiences to ensure you feel included, valued, and respected?; and What things do I take for granted that may not be so easy for you or other people I work with?.
- ii. Feedback will be useful to guide our DEI efforts in the future. The TCM department has also done work in this area and the response has been positive.
- iii. We will continue to participate in DEI committees with the Alliance and the Gateway Coalition.

d. Rebranding

- i. Part of our strategic plan is to do a refresh/rebrand of our logo. We are doing it now because we have the budget and staff time, and the timing is good considering our current supply levels of branded stationery products.
- ii. The leadership team will also work on evaluating our current agency values and will present suggestions to the board. Will be keeping the mission statement; just working on values.
- iii. We have an RFP out now for a designer.

e. Scorecard

- i. Agency Relations – No outcomes until 4th quarter
- ii. Board of Directors – Met our goal around attendance and did the board assessment. Two outcomes related to the assessment, and we achieved and exceeded the goal on those two items. Participation in board activities will be reported in the 4th quarter.
- iii. Fiscal – We are meeting the goal in the 1st three outcomes. The fourth, around financial review, has not quite been met, but we are working on getting there by 4th quarter.

- iv. Human Resources – The majority of outcomes are not measured yet – Employee Satisfaction Survey will not be administered until July. The last two outcomes have to do with retaining and recruitment of staff – we are at 100% retention.
- v. IT – Consistent numbers. Internet available, infrastructure uptime, server availability – lost about five weeks of reporting in the process of migrating to a new application. But the number is still consistent with the past. Hosted 3rd party backups - completed as expected. Cybersecurity effectiveness – increased a bit.
- vi. Marketing & Communications – Doing well in increasing Facebook page reach. Hopefully, all of you are sharing and liking our posts. Exceeded our “following” goal for the year already. 2.3K likes and followers.
- vii. Safety – Several goals have 4th quarter outcomes. For the goal “Employees will know and demonstrate knowledge of emergency drill procedures,” we are at 100%. Our recent armed intruder drill allowed us to discover some issues we must take care of (paging system).
- viii. TCM – Doing well in all areas. Exceeding goal. Consumer Satisfaction surveys are in progress.
- f. Board Assessment Results
 - i. Have been reviewed by the Executive Committee. Three years are reported (in the packet). 1st part of the assessment is of the board as a whole and 2nd part is a self-assessment of each board member. We went down slightly but rated ourselves competent in understanding of respective roles. Down in understanding TCM program and visiting funded agencies. Still competent but slight decrease. Will look at ways to address those issues. Will begin to address this tonight when we address governance policies.
- g. Board Engagement – It is hard to schedule so we are trying to invite Board members to agency open houses. Big thank you to Pat who has attended several events.
- h. Board Recruitment – We have one open position. We have been in communication with the mayor’s office. Now that the new Aldermen are in place, we are making some progress in getting that person appointed. Will hopefully be on the aldermen’s agenda next week.
- i. Legislative & State Updates
 - i. Budget was approved last Friday. Hopefully will see a provider rate increase but will be meeting in August to address the TCM rate increase. Have not had an increase since 2015. Many boards are subsidizing TCM now because of the rate. Will educate legislators about that need.
- j. Other
 - i. DDRB has hired a new Executive Director as Peg Capo is retiring in June. Denise Cross will start as the new ED in June. She is currently the ED in Platte County and past president of MACDDS. She will be a great fit for the Alliance. Shaelene will let the board know of any retirement celebrations planned for Peg.
 - ii. Closing on the Destination Café building sale is scheduled for May 16th. Finance Committee will discuss a recommendation for the funds from the sale of the building and make a recommendation to the full board in June.
 - iii. We were not able to meet for the Nominating/Personnel Committee as scheduled on May 4th as we did not have a quorum. We were going to talk about the annual safety inspection. The inspection identified that the sidewalk is uneven, just outside our TCM area. We used that opportunity to talk to the landlord to see if they would ramp that entrance for us and they said they would. Good news.

VII. Committee Reports

- a. Finance Committee (Pat Brennan, Treasurer)
 - i. Review and recommendation to approve the February and March 2023 financials (Lisa Briggs, Director of Finance)
 - Reviewed March financials. \$15.5 million in funds available. The headcount remained at 33.
 - Revenue – all non-TCM is over budget (over \$8 million as of 3/31). TCM is under because we didn’t hire any Service Advocates.
 - Expenses under budget by \$635K.

- TCM information at the bottom of the snapshot – negative revenue to expenses by \$10k as of 3/31.
 - Forecast – Did not include the sale of the building. Revenue will be \$10 million in total. Will have more with closing. Wages will be \$2.7 million (\$240K under) Facilities right on budget. Operating costs will end up \$467K (\$65 under budget). The bulk is for agency funding. A few agencies are not going to use all of their awards. Will use \$5.5 million instead of the \$6.3 million budgeted. Employment transportation will use all of their allocation. Community is under slightly at \$145K for the year. DMH Partnership for Hope is under budget (slight increase compared to last year). Capacity – will accrue some expenses if approved. Will net \$448K and will be increasing with the sale of the building (more like \$900K for the year).
- ii. **Dionne Flowers moved to approve the February and March 2023 financials and Patrick Brennan seconded. All voted in favor. None opposed. The financials were approved.**
- b. Program Committee (Shaelene Plank for Cynthia Mueller, Chairperson)
- i. Review and approve FY24 budget for funded agencies (Nate Head, Director of Agency & Community Relations)
- Minutes for the Program Committee meeting were in the board packet as well as the FY24 funding recommendations.
 - Nate Head discussed the program budget. Opened the funding cycle for the renewal of currently funded projects as well as new agencies and projects. Funding priorities for new projects were collaboration and partnership, employment training partnerships offering paid work experience guaranteeing living wage employment, and requests to improve the physical environment that enhances independent living options or increases access to a program’s facility and increases independence.
 - Of the request to renew, 90% are recommended with no changes. 7% requested minor changes that don’t impact the budget but could increase accessibility to services, and 3% were recommended for reductions based on past utilization.
 - 4 requests for new projects – One improves the environment or enhances independent living. Three did not fall within those priorities. The program committee recommends funding for two of the new projects. Horizon Housing Development Community – needed work on the eight properties in which DDR has an interest. Work includes renovations. The total cost is \$148,500. Horizon Housing applied for the city’s neighborhood transformation grant but did not qualify. We recommend funding it as an FY23 project which would allow them to begin immediately and also decreases unused funding this year.
 - Recommending \$6K to support ten city high school students attending UMSL SUCCEED enrichment camp which offers career readiness and post-school goals. Students experience college life and access to facilities.
 - ESMW Project Search program – has not operated 3 fiscal years; however, received word in March that seemed like it could operate for the ’23-’24 school year. Were prepared to include funding, but due to short turnaround, ESMW determined they would not be able to successfully relaunch for this school year. They will work to have the program ready to relaunch for ’24-’25 school year. We support the decision to withdraw their funding request and will accept it in FY25.
 - Recommending an FY24 budget of \$6,513,902 supporting 74 programs from 39 organizations and within that is \$1.3 million to support employment-related services, \$1.6 million for community living services, \$500K for professional services (therapy, counseling, adaptive equipment), \$1 million for community integration services, \$160K for transportation to community integration activities, and \$2 million for support services. In addition, Bistate tax will provide \$471K to provide transportation to and from sheltered workshop employment.

- ii. **Patrick Brennan moved to approve the FY24 budget for funded agencies. Chris Faerber seconded the motion. All voted in favor. None opposed. The FY24 budget for funded agencies was approved.**
- c. Executive Committee (Shaelene Plank for Ken Franklin)
 - i. Review of governance policies
 - Shaelene reviewed three governance policies for approval and training purposes: Membership, Performance, and Education and Development policy.
 - ii. Approve governance policies (Shaelene Plank for Ken Franklin, Chair)
 - **Patrick Brennan moved to approve the governance policies. Chris Faerber seconded the motion. All voted in favor. None opposed. The governance policies were approved.**

VIII. Unfinished Business – None

IX. New Business - None

X. Announcements

- a. We have been collecting information for board member bios to share with staff and amongst board members.
- b. Bill Siedhoff is being honored by St. Louis Crisis Nursery and their north city center is being renamed The William H. Siedhoff Family Empowerment Center.
- c. Next week Monday and Tuesday is the 32nd annual Aging with DD conference at the St. Charles Convention Center. We are a proud sponsor this year and have several staff attending.

XI. Call for a motion to adjourn.

- a. **Patrick Brennan moved to adjourn the meeting. Chris Faerber seconded the motion. All in favor. None opposed. The board meeting adjourned at 6:02 pm.**

DocuSigned by:

Cynthia Mueller

Cynthia Mueller, Secretary

6/16/2023

Date Approved