ST. LOUIS OFFICE FOR
Developmental Disability Resources

St. Louis Office for Developmental Disability Resources
Minutes of the Executive Committee
January 11, 2024

Board Members Present:

Cynthia Mueller, Chairperson

William (Bill) Siedhoff, Vice Chairperson

Patrick Brennan, Treasurer
Nina North Murphy, Secretary

Board Members Absent: None

Staff Members Present:

Shaelene Plank, Executive Director

Rachel Shapiro, Executive Assistant

1. Call meeting to order – The meeting was called to order at 4:05 p.m.

2. Board member Recruiting
   - We have two potential board members. Sarah is deep into the process. Waiting on a hearing with the Health & Human Services committee. Her alderman was in support of her. She would take Dionne's place; however, Dionne has agreed to remain on the Nominating/Personnel Committee.
   - Dr. Selina Washington (Ph.D.) is interested. She is an OT and researcher. Her current research is on individuals with Down syndrome. She has the knowledge and is connected to our mission. Selina does a lot of work for DSAGSL. Resides in the county. Shaelene reached out to our alderman as well as Cindy's to see if they would be her supporters. She would take Ken's place; however, Ken has also agreed to serve on Finance Committee.

3. Review by-laws
   - Last year we went through a big revision of the by-laws, made by our attorneys. We must review them each year and take any amendments to the board. No committee members had any changes to recommend; therefore, they do not need to be taken to the board.

4. Review ED succession plan and job description
   - The committee reviewed the succession plan and would like to remove names and use titles only.
   - Reviewed the Executive Director Job Description – No changes. Only formatting changes.
   - **Motion by Cynthia Mueller to bring the ED succession plan as discussed to the board for approval. Seconded by Bill Siedhoff. All voted in favor. Motion passed.**

5. Review Strategic Plan
   - Shaelene reviewed the progress on the strategic plan. Committee agreed that she will do the same update to the full board in February.

6. Review Communication Plan
   - Incorporated a new message strategy from Magnetize. Includes SWOT analysis, brand position, and objectives. The messaging platform has been very helpful. It was incorporated into the Annual Report.

7. Update on Rebranding
   - Website will be launching soon. We have new building signs and will be updating the board room. Our new values will be posted in our new colors. New business cards, letterhead, envelopes, and the like have been ordered. Our first outward communication with our new

branding will be the Annual Report. Postcards about the change have been sent to our consumers, agencies, aldermen and partners.

8. Legislative Updates
    - Shaelene has been forwarding legislative updates to the board. Next week will be hearing on Senator Eigel's proposed bill and another similar bill. Shaelene submitted fiscal responses for both. She explained that the bills would have a large fiscal impact on us. MACDDS will be present to testify if needed. We will be going to the capitol on the 30th of January.

9. Other
    - Bill was part of an emergency meeting with the Senior Fund in an effort to help patients from Northview Nursing Home after the facility unexpectedly closed. Would like to know if any of the people affected are part of the IDD community and whether we can help with emergency funds. Shaelene reported she has been talking with the Senior Services Fund and we may be able to help those with a documented developmental disability. Will investigate their needs and try to identify items needed.
    - Another issue discussed was whether we can help unhoused people with needs due to bad weather. Need to explore if there are people in the IDD community. Will also be looking into a tiny home community for our demographic. We may want to set aside some funding for this. Shaelene will be attending a virtual meeting on this subject.

10. Adjourn – **The meeting was adjourned at 5:30 p.m.**

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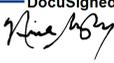
Nina M Murphy
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Nina North Murphy, Secretary

2/8/24

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Date Approved