



St. Louis Office for Developmental Disability Resources  
Minutes of the Meeting of the Board of Directors  
Thursday, May 9, 2024

**Board Members Present:**

Cynthia Mueller, Chairperson	Sarah Sims, Board Member	Paige Colbert, Board Member
William Siedhoff, Vice-Chairperson	Sherry Wibbenmeyer, Board Member	
Patrick Brennan, Treasurer		

**Board Members Absent:**

Nina North Murphy, Secretary	Ken Franklin, Board Member	Chris Faerber, Board Member
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**Staff Members Present:**

Shaelene Plank, Executive Director	Lisa Briggs, Director of Finance	Ebony Young, Agency Relations Representative
Nate Head, Director of Agency & Community Relations	Jack Neyens, Financial Consultant	
Olivia Pruitt-Payne, Director of HR	Samantha Montgomery, Director of Service Coordination	
Nathan Patton, Director of IT	Rachel Shapiro, Executive Assistant	

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

Mark Keeley, St. Louis ARC	Christy Polk, Epilepsy Foundation	Mindy Davis, Recreation Council
Sandy A. Vandaveer Irwin, St. Louis ARC	Nicole Sauer, Epilepsy Foundation	Karen Schuster, Lifebridge
Libby Eversgerd, St. Louis ARC	Kit Brewer, Project CU	Jodi Woessner, Pathways to Independence
Kathy Farache, AADD	Lisa Rohr, Delta Gamma Center	
Amanda Kehoe, Sunnyhill	Lindsey Watson, ESMW	

**I. Call Meeting to Order**

Cynthia Mueller called the St. Louis Office for Developmental Disability Resources Board of Directors Meeting to order at 5:05 p.m.

**II. Remarks from visitors - No remarks.**

**III. Introductions – Introductions to the Board Members and guests were made.**

**IV. Mission Moment – Epilepsy Foundation**

- a. Christy Polk and Nicole Sauer of the Epilepsy Foundation spoke about how grateful they are for our partnership and shared a success story about an Independent Living client.

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

- a. The following items were presented to the Board for approval:
  - i. Minutes of the March 14, 2024, DD Resources Board Meeting
  - ii. Minutes of the March 28, 2024, DD Resources Program Committee Meeting
  - iii. Minutes of the April 10, 2024, DD Resources Program Committee Meeting
  - iv. Minutes of the April 18, 2024, Executive Committee Meeting
  - v. Minutes of the May 2, 2024, Nominating/Personnel Committee Meeting
- b. **William Siedhoff 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. Agency Relations / Eastern Region Alliance
  - i. Agency Relations wrapped up the FY25 funding cycle in March and we are proud of the proposed portfolio of programs that we believe will significantly and positively impact city residents.
  - ii. The FY25 program budget is \$6,707,681 and includes 6 new projects, 4 of which are from new organizations, bringing the total to 83 programs from 42 organizations.
  - iii. The Bi-State tax we receive will provide approximately \$556,133 to support transportation to and from sheltered workshop employment.
  - iv. We have continued to network in the community and have met with a number of organizations.
- b. TCM
  - i. The TCM department continues to work with DMH on several projects. The Utilization workgroup will be rolling out a new efficiency tool, and the Linkage Project continues to go well.
  - ii. We continue to face some challenges, including a new barrier with new waiver service approvals due to the state enacting a new rule. A Medicaid denial is now required prior to submission to DMH for waiver approval. There will be some delays in new waiver slot assignments until this is resolved. It also affects us because when people are removed from Medicaid, we cannot bill for services. As a result, we are pulling reports twice a month to see who has inactive Medicaid so we can troubleshoot the issues and recoup any lost funds.
  - iii. Our TCM trend report, which provides compliance information related to CMS performance measures, was excellent. We increased the number of individuals served, our Level of Care completion rate is at 98% (would have been 100% if not for the MAAS implementation and transition), and there were no errors on our LOC reports. We continue to perform above statewide compliance in all categories.
  - iv. The annual DMH audit conducted by the Columbus Group will take place June 10<sup>th</sup> -12<sup>th</sup>.
- c. Board Assessment
  - i. We reviewed the board assessment completed by all board members. Our ratings for 2024 were higher than last year in a lot of areas. Overall board assessment scored a 5 (perfect score) in several areas.
  - ii. We scored lower in the area of periodically visiting DD Resources funded agencies, as we have had to cancel some events due to low turnout. Will focus on our newest board members and coordinate times with them that they can see agencies and then open it up to remaining board members.

## VII. Committee Reports

- a. **Executive Committee** – Cynthia Mueller, Chairperson
  - i. The committee met last week. Reviewed the board assessment and attendance. Concerned about maintaining attendance and engagement in the community. Reviewed governance policies and the process for board appointments with the mayor’s office. Confirmed that the process is accurate in our policy. All policies will come forward soon for approval as a whole.
  - ii. A potential new board member is going through the process of approval with the mayor’s office (taking Ken’s position). Ken will stay as part of finance committee.
- b. **Finance Committee** – Patrick Brennan
  - i. Review and recommendation to approve February and March 2024 financials, Lisa Briggs, Director of Finance
    - Lisa presented financials, beginning with the March snapshot. As of 3/31/24 we have \$16,810,280 to use to fund programs in the coming year and to finish remainder of the year. Headcount is 31. Total revenue was \$9,408,000 (slightly above budget). Non TCM revenue has come in stronger. Our expenses are at \$7,261,000 (\$519K under budget y-t-d). We have unrealized gains this year due to higher interest rate CDs. Net so far is \$2.5 million for the year (revenue came in January and February). Compared to the prior year, TCM is negative \$414,754.
    - Forecast - Expenses will be under budget by \$428,000 and will be net \$383,000. This figure considers some programming approved by the program committee for this year. Lisa

shared a cash flow chart showing ending balances since 2017. Totals have increased and leveled off, and we are where we want to stay.

- **Paige Colbert moved to approve the February and March 2024 financials. William Siedhoff seconded the motion. All voted in favor. None opposed. Financials were approved.**

**c. Program Committee** – Cynthia Mueller, Chairperson

i. Review and approve FY25 budget for funded agencies, Nate Head, Director of Agency & Community Relations

- The committee met twice since the last board meeting. On 3/28/24 they reviewed current and new funding requests. They also voted to approve reimbursing the Mental Health Board for \$1,058.36, which was used to reimburse nursing home residents with developmental disabilities who were displaced from the Northview nursing home when it shut down.
- **Patrick Brennan moved to approve reimbursement to MHB in the amount of \$1,058.36 for the nursing home residents' expenses. Sarah Sims seconded the motion. All voted in favor. None opposed. The motion passed.**
- Also voted to approve midyear funding requests: UCP supported employment for \$14,289.90, Sunnyhill ISLA for \$3,459.75, and the Center's employment training for \$10,565.16.
- **William Siedhoff moved to approve midyear funding requests. Patrick Brennan seconded the motion. All voted in favor. None opposed. Midyear funding requests were approved.**
- On 4/10/24 we met with Horizon Housing and Gateway Housing First to discuss their housing project request.

ii. Nate – FY25 program portfolio and budget

- We opened the funding cycle with specific priorities and received 77 requests from currently funded agencies to continue those programs. Of those, 75% were recommended for funding with no changes. 18% were recommended with reductions, and 6% were recommended with increases to meet the demand for services.
- Three programs were not recommended due to lack of utilization, reach or engagement.
- There were 18 requests for new programs. 11 were recommended for funding. We will be recommending that some be funded in FY24.
- Recommendation of new projects:
  - a. Starkloff Dream Big program
  - b. KBC respite program
  - c. Horizon Housing and Gateway Housing for 50% of predevelopment costs for a tiny home community. Total development will be over \$5 million, which they will secure elsewhere. Preliminary work to be completed by February 2025. Contingent on ability to secure the other half of funding.
  - d. Promise Community Homes – repairs to a home that DDR helped purchase in 2011.
  - e. Southside Early Childhood Center – adaptive equipment and staff development
  - f. Lafayette Habilitation Center – one-time capital request for facility improvements
  - g. Navigate STL Schools – platform to navigate the education system. Would like to help families and become aware of rights and services. Video campaign.
  - h. Artists 1<sup>st</sup> – tables for studio space.
  - i. MUNY – closed captioning software (GalaPro program).
  - j. Five Star Community Center – \$2500 for automatic restroom doors to make their space more accessible.
  - k. AADD – conference sponsorship.
  - l. Some one-time projects will be funded this fiscal year:
    - i. Promise Community Homes
    - ii. Part of Southside's request

- iii. Lafayette Habilitation
- iv. NavigateSTL
- v. Artists First – partial request
- vi. The Muny
- vii. Five Star
- viii. Total to be funded in FY24 is: \$347,703

- m. **William Siedhoff moved to approve the Horizon Housing and Gateway funding request for predevelopment costs contingent on their ability to secure the other half of the funding. Paige Colbert seconded the motion. All voted in favor. None opposed. Motion passed.**
- n. **Paige Colbert moved to approve all other recommended funding requests for FY25 with some of those identified to be done in FY24, if possible for the agencies. Patrick Brennan seconded the motion. All voted in favor. None opposed. Funding was approved.**

**d. Nominating/Personnel Committee –**

- i. The committee met on May 2<sup>nd</sup>. They discussed the committee chair position (Dionne Flowers was the chair – but can no longer serve in the position). Some members are considering serving as the chair and will let us know.
- ii. Reviewed external health and safety report for building and there were no issues noted.
- iii. Reviewed board terms, attendance, and engagement.
- iv. Reviewed revised HR Policies and procedures and the new AI policy. Will bring all Policies & Procedures to the board for approval as a whole.

**VIII. Unfinished Business – None**

**IX. New Business**

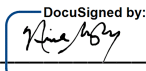
**a. St. Louis ARC request**

- i. The ARC requested an additional 150 units for the current fiscal year to get them through May/June for supported employment.
- ii. The funds would total \$8,317.50 for this fiscal year. Knowing this need, we have already budgeted for 600 units in FY25 instead of the 300 of this year.
- iii. **William Siedhoff moved to approve the St. Louis ARC request for an additional 150 units for the current fiscal year. Sarah Sims seconded the motion. All voted in favor. None opposed. The motion was approved.**

**X. Announcements - None**

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

- a. **Paige Colbert moved to adjourn the general board meeting. William Siedhoff seconded the motion. All voted in favor. None opposed. Meeting was adjourned at 5:51 pm.**

DocuSigned by:  


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Nina North Murphy, Secretary

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6/13/24

Date Approved