



St. Louis Office for Developmental Disability Resources
Minutes of the Meeting of the Board of Directors
Thursday, February 8, 2024

Board Members Present:

Cynthia Mueller, Chairperson Dionne Flowers, Board Member Ken Franklin, Board Member
Patrick Brennan, Treasurer Sherry Wibbenmeyer, Board Member
Nina North Murphy, Secretary Paige Colbert, Board Member

Board Members Absent:

William Siedhoff, Vice Chairperson Chris Faerber, Board Member

Staff Members Present:

Shaelene Plank, Executive Director Jack Neyens, Financial Consultant Gabrielle Buenger, Marketing & Communications Coordinator
Nate Head, Director of Agency & Community Relations Samantha Montgomery, Director of Service Coordination Rachel Shapiro, Executive Assistant
Olivia Pruitt-Payne, Director of HR Ebony Young, Agency Relations Representative Kelsi Davis, Service Advocate
Nathan Patton, Director of IT Larissa Mulherin, Service Advocate
Lisa Briggs, Director of Finance

Guests Present by Phone or In Person:

Shanna Nieweg, Horizon Housing Rachel Svejkosky, F.A.C.T.
Kathy Farache, AADD Lisa Rohr, Delta Gamma Center

I. Call Meeting to Order

Cynthia Mueller called the St. Louis Office for Developmental Disability Resources Board of Directors Meeting to order at 5:00 p.m.

II. Remarks from visitors - No remarks.

III. Introductions – Introductions to the Board Members and guests were made. Welcome to our new Service Advocate, Larissa Mulherin.

IV. Mission Moment – Horizon Housing, Shanna Nieweg

- a. Horizon Housing provides permanent supportive housing for households that are developmentally disabled, mentally ill, and substance-addiction driven. Over the past twenty years, they have grown from four units to over fifty-four units and currently serve a total of 134 individuals, 58 of whom have a developmental disability. In the past two years alone, they have had twenty-eight graduate out of their program into fair market housing with subsidies attached through their support services.
- b. Shanna shared a success story about a woman with IDD who came to them for help in 2019. She was on the streets with two children. Horizon Housing brought her in, set her up with the St. Louis Regional Office and Vocational Rehabilitation. She spent four years saving money, gaining employment, and getting back on her feet. She achieved her dream of homeownership by moving into affordable housing based on her income.
- c. She is currently stable and receiving support services. Thank you do DDR for assisting with funding for support services.

V. Board Consent Agenda Items – Cynthia Mueller, Chairperson

- a. The following items were presented to the Board for approval:
 - i. Minutes of November 9, 2023 DD Resources Board Meeting
 - ii. Minutes of November 9, 2023 Board Meeting Closed Session

- iii. Minutes of January 11, 2024 Executive Committee Meeting
- iv. Minutes of January 18, 2024 Finance Committee Meeting
- v. Executive Director Succession Plan

b. Patrick Brennan moved to approve the consent agenda items. Paige Colbert seconded the motion. All voted in favor. None opposed. Consent agenda approved.

VI. Executive Director's Report – Shaelene Plank

- a. Shaelene thanked Bill and Cindy for participating in the Legislative Coffee event on November 28th, where she spoke to legislators about the importance of personal property taxes and a TCM rate increase. She also thanked the board members who participated in our board/staff holiday party as well as our consumer holiday party. Thanks also to Pat and Cindy who attended the board engagement event at Mercy hospital in January.
- b. Agency Relations / Eastern Region Alliance
 - i. The FY25 funding announcement was sent to 377 current and potential partners. The click rates have been high. Sharing the announcement within our peer networks and member organizations has resulted in several meetings with potential partners who are planning to submit proposals that address our funding priorities. The initial response has been encouraging. The due date for proposals is February 16th.
 - ii. The Alliance facilitated two funding application training sessions (January 23-25).
 - iii. Ebony attended the Immigrant Service Provider Network conference in December, giving us a better understanding of the needs and challenges our city's immigrant population faces regarding meaningful engagement with service providers. It also allowed us to share information about our organization and explore collaborations between our funded partners and the immigrant service provider community.
 - iv. Nate and Shaelene attended Philanthropy Missouri's second annual Statewide Convening and Annual Meeting on January 25-26, where they networked with fellow city/county government grant makers and foundations to discuss potential partnerships.
 - v. We participated in community meetings regarding Northview Nursing Home and Heritage House to determine if we could be of assistance to any residents who had a developmental disability. So far, we were able to assist one resident with a referral to the Family Navigator program we fund with AADD.
- c. TCM
 - i. The TCM department has completed the onboarding with the MO Disability and Health Collaborative Linkage Demonstration Project. This free health program for adults with IDD links individuals to community health care and resources based on their assessed "unmet needs". We are working to help close the gaps on health disparities for people with IDD in the city of St. Louis. The TCM department will be given a \$25,000 grant for participating in the project. Continued participation next year will earn the TCM department \$40,000.
 - ii. The Director of Service Coordination, along with several MACDDS Executive Directors and TCM Directors, are exploring the reasons for service deserts in our respective counties. This means that all the services that should be available through the Medical Waiver to our consumers do not have providers in those areas and therefore our consumers cannot receive the services they so desperately need. The first area of study is slated to be St. Louis City and the group is in the research phase of this potential grant development.
 - iii. The United Way's 100 Neediest holiday campaign wrapped up mid-December with 184 of our consumers entered into the program and receiving a total of \$50,669 for the holidays season. We also raised additional funds to provide gift cards to six families through our snack cart fundraiser, Fly Wheel, and one anonymous donor.
 - iv. DMH is starting over with the development of its new TCM/Provider database to replace CIMOR. The timeline is at least five years to completion. The MAAS system is still malfunctioning, but the Division assures us they are working diligently to fix the issues so that there is no further delay in the requirements for Service Advocates with regard to Medicaid Waiver service monitoring and

compliance. The TCM department completed the Health Risk Screening Tool (HRST) assessments, for which we were compensated.

d. Rebranding

- i. We are rebranded and have received a positive response from agencies that they love the new logo and colors. The website is up and running.

e. Legislative and State Updates

- i. Shaelene visited the state capitol, along with four staff, MACDDS and the Gateway Coalition, on January 30th. They met with many legislators and spoke to them about the following priorities:
- Increasing funding by \$5.9 million General Revenue for TCM
 - Ensuring local property tax levies remain intact
 - Increasing funding to providers through General Revenue to ensure market-rate wages for direct-care workers
- ii. Shaelene has submitted a fiscal impact statement in response to Senator Eigel's bill.
- iii. Legislation for Circuit Breaker will be heard next week. It will be based on income and includes renters and home owners. Would be good if it was passed. We would not be affected by it and signed on in support of it.

f. Other

- i. Risk assessment is included in the board packet. Please be sure to review it.
- ii. The Annual Report was distributed. Hard copies go out tomorrow and electronic copies will be available on the website.

VII. Committee Reports

a. **Finance Committee** – Patrick Brennan, Treasurer

- i. Review and recommendation to approve the DD Resources annual audit for 2023
- The committee met on 1/18. Rubin Brown presented the 2023 audit and the 2022 990 for approval (all are included in the board packet). We received high praise for Lisa, her staff and the board. Thank you again, Lisa.
 - **Paige Colbert moved to approve the annual audit for 2023. Ken Franklin seconded the motion. All voted in favor. None opposed. The annual audit for 2023 was approved.**
- ii. Review and recommendation to approve the DD Resources 990 for 2022
- **Paige Colbert moved to approve the DD Resources 990 for 2022. Nina North Murphy seconded the motion. All voted in favor. None opposed. The 990 for 2022 was approved.**
- iii. Review and recommendation to approve October, November, December 2023 financials – Lisa Briggs, Director of Finance
- Lisa presented the December financials. As of December 30, 2023, we had \$14,754,254 in CDs and cash. Headcount was 31 (we are still short two service advocates, whom we are actively recruiting). Revenue (non-TCM) was \$4,161,085, slightly over budget because tax revenue has been coming in quicker via ACH. TCM revenue was \$153,000 below where we budgeted to be, but that's expected with two fewer service advocates on staff and a lot of PTO in December. Total expenses were just shy of \$4,600,000. TCM expenses versus revenue was \$279,438.
 - **Paige Colbert moved to approve the October, November and December 2023 financials. Nina North Murphy seconded the motion. All voted in favor. None opposed. The October, November, and December 2023 financials were approved.**
- iv. Shaelene gave an update on potential housing projects. Will have more information after all applications are in. She also reported that we just got the compensation study back, have reviewed it, and will present it to the full board during closed session, following this meeting.

b. **Executive Committee** – Cindy Mueller

- The committee met on 1/11. Discussed board recruitment. Currently waiting on approval of Sarah Sims. Might be approved by the next board meeting. Dr. Selena Washington has also submitted an application. The Board of Aldermen vote next week. These two candidates will replace Ken and Dionne, but the good news is that both Ken and Dionne agreed to stay on as committee members. We are so grateful.

- Reviewed the bylaws. No changes.
- Executive Director Succession Plan – It was reviewed, and the only change suggested was to delete the names listed with positions and to only list the position.
- Shaelene reviewed the Strategic Plan, as we will do with the full board tonight.
- The committee reviewed the revised Communication Plan, which includes the new messaging strategy from our rebranding.

VIII. Unfinished Business – None

IX. New Business

- a. Strategic Plan Review, Shaelene Plank, Executive Director
 - i. Shaelene reviewed our progress on the Strategic Plan and shared the tracker (also included in the packet). We are doing well on our goals.
- b. Rebranded DD Resources website, Nathan Patton, Director of IT
 - i. Nathan presented the new rebranded DD Resources website, highlighting new features, content, formatting, and design.
 - ii. It is notable that we have not had to use stock photos thanks to Gabby and Nate who obtained photo releases at events. It is nice to use real photos of the people we are serving.

X. Announcements

- a. Board engagement tour – Not sure if we can reschedule the canceled tour of Variety; however, we are working on a tour with Delta Gamma.

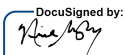
XI. Closed Session

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 5:51 p.m.**
- The committee re-opened at 6:27p.m. and called for a motion to adjourn.

XII. Call for a motion to adjourn.

- a. **Paige Colbert moved to adjourn the general board meeting. Pat Brennan seconded the motion. All voted in favor. None opposed. Meeting was adjourned at 6:28pm.**

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Nina North Murphy, Secretary

3/21/2024

Date Approved