



**St. Louis Office for Developmental Disability Resources**  
**Minutes of the Finance Committee**  
**September 21, 2023**

**Board Members Present:**

Patrick Brennan, Treasurer and Committee Chair  
 William Siedhoff, Vice Chairperson

Ken Franklin, Chairperson

**Board Members Absent:** None

**Staff Members Present:**

Shaelene Plank, Executive Director  
 Lisa Briggs, Director of Finance

Jack Neyens, Financial Consultant

**Guests Present:** None

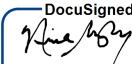
1. Call meeting to order - The meeting was called to order at 4:03 pm by Patrick Brennan.
2. Review and approve May, June, July financials (Lisa Briggs, Director of Finance)
  - a. June - We ended the month with \$14,755,422. Human capital ended at 31 (6 below budget). Revenues (non-TCM) just over \$9,300,000. TCM revenue ended at \$1,788,000. Total revenue was over \$11,100,000 for the year (more than we had budgeted by almost \$638,000 because we had to count revenue from the sale of the Center's property on Morganford). Expenses totaled \$9,720,692. TCM boxes – Their actual revenue and expenses were negative \$226,529 for the year. We continue to support that program with tax revenue.
  - b. July - Still have over \$14 million. Still at 31 people. Revenue almost right on budget. TCM is under again (we are down TCM staffing). Our expenses were slightly under budget by \$28,000. TCM is negative \$58,000 for the first month of the fiscal year.
  - c. For FY23, 89% of program budget was used (\$5.6 million). Our goal is 95%. In FY22 they used 93%. Interestingly, even though only used 89% of budget this year, they served more people. Want to look at the housing issue and the dollars we can commit to that. Nate and Shaelene will be meeting with Promise Community Homes next Tuesday to hear what they have to say. We have some restricted funds from the sale of the café to devote to the housing issue. Also arranged for Cassandra Kaufman (MHB) to present to the board meeting in November about their housing model.
  - d. **Bill Siedhoff moved to approve the May, June, and July 2023 financials. Ken Franklin seconded the motion. All voted in favor. None opposed. Motion carried.**
3. Review tax rate information
  - a. Lisa presented the tax rate calculation. Staying the same this year at .1370. Will be presented at the board meeting and will pass a resolution. We have submitted advertised a notice of public hearing for that meeting.
4. Review and approve Corporate Compliance Report (Lisa Briggs, Director of Finance)
  - a. Lisa shared the report. We were in compliance. A risk assessor came out and had the recommendation to inspect the sprinkler system. One comment in the risk assessment was to repair a crack in the pavement outside the side door; however, we will be constructing a ramp at that side door which will add to our accessibility and eliminate the issue of the crack. One Digital reviewed our insurances to make sure we are in alignment with our alliances. No legal concerns have come up.
  - b. **Bill Siedhoff moved to approve the Corporate Compliance Report. Ken Franklin seconded the motion. All voted in favor. None opposed. Motion carried.**
5. Review and approve fiscal policies and procedures (Lisa Briggs, Director of Finance)

- a. There were no substantial changes to the policies. Only changes were in the format (all policies are being streamlined so they are in the same format).
- b. **Bill Siedhoff moved to approve the Fiscal Policies and Procedures. Ken Franklin seconded the motion. All voted in favor. None opposed. Motion carried.**

**Bill Siedhoff moved to go into closed session per Mo. Rev. Stat. § 610.021(13) to discuss personnel issues. Ken Franklin seconded the motion. All voted in favor. None opposed. The committee went into a closed session at 4:17 pm.**

The committee returned from closed session at 4:29 pm.

6. Call for a motion to adjourn.
  - a. **Bill Siedhoff moved to adjourn the meeting. Ken Franklin seconded the motion. All in favor. None opposed. The meeting was adjourned at 4:30 pm.**

DocuSigned by:  
  
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Nina North Murphy, Secretary

11/30/2023  
Date Approved