



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

**Board Members Present:**

Cynthia Mueller, Chairperson  
 Patrick Brennan, Treasurer  
 Nina North Murphy, Secretary

Dionne Flowers, Board Member  
 Sherry Wibbenmeyer, Board Member

Paige Colbert, Board Member  
 Chris Faerber, Board Member

**Board Members Absent:**

William Siedhoff, Vice Chairperson

Ken Franklin, Board Member

**Staff Members Present:**

Shaelene Plank, Executive Director  
 Nate Head, Director of Agency & Community Relations  
 Olivia Pruitt-Payne, Director of HR  
 Nathan Patton, Director of IT  
 Lisa Briggs, Director of Finance

Jack Neyens, Financial Consultant  
 Ebony Young, Agency Relations Representative  
 Kaitlin Willcutt, Service Advocate Mentor

Gabrielle Buenger, Marketing & Communications Coordinator  
 Amanda Simpkins, Service Advocate

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

Cassandra Kaufman, St. Louis Mental Health Board  
 Matt Elmore, Promise Community Homes  
 Denise Cross, DDRB

Kathy Farache, AADD  
 Shanna Nieweg, Horizon Housing  
 Stephanie Hand, Missouri Mentor / Gateway Coalition of Service Providers

Suzanne Yardley, ESMW  
 Rachel Svejkosky, FACT  
 Stacey Ismail, DDA

**I. Call Meeting to Order**

Cynthia Mueller called the St. Louis Office for Developmental Disability Resources Board of Directors Meeting to order at 5:05 p.m.

**II. Remarks from visitors - No remarks.**

**III. Introductions –** Introductions to the Board Members and guests were made. Our new Service Advocate, Amanda Simpkins, was welcomed.

**IV. Presentation – MHB's Supportive Housing Project,** Cassandra Kaufman, Executive Director for Mental Health Board

- a. Cassandra has met with Executive Directors who represent the tax levy boards (including Shaelene) because there is a commonality in the populations they all serve in regard to a need for housing. She has run a program at the Mental Health Board for the last twelve years that provides permanent supportive housing. She discussed the history and implementation of the supportive housing program, detailing the process.
- b. DD Resources restricted some funds this year for housing opportunities and may be able to restrict additional funds soon. May have an opportunity to partner with MHB to collaborate on some housing solutions for people with developmental disabilities.

**V. Approval of Meeting Minutes**

- a. The following minutes were presented to the Board for approval:
  - i. September 2023 Finance Committee Meeting
  - ii. September 2023 Finance CLOSED Committee Meeting

- iii. September 2023 Board Meeting
- iv. September 2023 CLOSED Board Meeting
- v. October 2023 Program Committee Meeting
- vi. October 2023 Nominating/Personnel Committee Meeting
- vii. October 2023 CLOSED Nominating/Personnel 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. AR finalized the FY23 Portfolio Performance Report. It provides a deeper review of how funding was used by our partners across service categories and the impact on participants.
  - ii. Partner review meetings began. The purpose is to gather information that can be used to inform funding decisions and increase impact. We explore how agencies meet our standards, celebrate successes, seek to understand challenges, review capacity-building needs, and share resources.
  - iii. Our Community Relations work is yielding more opportunities to impact change. We have recently been a part of multiple events, coalitions, and initiatives.
  - iv. ESMW hosted its annual autism conference, November 2-3, virtually. Almost 500 professionals, families, and community members attended.
- b. TCM
  - i. We are getting a steady stream of referrals to the TCM program. Since the beginning of the fiscal year, we have received 20 referrals, half the number of referrals we saw all last fiscal year.
  - ii. We are in talks with the Regional Office to send over an additional 20 individuals in the upcoming weeks. We continue our outreach efforts.
  - iii. We are coordinating our holiday adoptions and resource linkage. We are also participating in the United Way's 100 Neediest campaign. Several of our consumers will receive donations this year.
- c. Rebranding
  - i. We will be updating the website in November/December and launching it at the beginning of 2024 with our new branding. We are also working on getting quotes for new materials we will need.
- d. Legislative and State Updates
  - i. DMH has submitted its budget for FY25. They are not allowed to ask for budget increases, so it does not include TCM rate increases. They will advocate for it during the legislative session, but it is unlikely to happen. Educating the legislators is key now.
- e. Other
  - i. Legislative Coffee will be on November 28<sup>th</sup> at 9 am at 1240 Dautel Lane, St. Louis, MO 63146. It will be hosted by the Gateway Coalition. Reach out to your city legislators to attend.
  - ii. Staff/Board holiday party will be on December 7<sup>th</sup>, 5:30 pm at Maggie O'Brien's.
  - iii. Consumer holiday party will be on December 12<sup>th</sup>, 11-1 at the Phyllis Wheatley Heritage Center.
  - iv. The board and committee meeting schedule is included in the packet. Please be sure to add all meeting times to your calendar. An agency tour is scheduled for January. We are working on tours for February and March.
  - v. Board Bill 141 – This is a response to SB190. It was heard in committee yesterday. Tax levy boards were excluded so it will not affect our revenue. Our efforts paid off.

## **VII. Committee Reports**

- a. **Finance Committee – Patrick Brennan**
  - i. Review and recommendation to approve the August and September 2023 financials -
    - August and September financials were included in the packet. Lisa presented the September 2023 financials. The cash position is \$13,290,046 as of September 30<sup>th</sup>, and we have 31 employees. Non-TCM revenue is slightly over budget. TCM is still down, but with new referrals and staff coming in, that should change. Expenses are slightly under budget by \$290,000. TCM is negative \$119,514 for the year as of September.
    - **Dionne Flowers moved to approve all the financials. Paige Colbert seconded the motion. All voted in favor. None opposed. The financials were approved.**

ii. Agency COLA for FY24 – Lisa Briggs, Director of Finance

- Lisa proposed a 5% agency COLA for FY24, which would increase our funding to \$6.8 million.
- **Nina North Murphy moved to approve the 5% agency COLA for FY24. Cynthia Mueller seconded the motion. All voted in favor. None opposed. The agency COLA for FY24 was approved.**

b. **Program Committee** – Cindy Mueller

- The committee approved minor changes to the Partner Funding Manual for FY25. Changes were minimal, and a summary was included in the packet.
- Performance Portfolio Report – Nate Head, Director of Agency & Community Relations
  - Gives a deeper look at funded program data and an understanding of the movement and impact of programs. This differs from the Annual Report as this focuses on the funded programs only.
  - Nate discussed some of the highlights (page 34 of the packet).
  - The report is broken down by each service category. Some programs show decreases in participation while others show increases. We plan to have conversations with the agencies to determine their challenges and successes. The Alliance is also working with agencies to help where the data shows similar results.
- City Seniors and The Center for Specialized Services funding requests – Cindy Mueller
  - The request by City Seniors was for a 20% match for a vehicle through the MODot 5310 program, totaling \$16,846.20. They provide transportation for seniors to the senior center, including people with IDD.
  - The Center is doing well with their adaptive equipment program, but they have exhausted their budget for the fiscal year and are asking for additional funding in the amount of \$15,000.
  - **Patrick Brennan moved to approve funding for City Seniors in the amount of \$16,846.20. Paige Colbert seconded the motion. All voted in favor. None opposed. Motion passed.**
  - **Chris Faerber moved to approve funding for The Center for Specialized Services in the amount of \$15,000. Patrick Brennan seconded the motion. All voted in favor. None opposed. Motion passed.**
- Southside funding request – Nate Head, Director of Agency & Community Relations
  - They provide transportation for over 100 city residents with IDD. They submitted an emergency request for \$16,000 to help cover their insurance premium payment, which was increased from \$66K to \$79K. Their policy requires a 20% downpayment by November 16<sup>th</sup>. They are working with their carrier to negotiate a lower rate and are also shopping around for a better quote, but there are a limited number of carriers available, and rates have gone up across all carriers nationwide.
  - **Chris Faerber moved to approve up to \$16,000 with the final amount contingent on the result of Southside's negotiations with their carrier. Dionne Flowers seconded the motion. All voted in favor. None opposed. Motion passed.**

c. **Nominating/Personnel Committee** – Dionne Flowers

- The committee reviewed the board recruitment effort as well as board attendance at meetings and engagement events.
- The committee reviewed feedback from the Employee Satisfaction Survey and the committee agreed they would like to go into closed session to discuss the Executive Director's performance evaluation after the board business is completed at this meeting.

**VIII. Unfinished Business** – None

**IX. New Business** – None

**X. Announcements**

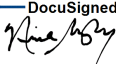
- a. There is a board engagement opportunity to attend the upcoming Variety event (accessible bikes for kids) on November 18<sup>th</sup> 9-11 at Parkway Central. Also working with Variety to do a tour in February or March. If you are interested in attending the November 18<sup>th</sup> event, please let Shaelene know.
- b. There will be a call on the 14C issue – will be an opportunity for people to speak in favor of or oppose 14C. This will impact sheltered workshops. Shaelene will send out the information.

The committee went into a closed session per Mo. Rev. Stat. § 610.021(13) to discuss personnel issues.

- **Patrick Brennan moved to go into a closed session per Mo. Rev. Stat. § 610.021(13) to discuss personnel issues. Paige Colbert seconded the motion. All voted in favor. None opposed. The meeting went into a closed session at 6:08 p.m.**
- The committee re-opened at 6:23 p.m. and called for a motion to adjourn.

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

- a. **Pat Brennan moved to adjourn the general board meeting. Paige Colbert seconded the motion. All voted in favor. None opposed. Meeting was adjourned at 6:24 pm.**

DocuSigned by:  


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Nina North Murphy, Secretary

2/8/2024

Date Approved