



**St. Louis Office for Developmental Disability Resources**  
**Minutes of the Finance Committee**  
**January 18, 2024**

**Committee Members Present:**

Cynthia Mueller, Chairperson  
 Patrick Brennan, Treasurer and Committee Chair

Jack Neyens, Financial Consultant

**Board Members Absent:**

William Siedhoff, Vice Chairperson

**Staff Members Present:**

Shaelene Plank, Executive Director  
 Lisa Briggs, Director of Finance

**Guests Present:**

Renita Duncan, Rubin Brown

Alisha Barnum, Rubin Brown

Mindy Krueger, Rubin Brown

1. Call meeting to order - The meeting was called to order at 4:00 pm by Patrick Brennan.
2. Presentation of the annual audit and 990 – Renita Duncan, Alisha Barnum, and Mindy Krueger
  - a. The auditors reviewed the annual audit, beginning with the Viewpoints document.
  - b. Audit was performed as of June 30, 2023. They communicated via letter regarding the audit plan, and nothing deviated from that plan.
  - c. Qualitative Aspects of Accounting Practices – Talked about the significant policies DDR uses. There were no changes to those policies from prior years. All policies are listed in Note 1. There was a new accounting standard under GASB (Statement 96) related to software, which was analyzed. There was no impact.
  - d. Estimates – Some items are GAAP items. They are consistent with the prior year. The definition of “significant estimate” will change next year. Disclosures are neutral, consistent, and clear.
  - e. Audit Adjustments – no uncorrected adjustments. Mostly related to leases and rolling from the end of the '22 audit to the beginning of '23.
  - f. No management letter or disagreements working with the fiscal team.
  - g. Annual Reports – DDR issues its own, which was reviewed. Will look at it in final form to ensure there are no inconsistencies.
  - h. The auditors commented on how far we have come in the auditing process, which was really nice to see.
  - i. Overall Results of Operations – 2023 revenue increased by \$1.8 million – driven by an increase in tax revenue. Personal property tax went up by \$266,000. Sale of the Morganford property brought in income this year. Expenses increased this year by \$477,000, mostly due to an increase in salaries and pass-through funding.
  - j. Ending Fund Balance – DDR has come a long way since 2018. Healthy balance.
  - k. Amounts expended to agencies during FY23 - \$6.2 million was passed through to agencies (increase of \$723,000 from last year).
  - l. 990 – Very few differences between this 990 and prior years. Reviewed summary, list of directors, Schedule A. The list of grants shows the impact the agency is making.
  - m. **Cynthia Mueller moved to accept the final annual audit, the 990 and bring them to the full board. Patrick Brennan seconded the motion. All voted in favor. None opposed. Motion carried.**
3. Review and approve October and November financials – Lisa Briggs, Director of Finance
  - a. Lisa presented the financials. As of November 30, 2023, we had just over \$12 million. Our headcount remains at 31, but we are in the process of recruiting two Service Advocates to bring us up to 33. Non-TCM revenue is \$1,421,000, slightly ahead of what we budgeted. TCM is under budget as of November by over \$100,000. Total revenue \$57,000 above where we budgeted (just over \$2 million). Expenses are all

under budget with the exception of transportation due to a bigger demand. We intend to increase funding next year because we want to get people to the programs. Under budget by \$252,000, mostly due to timing of agency billing. Bottom boxes of snapshot show targeted case management. Revenue and expenses are negative \$223,000. We supplement that with our tax revenue since we have not had a TCM rate increase since 2015.

- b. **Cynthia Mueller moved to approve the financials for October and November. Jack Neyens seconded the motion. All voted in favor. None opposed. Financials were approved.**

4. Discuss restricting funds for housing – Shaelene Plank, Executive Director

- a. Nate, Shaelene, and Bill met with Horizon Housing and Gateway Housing this week. Horizon Housing will be sending a formal proposal. They are talking to Gateway about doing something similar to the Veterans Tiny Home community on North Grand. They are in the process of talking to the land reutilization authority to get the property, and CDA for funds. They gave us a preliminary budget (estimate). They have a meeting set up with the Mental Health Board as well. This project would be 25-30 tiny homes with a community center. They will also approach MHB and see if they would be willing to provide initial funding. If we are to provide funding, probably 10 homes would be for people specifically with developmental disabilities. Horizon Housing wants to know if we can fund supportive services for the 10 people with IDD who go into the housing. If we did ongoing funding it would be \$180-200,000 each year. Will not ask the board to restrict any more money at the February meeting. Will probably ask at the March meeting, based on the funding requests that we get. Will also see if we get any other housing funding requests. Shaelene will look into how waiver funding would work with this.

5. Compensation Study - Shaelene Plank, Executive Director

- a. We got the compensation study back. There was an error that had to be corrected so we are reviewing the full report now. Will have a full report for the board to look at in February. If we are making any salary adjustments based on this, Shaelene would like to do it in February or March, so that by the time performance evaluations happen in April or May, we can do increases based only on those evaluations (not due to market rates). Once Olivia, Lisa, and Shaelene put it together, the committee agreed to present it to the board in a closed session.

6. Call for a motion to adjourn.

- a. **Cynthia Mueller moved to adjourn the meeting. Jack Neyens seconded the motion. All in favor. None opposed. The meeting was adjourned at 4:43 pm.**

DocuSigned by:



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Nina North Murphy, Secretary

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Date Approved