



St. Louis Office for Developmental Disability Resources
Minutes of the Meeting of the Board of Directors
Thursday, September 28, 2023

Board Members Present:

William Siedhoff, Vice Chairperson
 Patrick Brennan, Treasurer

Dionne Flowers, Board Member
 Cynthia Mueller, Secretary
 Nina North-Murphy, Board Member

Sherry Wibbenmeyer, Board Member
 Chris Faerber, Board Member
 Paige Colbert, Board Member

Board Members Absent:

Ken Franklin, Chairperson

Staff Members Present:

Shaelene Plank, Executive Director
 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
 Rebecca Black, TCM Supervisor

Guests Present by Phone or In Person:

Kathy Farache, AADD
 Rachel Svejkosky, F.A.C.T.

Jodi Woessner, Pathways
 Stephanie Scott, St. Louis ARC

Lindsey Watson, St. Louis ARC
 Amanda Kehoe, Sunnyside

I. Call Meeting to Order

Bill Siedhoff called the St. Louis Office for Developmental Disability Resources Board of Directors Meeting to order at 5:02 p.m.

II. Remarks from visitors - No remarks.

III. Introductions – Introductions to the Board Members and guests were made. Special welcomes were made to our new board member, Paige Colbert, and our new Administrative Receptionist, Ruquael Williams. Glad to have them both as part of our DDR team.

IV. Public Hearing – Setting the Tax Rate

- a. Bill Siedhoff announced that we are holding a public hearing at which citizens have the opportunity to be heard on the property tax proposed to be set by the St. Louis Office for Developmental Disability Resources, a Missouri political subdivision. In accordance with revised Missouri §67.110, The St. Louis Office for Developmental Disabilities is to file 2023 tax rates with the assessor's office by October 1, 2023. We have completed the tax rate summary and propose to set the tax rate levy for 2023 at 0.1370 per \$100 assessed value.
- b. Bill asked for public comments. There were none. He called for a motion to pass a resolution that the ad valorem property tax rate be set at 0.1370 for 2023. This shall produce substantially the same revenue as set forth in the annual budget. The rate is based on an aggregate assessed valuation in St. Louis City in the amount of \$5,480,723,992.
- c. **Cynthia Mueller moved as stated above. Patrick Brennan seconded the motion. A roll call vote was taken. All voted in favor. None opposed. Resolution passed.**

V. Approval of Meeting Minutes

- a. The following minutes were presented to the Board for approval:
 - i. June 2023 Executive Committee Meeting

- ii. June 2023 Board Meeting
- iii. August 2023 Nominating/Personnel Committee Meeting
- iv. August 2023 Executive Committee Meeting

b. Patrick Brennan moved to approve all the minutes. Dionne Flowers 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. Agency Relations is analyzing FY23 year-end data and will share results in greater detail with the Program Committee in October.
- ii. In FY23, 89% of the program budget was used; in FY22 93% was used. Decrease in the utilization of funds but an increase in the number of individuals served. Will research this discovery.
- iii. Six new programs were added to the portfolio, 1,327 unduplicated individuals participated in programs (an 18% increase from FY22), and 1,265 people benefited from the support of System Navigators and/or developmental disability-themed community education.
- iv. We connected with and continue to connect with many community organizations that value and align with our funding priorities.

b. TCM

- i. The TCM department continues in its outreach efforts, led by the Director of Service Coordination, Samantha Montgomery. She has attended several outreach events and one-on-one meetings with school administrators and community leaders. She recently participated in the Navigate St. Louis School's podcast to discuss the importance of TCM in helping families connect with services.
- ii. Collaboration with DMH Intake and Eligibility continues as the Intake and Assessment referral plan is now up and running. Samantha met with the Director of First Steps and his team, and we are seeing new referrals from First Steps starting this month. TCM has seen a slight increase in referrals, receiving 14 in the last two months.

c. Rebranding

- i. We have a new logo for the Board to approve at this meeting. Message strategy documents have been shared with the Executive Committee, and they were impressed with what we have received so far. The Executive Committee also viewed the final logo design options and gave feedback.
- ii. Shaelene will present our new values to the board for approval at this meeting.

d. Scorecard

- i. Shaelene shared the scorecard with the Board and reviewed end-of-year outcomes, which were also included in the Board packet.
- ii. There was a new board engagement goal for the board of directors this year. Fell a bit short. The other board goal not achieved was board attendance. The other two board goals were achieved.
- iii. Three out of four Fiscal goals were met. The one that fell short was "implementing regular financial reviews with funded agencies of the alliance". This is a collaborative effort on the part of the Alliance and all four boards need to coordinate this. We have a schedule in place and will bring up the results next year.
- iv. Human Resources – Met all but two goals. Goal for "Employees will feel that they work in a safe environment" scored 96.29%, but we wanted 100%. Goal for "Staff will meet their annual training requirement" was slightly under goal of 100% at 96%.
- v. Nathan reviewed Technology goals, and all were met or exceeded.
- vi. Both Marketing & Communications goals were met or exceeded.
- vii. Safety goals were excellent. The goal "Employees will know and demonstrate knowledge of emergency drill procedures" fell slightly low in quarters one, two, and four; however, we were never far from the goal of 95%.
- viii. TCM – Met or exceeded all goals. Great year.

e. Legislative and State Updates

- i. Last week the city of St. Louis BOA unanimously passed en banc a resolution (Res. 77) from the Mayor's Office, sponsored by Alderwoman Laura Keys, that urges the MO Legislature and the STL delegation to expedite and make a priority of finally passing legislation to strengthen the Circuit

Breaker tax credit in the 2024 legislative session. We have an opportunity to endorse and support strengthening the circuit breaker tax credit as an agency. Will discuss further later.

- ii. SB190 has now passed in four counties. The mayor's policy director said she will share updates on the city's plan for SB190 Senior Property Tax implementation, but last we spoke they were looking at proposing something that looked very much like circuit breaker in lieu of SB190.
- f. Other
 - i. Cassandra Kaufman, ED for the Mental Health Board, will present at our next board meeting in November about their supportive housing model. We would like to follow the model and/or partner with them in future housing projects. Please plan to attend this meeting in person for her presentation.
 - ii. November 28 – Legislative Coffee of the Gateway Coalition. We will invite legislators from the city and the county to meet with us regarding our priorities and educate them about our work.
 - iii. Our staff and board holiday party will be on December 7th at 5:30 p.m. at Maggie O'Brien's.
 - iv. Our consumer holiday party will be on December 12th from 11:00 a.m. – 1:00 p.m. at the Phyllis Wheatley Heritage Center.

VII. Committee Reports

a. Executive Committee – Bill Siedhoff

- i. The committee met and approved a contract with Magnetize for a new logo, message strategy, and rebranding. Will vote on it under new business.
- ii. Recommendation to approve the FY24 Risk Management Plan - The committee approved the Risk Management Plan, which they recommended the board approve as well.
- iii. **Dionne Flowers moved to approve the Risk Management Plan. Patrick Brennan seconded the motion. All voted in favor. None opposed. The Risk Management Plan was approved.**

b. Finance Committee – Patrick Brennan

- i. Review and recommendation to approve the May, June, and July 2023 financials - The committee met on the 21st and reviewed the May, June, and July financials.
 - Lisa presented the June financials: We ended the fiscal year (6/30/23) with \$14,755,422 available in cash and CDs and with 31 staff members. Non-TCM revenue was \$9,318,564. TCM billing for the year was \$1,788,785. Total revenue was just over \$11 million. Total expenses were \$9,720,692. Our net was \$1,087,109. The TCM boxes showed that TCM was negative for the year \$226,529, which was covered by SB40 funds.
 - Lisa went over the July financials: This was a slow month financially because agencies that bill in July are recorded in June. We still have over \$14 million in cash and CDs, and our headcount remains at 31. The non-TCM revenue was \$110,000 (on budget); TCM was under \$134,000 (below budget). Total revenue for the month of July was \$244,432. Our total expenses were \$378,310. TCM boxes – not much activity, but they are negative by approximately \$54,000 for the month.
 - **Nina Murphy moved to approve all of the financials. Sherry Wibbenmeyer seconded the motion. All voted in favor. None opposed. The financials were approved.**
- ii. Recommend approval of Corporate Compliance Report to full board – The committee reviewed and recommended to approve the Corporate Compliance Report.
 - **Dionne Flowers moved to approve the Corporate Compliance Report. Chris Faerber seconded the motion. All voted in favor. None opposed. The Corporate Compliance Report was approved.**
- iii. Recommend annual approval of Fiscal Policies and Procedures to full board – There were no changes to the Fiscal Policies and Procedures and the committee recommended approval by the board.
 - **Nina Murphy moved to approve the Fiscal Policies and Procedures. Dionne Flowers seconded the motion. All voted in favor. None opposed. The Fiscal Policies and Procedures were approved.**

c. Nominating/Personnel Committee – Dionne Flowers

- i. Paige Colbert has been approved and sworn in. Bill Siedhoff, Ken Franklin, and Sherry Wibbenmeyer are up for renewal and will submit their paperwork to the mayor's office. Dionne Flowers' term is not renewable and will not be returning.
- ii. Shaelene shared a report that showed that the board did not achieve two out of three of its goals. Dionne Flowers reminded the board that they must attend two-thirds of the meetings. Meeting dates are announced a year in advance. Everyone should remember to calendar the dates and do their best to attend, whether by phone or virtually. Cannot do business without a quorum. Board members are also required to attend two board engagement activities – this includes agency tours, agency open houses, all-staff meetings, holiday gatherings, and trainings. Please be sure to mark all events on your calendars.
- iii. Recommendation to approve the slate of Board Officers for 10/1/23-9/30/24 – The committee recommended the following slate of officers for the upcoming year:
 - Chair – Cynthia Mueller
 - Treasurer – Patrick Brennan
 - Vice Chair – William Siedhoff
 - Secretary – Nina Murphy
 - **Sherry Wibbenmeyer moved to approve the slate of officers. Chris Faerber seconded the motion. All voted in favor. None opposed. The slate was voted in.**
- iv. The committee also reviewed the accessibility checklist and survey. Parking lot construction is occurring now. A ramp is also being installed which will allow for more accessibility and will be ADA compliant.

VIII. Unfinished Business - None

IX. New Business – Shaelene Plank

- a. Review and approval of revised agency values
 - i. We began the process of rebranding because we wanted to refresh our logo and look closer at our Mission, Vision, and Values. We decided to keep the Mission and Vision but wanted to update our values, which were consumer-focused, but *external*. Our values are our non-negotiable standards and principles, and we wanted them to apply to our staff as well. We looked at Patrick Lencioni's article about values and held some workshops, led by Gabby Buenger, where we brainstormed, categorized ideas, and devised five new values. They are:
 - Person-centered
 - Collaborative
 - Innovative
 - Equitable
 - Ethical
 - ii. We went on to define each value. When compared to our old values, they are inclusive; they are just a more powerful version of the terms.
 - iii. **Dionne Flowers moved to approve the new values. Patrick Brennan seconded the motion. All voted in favor. None opposed. The new values were approved.**
- b. Review and approval of revised agency logo
 - i. Shaelene shared the new logo created by Magnetize. It is an abstraction of "DD", meant to evoke the feeling of being on a path, even if not always a straight line. We worked with the logo and colors until we agreed that everyone liked it. Magnetize also worked with us on a message strategy.
 - ii. **Chris Faerber moved to approve the new agency logo. Nina Murphy seconded the motion. All voted in favor. None opposed. The logo was approved.**
 - iii. The new branding will be rolled out methodically, probably beginning with this year's Annual Report. There is a lot of work to be done to complete the transition.
- c. Agency endorsement to support strengthening Missouri's Circuit Breaker Tax Credit
 - i. Missouri's Circuit Breaker Tax Credit is underutilized and applies to fewer and fewer people every year since the guidelines have not been updated. We wish to endorse the effort to get the income guidelines updated. This would be good for the agency and would apply to state funds (not local funds). Shaelene went over the online form with the board. Bill noted that the attorney for the Senior Fund found no problem with endorsing it.
 - ii. **Dionne Flowers moved that the agency endorse support for strengthening Missouri's Circuit Breaker Tax Credit. Paige Colbert seconded the motion. All voted in favor. None opposed. The motion passed and Shaelene will submit the online endorsement form.**

X. Announcements – None

- The committee went into a closed session per Mo. Rev. Stat. § 610.021(13) to discuss personnel issues.
- **Dionne Flowers moved to go into a closed session per Mo. Rev. Stat. § 610.021(13) to discuss personnel issues. Nina Murphy seconded the motion. All voted in favor. None opposed. The meeting went into a closed session at 5:59 p.m.**
- The committee re-opened at 6:09 p.m., and Bill Siedhoff called for a motion to adjourn.

XI. Call for a motion to adjourn.

- a. Chris Faerber moved to adjourn the general board meeting. Nina Murphy seconded the motion. All voted in favor. None opposed. Meeting was adjourned at 6:10 pm.**

DocuSigned by:



Nina North Murphy, Secretary

11/30/2023

Date Approved