



**St. Louis Office for Developmental Disability Resources**  
**Minutes of the Meeting of the Board of Directors**  
**Thursday, March 14, 2024**

**Board Members Present:**

Cynthia Mueller, Chairperson	Dionne Flowers, Board Member	Chris Faerber, Board Member
Patrick Brennan, Treasurer	William Siedhoff, Vice-Chairperson	
Nina North Murphy, Secretary	Sarah Sims, Board Member	

**Board Members Absent:**

Sherry Wibbenmeyer, Board Member    Paige Colbert, 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	Rebecca Black, TCM Supervisor
Olivia Pruitt-Payne, Director of HR	Ebony Young, Agency Relations Representative	Aaron Engelbrecht, Service Advocate
Nathan Patton, Director of IT		
Lisa Briggs, Director of Finance		

**Guests Present by Phone or In Person:**

Amanda Kehoe, Sunnyhill	Christine Kennett, F.A.C.T.	Lisa Rohr, Delta Gamma Center
Suzanne Yardley, ESMW	Dana Walker, St. Louis ARC	Brian Cherrick, Wells Fargo

**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 Board member, Sarah Sims, and our new Service Advocate, Aaron Engelbrecht.

**IV. Mission Moment** – Samantha Montgomery

- a. Samantha relayed success stories of three of our consumers.

**V. Investment Presentation** – Brian Cherrick, Wells Fargo

- a. Brian Cherrick of Wells Fargo presented on the board investments.
  - i. Spoke about the positivity and the morale of the staff. Serving the mission well.
  - ii. State of the finances are strong and healthy. Stable due to prudent management and fiscal spending.
  - iii. \$16.6 million and interest in investments. Investments in FDIC insured CDs. Shop for the highest yields. Inflation has benefitted DDR (matured CDs are reinvested at higher rates). Laddered portfolio. Yields are at 5% now. Average has been around 2%.
  - iv. Earned \$3.789 million in returns since Wells Fargo has managed our portfolio. We would like our reserves to remain at \$10 million annually.

**VI. Board Consent Agenda Items** – Cynthia Mueller, Chairperson

- a. The following items were presented to the Board for approval:
  - i. Minutes of February 8, 2024 DD Resources Board Meeting

- ii. Minutes of February 8, 2024 DD Resources Board Meeting Closed Session
  - iii. Minutes of February 15, 2024 DD Resources Program Committee Meeting
- b. Nina North Murphy moved to approve the consent agenda items. Chris Faerber seconded the motion. All voted in favor. None opposed. Consent agenda approved.**

**VII. Executive Director’s Report – Shaelene Plank**

- a. Agency Relations / Eastern Region Alliance
  - i. The FY25 Funding Cycle closed in February. We received 77 requests to renew projects and 17 new project proposals. The Program Committee will make its recommendations to the board at the May board meeting. We have some funding available for one-time spending.
  - ii. Staff joined other St. Louis funders in a discussion about equity in aging at an event organized in partnership with the Missouri Foundation for Health, Philanthropy Missouri, and Marillac Foundation. The conversation examined the impact of prior policy on present work in the aging field and what is happening today that affects the ability of older adults to thrive. Our participation highlighted that the intersection of aging and developmental disabilities needed to be included in further discussions.
- b. TCM
  - i. We are participating in a new pilot project in St. Louis which the Division is hoping will help stabilize individuals we support who are at risk of losing their residential provider due to psychiatric/behavioral issues. DMH hired a psychiatric nurse practitioner who will work with the Division’s Chief Medical Director to provide immediate in-home services to help stabilize these individuals. Regional TCM directors met to discuss this important program.
  - ii. The Director of Service Coordination is co-chairing a workgroup through MACDDS to tackle service deserts across the state. They are working on a potential grant proposal for research on causes for these service gaps. The Director of Service Coordination is also participating in a Utilization Review workgroup with the Division to better streamline the UR process across the state.
  - iii. The Director of Services Coordination and the two TCM Supervisors have completed the final step of onboarding for the Linkage Demonstration Project. We will now move to set up appointments for the individuals who wish to participate. We have seven volunteers thus far. We will first set a health-related goal for each participant with the intention to achieve that goal by the end of June.
  - iv. The Division has informed us that the new timeline for ConneXion is now 2029 with the RFP for products and designers going out in 2025.
- c. New Board Members
  - i. Sarah Sims has been approved as a new board member. Shaelene will meet with her for an orientation. We are still working on getting one more board member approved.
  - ii. Shaelene recognized and thanked Dionne Flowers for her service on the board since 2018. She thanked her for her participation, leadership on the Nominating/Personnel Committee and her commitment to our mission. Dionne will remain as a committee member of the Nominating/Personnel Committee. Cindy also thanked Dionne for her steadfast loyalty and dedication to the board while she served and is grateful she will continue to contribute to the Nominating/Personnel Committee.
- d. Dashboard
  - i. Shaelene gave an overview of progress on the agency dashboard.
  - ii. The board of directors is meeting their attendance goal. The fiscal department is meeting its goals related to financial reporting and agency reimbursement at 100%; it is making progress on the goal to complete financial reviews in partnership with the Alliance. The Human Resources department maintains high employee retention and low staff separations. Safety goals for this quarter are at 100%. TCM is doing well on all their goals, either meeting or exceeding them. Their goal for having ISP plan meetings completed on time is improving and achievable by year-end.
  - iii. Nathan Patton reported that Information Technology goals are all being met or exceeded. Gabrielle Buenger reported that progress on Marketing and Communications goals around social media are improving each quarter.
- e. Legislative and State Updates

- i. The House Budget Committee issued its recommendations. They wish to reduce utilization for the Division and create a waitlist for services while increasing DSP wages to the \$17.00/hour rate. This is not an increase for TCM (not until the DSP rate would be to \$17.83/hour or more. Even at that rate, the TCM increase would be minimal.
- ii. They also have language requiring the Division to report additional metrics to the legislature about waiver slots, rate studies, etc. MACDDS will investigate this further, and Shaelene will share when she has more details.
- iii. The House is preparing to debate the budget immediately when they return from break. They need to pass a balanced budget by May 10<sup>th</sup>.
- iv. There are numerous bills out related to reducing property taxes. SB1361 and HB1436 are identical bills regarding sheltered workshops and the statute that enables SB40 boards. Shaelene will share more information when she has it.

### VIII. Committee Reports

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

- i. Review and recommendation to approve January 2024 financials – Lisa Briggs, Director of Finance
  - Lisa reviewed the January 2024 financials. As of 1/31/24, we had over \$17 million (had some in our checking account in addition to the amount reported by Mr. Cherrick), and we are spending that down. We need \$6.7M for the remainder of the fiscal year. Our headcount is still at 31. Revenue year-to-date is \$8.5M. Non-TCM revenue is \$636,000 over budget year-to-date and the TCM is under budget almost \$157,000. All expense categories are under budget except for transportation, for which we will increase funding next fiscal year. TCM revenue vs. expenses – TCM is negative \$328,000, which is covered with SB40 tax revenue.
  - **Dionne Flowers moved to approve the January 2024 financials. Chris Faerber seconded the motion. All voted in favor. None opposed. The January 2024 financials were approved.**

#### b. Program Committee – Cindy Mueller

- The committee met February 15, 2024. Received mid-year funding requests from agencies. Recommending the following adjustments, all within our budget:
  - a. Additional \$25,000 for Variety the Children’s Charity to serve 20 more children.
  - b. Additional \$15,000 to serve 45 individuals at the Center for Specialized Services.
  - c. Additional \$11,090 for the supported employment program at the St. Louis ARC.
  - d. \$3000 to sponsor the annual conference presented by AADD.
- **Dionne Flowers moved to approve the mid-year funding recommendations. Patrick Brennan seconded the motion. All voted in favor. None opposed. The motion passed.**
- The committee also reviewed an emergency funding request by Worth Industries for a pallet jack. It is essential for their business. Cost is \$5500. There is \$60K left in the emergency fund so the committee is recommending approval of the request.
- **Dionne Flowers moved to approve the funding for Worth Industries. Chris Faerber seconded the motion. All voted in favor. None opposed. The funding was approved.**

### IX. Unfinished Business – None

### X. New Business

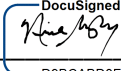
- a. Review and approval of Disaster Recovery Plan and Incident Response Plan, Director of IT, Nathan Patton
  - i. Nathan Patton reviewed the highlights of the Disaster Recovery Plan and Incident Response Plan. The plan remains the same as in the past. Some vendor names, positions, titles, and other small changes were made.
  - ii. **Patrick Brennan moved to approve the Disaster Recovery Plan and Incident Response Plan. Chris Faerber seconded the motion. All voted in favor. None opposed. The plans were approved.**

### XI. Announcements - None

**XII. Call for a motion to adjourn.**

- a. William Siedhoff moved to adjourn the general board meeting. Chris Faerber seconded the motion. All voted in favor. None opposed. Meeting was adjourned at 5:56 pm.**

DocuSigned by:



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Nina North Murphy, Secretary

May 9, 2024

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Date Approved