



St. Louis Office for Developmental Disability Resources  
Minutes of the Nominating Personnel Committee  
May 2, 2024

**Committee Members Present:**

Cynthia Mueller, Chairperson  
Dionne Flowers, Committee Chair

Paige Colbert, Board Member  
Sarah Sims, Board Member

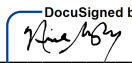
**Board Members Absent:**

Chris Faerber, Board Member

**Staff Members Present:**

Shaelene Plank, Executive Director  
Olivia Pruitt, Director of HR

1. Call meeting to order - The meeting was called to order at 4:03 pm by Dionne Flowers, Committee Chair.
2. Committee chair position – Shaelene Plank
  - a. Dionne is now a volunteer community member on the committee so cannot continue to chair the committee. The chair needs to be a board member so that they can report out to the full board and per the bylaws. Dionne discussed the duties of the position. Paige Colbert and Sarah Sims said they would both consider chairing the committee and get back to Shaelene.
3. Review of external health and safety report
  - a. The committee reviewed the external health report. There were no findings in the report.
  - b. **Paige Colbert moved to accept the health and safety report. Sarah Sims seconded the motion. All voted in favor. None opposed. Motion passed.**
4. Review board terms, attendance, and engagement - Shaelene Plank, Executive Director
  - a. We reviewed the expiration of board member terms and discussed identifying potential new board members. Identifying people to serve on committees is a good way to introduce people to DD Resources so that when a board position becomes vacant, we naturally have people to fill those positions. Committee members will work to identify possible candidates.
  - b. We reviewed board attendance. We have one board member below the attendance requirement right now, but we have three more months of data to collect for the fiscal year.
  - c. We discussed possible board and staff engagement activities and identified process for scheduling some agency tours with new board members.
5. Update on new board member - Shaelene Plank, Executive Director
  - a. We have one board member going through the vetting process with the BOA. She has been on the agenda for the full board and now waiting to go before the Health and Human Development Committee.
6. Staff feedback on compensation study – Shaelene Plank, Executive Director
  - a. Shaelene and Olivia recently gave a presentation to staff about the compensation study during an all-staff meeting. Shaelene shared some staff feedback with the committee about the presentation and said there will be more feedback available in the employee satisfaction survey results.
7. Review of HR policies and AI policy – Olivia Pruitt, Director of HR
  - a. Olivia Pruitt highlighted the revisions made to existing HR policies and the new Pregnant Workers Fairness Act. We also review the new AI policy.
  - b. **Sarah Sims moved to approve the revision of current policies and new policies. Paige Colbert seconded the motion. All in favor. None opposed. Motion passed.**
8. Call for a motion to adjourn.
  - a. **Paige Colbert moved to adjourn the meeting. Cindy Mueller seconded the motion. All in favor. None opposed. The meeting was adjourned at 5:07 pm.**

DocuSigned by:  
  
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 Nina North Murphy, Secretary

\_\_\_\_\_ May 9, 2024  
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 Date Approved