



**St. Louis Office for Developmental Disability Resources
Minutes of the Nominating/Personnel Committee
October 26, 2023**

Board Members Present:

Ken Franklin, Vice-Chairperson
Chris Faerber, Board Member
Paige Colbert, Board Member

Board Members Absent:

Dionne Flowers, Board Member (Committee Chair)

Staff Members Present:

Shaelene Plank, Executive Director
Olivia Pruitt-Payne, HR Manager

Rachel Shapiro, Executive Assistant

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1. **Call meeting to order** –called the meeting to order at 4:00 pm.

Nominating Committee

2. Update on board member recruitment
 - a. Shaelene had a meeting with a potential board member. Still no response, so moving on. Next week she is meeting with another potential board member (A contact Nate made through doing an outreach presentation at the Down Syndrome Association). Shaelene also has another parent's contact information and would like to reach out to them as well.
3. Suggestions for Committee members
 - a. If you have suggestions for board or committee members, please let Shaelene know. Ken will look into it.
4. Board Attendance/Engagement
 - a. Page 2-6 of packet. This is the first quarter of FY24, so we have not had many meetings yet. The report shows the cumulative total of board and committee meetings. Doing well so far. Working on some board engagement activities for January, February, and March (agency tours). Working on scheduling. Legislative coffee on November 28th is also another opportunity. Becky and Shaelene will talk impact of eliminating personal property tax and legislative priorities. She sent a calendar invite out for that.

Personnel Committee

5. Employee Satisfaction Survey Response
 - a. Shared the survey with the board. Olivia and Shaelene look at the areas where we have scored lower or where there has been a decrease in score and try to address those things where we can make an impact. This year we looked at any percentages below 90%.
 - b. In the Leadership section, there were two questions that qualified: "Leadership staff is open to discuss all issues and responds to concerns."; and "Agency leadership provides opportunities for staff to be involved in developing solutions and providing input into decisions that affect their work and the work of the agency." Both are in the upper 80th percentile but were decreases for us. To respond so far this year, we have had representatives from all departments sit on the values and rebranding committee. This included people outside of the leadership team. Also, Shaelene met with all staff one-on-one over 2-3 months to gather feedback and discuss DEI issues. Made other changes based on those discussions.
 - c. Communication – One question applied: "I have input into matters that affect my job." Will be changing our policy with new Service Advocates so that they can telecommute within 6 months of hire if performance standards are met. They used to have to wait one year.
 - d. Pay – We did this survey after pay increases, hoping the raises received would have a positive effect on the survey. There were four questions that scored lower:

- i. "Compared with other organizations, pay here is competitive." (Score of 74%)
- ii. "I understand how my pay is determined." (Score of 81.5%)
- iii. "At DD Resources, I am paid fairly for my job." (Score of 74.1%)
- iv. "At DD Resources, high performance is rewarded financially." (Score of 74.1%.)
- e. To address these, we have put a new performance incentive compensation plan in place, effective this month. They can earn incentive payments based on two performance measurements (80% billing and completion of ISPs). The other action taken was an increase in starting wages for Service Advocates (increased in July of 2023, and other SA salaries were adjusted accordingly if applicable). Also, we will be doing a new compensation study. Will use those numbers to recommend salary budget amounts to the board for FY25.
- f. Benefits – One item scored 89% (a slight decrease): "Compared with other organizations, our overall benefits package is competitive." To address this, we absorbed the increased cost of insurance for 2023. No added cost was passed on to employees.
- g. Operational Effectiveness – We scored 74.1% for "My work area is well designed for my job." Dissatisfaction mostly from TCM staff regarding cubicles and noise level. All cubicle staff are eligible for noise-cancelling earbuds or headphones that we provide. Also, they are eligible to telecommute up to 3 days.
- h. Employee development and recognition – One item scored 66.7%. Is not surprising because we had great retention in FY23, which means there were fewer opportunities for people to move up in positions. We share external job opportunities with staff and always let people know we want to develop leaders and skills. We develop people. If people want to move on and up, we provide job references. We don't hold people back.
- i. The Employee Satisfaction Survey is reviewed regularly and is an all-staff agenda item. Communication lines are open, and staff are aware.
- j. The committee praised the staff for taking all feedback seriously.

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

Paige Colbert moved to go into closed session. Chris Faerber seconded the motion. All voted in favor. None opposed. The committee went into closed session at 4:16 p.m.

The committee came out of closed session at 4:35pm.

- 6. Call for a motion to adjourn – Paige Colbert made a motion to adjourn. Chris Faerber seconded the motion. All in favor. None opposed. The meeting was adjourned at 4:36p.m.**

DocuSigned by:



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Nina North Murphy, Secretary

11/30/2023

Date Approved