

St. Louis Office for Developmental Disability Resources
Minutes of the Meeting of the Board of Directors
June 12, 2025

Board Members Present:

Cynthia Mueller, Chairperson	Sarah Sims, Board Member	Chris Faerber, Board Member
Patrick Brennan, Treasurer	Paige Colbert, Board Member	Selena Washington, Board Member
William Siedhoff, Vice-Chairperson	Nina North Murphy, Secretary	

Board Members Absent:

Sherry Wibbenmeyer, Board Member

Staff Members Present:

Shaelene Plank, Executive Director	Lisa Briggs, Director of Finance	Gabrielle Buenger, Marketing & Communications Coordinator
Nate Head, Director of Agency & Community Relations	Ebony Young, Agency Relations Representative	Rachel Shapiro, Executive Assistant
Olivia Pruitt-Payne, Director of HR	Jack Neyens, Financial Consultant	Kelly Head, Administrative Clerk
Nathan Patton, Director of IT		

Guests Present by Phone or In Person:

Karen Shulik, Delta Gamma Center	Laura St. George, Sunnyhill	ShiQuita Lane, UCP
Rachel Svejrowsky, F.A.C.T	Sarah Fulk, Sunnyhill	Cindy Owens, UCP
Anna Zelinske, Starkloff	Libby Eversgerd, St. Louis ARC	Kathy Farache, AADD
Amanda Kehoe, Sunnyhill	Kit Brewer, Project CU	

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 of the Board Members and guests were made.

IV. Mission Moment, Anna Zelinske, Starkloff Disability Institute

- This is Starkloff's first year of funding with DDR.
- Anna spoke about their Dream Big program. The program is focused on career exploration for students with disabilities on track to attend a form of post-secondary education after high school. They try to encourage disability pride, self-awareness, and self-exploration. They help the students prepare for college and life readiness.
- They have a year-round program as well as their summer camp. Students who attend their programs get excited about their futures. They realize they can do things, even though they have a disability.
- There is a social aspect to the program because students learn about people with similar challenges. It also instills confidence in campers. Anna shared many positive outcomes of the program.

V. Approval of Minutes from the last Board Meeting - Cynthia Mueller, Chairperson

- The minutes from the May 8 Board meeting were included in the packet and reviewed.
- Chris Faerber moved to approve the board meeting minutes of May 8, 2025. Sarah Sims seconded the motion. All voted in favor. None opposed. The motion passed.**

VI. Executive Director's Report – Shaelene Plank

a. Agency Relations / Eastern Region Alliance

- i. DD Resources sponsored the AADD's 34th Annual Conference. Over 600 people participated from across Missouri and the country. Selena Washington was one of the keynote speakers and presented on her work with Washington University and St. Louis University, studying the association of falls, functional outcomes, and dementia risk symptoms in adults with Down syndrome.
- ii. Staff continue to check in with our funded partners to assess the impact of the tornado on funded programs and their participants. Our supported living providers have access to a client assistance grant that can help them purchase needed items. Several agencies are accessing this grant.
- iii. Tabernacle Community Development corporation reported damage to several properties that DDR had a financial interest in. They are working with their insurance company and CDA for repairs and will keep us informed.
- iv. All Horizon Housing tenants have a place to stay after the tornado. All buildings but Aubert are operational. They will most likely have to walk away from Aubert, but they are waiting to hear from the city on what HHDC's obligations are to the building/lot if they do so. They may still be financially responsible for the demo of the Aubert lot, which would cost \$150k. HHDC is fine with us transferring our liens against Aubert to new properties. The new windows and retaining wall at the W. Florissant property are still intact.
- v. Lafayette Habilitation Center has decided to close; the funding they received from the state was not sufficient to maintain their operations. One organization has signed a letter of intent to continue operations and take on their remaining debts, including the investments we made in their facility. We are working with their board to ensure the improvements we funded continue to benefit city residents with DD.
- vi. We coordinated Tabernacle Community Development Corporation hosting the Gateway Coalition June meeting. Pastor Andre gave a presentation about the services provided at the Hub and their work with renovations to rental properties for people with IDD. Feedback from the group was excellent and they have begun to think about opportunities in the city.
- vii. We organized a meeting for Chad Hartle to present to some of our housing partners. Chad is a respected developer and did the LIHTC project in Fredericktown. He talked with our partners about the utilization of LIHTCs to develop housing for special populations and is willing to work with our partners if they try to do a project in the city.

b. TCM

- i. TCM has been collaborating with the St. Louis Regional Office and the DMH Disaster Strike Team on response efforts to the recent tornado. Thank you to the many partners who stepped up with donations. The Service Advocates are taking resources to their consumers who need them. Samantha attended a disaster tabletop meeting conducted by the DMH office of Disaster Management to discuss how agencies like ours can develop a major disaster response for the consumers we serve.
- ii. We are currently interviewing to fill two Service Advocate positions.

c. Legislative Updates

- i. The final budget recommendation to the governor included the following:
 - A compromise of a 1.25% COLA increase to DD Providers
 - MOCDD waiver, additional \$1.58 million
 - A compromise on Community Programs Utilization of a Governor's position on residential waiver slots, with the House position of limiting slots for Community Support waivers and Partnership for Hope waivers.
 - A cut of \$1.35 million of federal funding for DD Autism centers.
 - An increase in DD Hospital Reimbursement - \$8.7M GR, with \$4.7M being one-time funding.
- ii. The governor has until June 30th to sign the budget. Legislators returned to the capitol for a special session. SB3 is moving forward, but we are exempt.
- iii. Shaelene, the Senior Fund, and MHB did a Meet and Greet with City Aldermen on May 16th.

- iv. Shaelene is scheduled to meet with Representative Elizabeth Fuchs on September 8th and Representative Marlon Anderson on August 25th.
- d. Other
 - i. The CARF report came in and we are accredited for another three years. They had five minor recommendations.
 - ii. Board engagement opportunity on August 26th at Bill Siedhoff's home to watch the Cardinals game. A calendar invite has been sent out.
 - iii. Rachel Shapiro has resigned from her position as Executive Assistant, effective August 1st. We wish her well. Thank you to Rachel for her 5+ years at DD Resources. Kelly Head, our current Administrative Clerk, will be filling the EA position and we will begin the search to fill Kelly's position.
 - iv. Paige Colbert will be ending her board service with us, as she and her husband have moved to the county. The September meeting will be her last and we will recognize her service at that meeting.
 - v. The Missouri Historical Society is holding programs for Disability Pride Month, which we will be sponsoring. A flyer was distributed.

VII. Committee Reports

- a. Finance Committee – Patrick Brennan
 - i. Review and recommendation to approve the April 2025 financials, Lisa Briggs, Director of Finance
 - We have just under \$18 million, \$14.5 million of which is for next year. Great position to be in. Human capital is at 32.65. Total revenue is \$10.5 million. Total expenses are \$8.5 million. We continue to fund TCM at \$544,000 to account for the shortfall of what the state reimburses us.
 - Forecast – Lisa forecasts the Revenue to be \$11.6 million. Tax revenue comes in strong, and interest rates remain high. Salary and benefits \$3.146 million. Rent is on budget. Operating expenses are \$46K under budget. Agency funding slightly over by \$70K. Will probably end up positive \$245K.
 - Graph on page 21 of the packet shows the cash flow for fiscal year by month.
 - Graph on page 22 shows the financial history from 2017 through this fiscal year. Nov 2017 we were at \$4.3 million. We have come a long way, have built up our reserves, and can support agencies when they need it.
 - **Chris Faerber moved to approve the April 2025 financials. Sarah Sims seconded the motion. All voted in favor. None opposed. Motion passed.**
 - ii. Review and recommendation to approve DD Resources annual budget for FY26, Lisa Briggs, Director of Finance
 - Lisa reviewed the budget highlights. Will fund TCM in the amount of \$706K. We did a negative budget of \$1.7 million. Revenues are pretty much stable. Compensation proposal – adding two service advocates if we have the caseloads come in. We share our IT staff with DDA (half of the expense is “other revenue”). We also share our marketing staff with PLB (half of it is shown as “other revenue”). Budgeted for a raise pool for staff.
 - Budget summary - \$11.4 million in income. Salary and benefits \$3.5 million. Facilities \$230K. Operating expenses \$500K. The rest is the agency funding, which was approved last month. Forecasting about 5% underutilization by agencies.
 - **William Siedhoff moved to approve the DD Resources annual budget for FY26. Nina Murphy seconded the motion. All voted in favor. None opposed. Motion passed.**

VIII. Unfinished Business

- a. Recommendation to approve the amended by-laws, Cynthia Mueller, Board Chairperson
 - i. The by-laws were included in the packet and the change to Article VIII, Item 4 was read: “Membership on the Board implies a willingness to attend at least two-thirds (2/3) of the regularly scheduled Board and Committee meetings with 50% of the required attendance being in person.”
 - ii. **Nina Murphy moved to approve the change to the by-laws. Patrick Brennan seconded the motion. All voted in favor. None opposed. Motion passed.**

IX. New Business

- a. Review and recommendation to approve the Code of Ethics Resolution, Shaelene Plank, Executive Director
 - i. The Code of Ethics for DDR Resolution was included in the packet, and therefore did not have to be read into the minutes. This is something we approve every year and are required to submit it to the MO Ethics Commission every 2 years. This is a year in which we submit it.
 - ii. **Sarah Sims moved to approve the Code of Ethics Resolution. Nina Murphy seconded the motion. All voted in favor. None opposed. Motion passed.**
- b. Review and recommendation to approve the Technology Plan, Nathan Patton, Director of IT
 - i. Nathan reviewed the Technology Plan. Its purpose is to provide a documentation of needs.
 - He gave a high-level overview of key projects completed in this fiscal year, talked about improvements we made, and contracts that were renewed or cancelled.
 - Recently purchased new monitors for the organization. Currently working on completing an FY25 laptop refresh. All previous recommendations were completed this year.
 - Highlighted current recommendations (new for this year): HR database and management system, TCM intranet, third party risk management, and office technology refresh.
 - **Chris Faerber moved to approve the Technology Plan. Nina Murphy seconded the motion. All voted in favor. None opposed. Motion passed.**
- c. Review and approve the lease dollar amounts proposed by Sumner for lease renewal, and Review and approve giving Executive Committee power to approve Final Lease Agreement during special committee meeting - Shaelene Plank, Executive Director
 - i. She presented the agreed-upon rental amounts for the next six years with an option to opt out of the last three years if needed, based on the renewal of our TCM contract. They proposed a \$19.50/square foot rate, which comes to \$17,875 per month for three years. After three years, in the event we were unable to renew for an additional three-year period, they would ask for two additional rent payments of \$17,875 each at that time as a buyout. If we opt to renew, rent would be \$18,104 per month (year 4), \$18,333 per month (year 5), and \$18,563 per month (year 6). The landlords also agreed to remodel the bathrooms.
 - ii. Our board does not meet until September, after our lease expires, so Shaelene is asking the board to approve the rental amounts presented today, and then, if the full board agrees, she will ask the Executive Committee to meet to approve the final lease agreement.
 - iii. If Senior Fund rents space, we would charge them by square foot for the three offices they need. They will likely utilize accounting and IT services from us. It would help offset the rent amount.
 - iv. **Nina Murphy moved to approve the lease dollar amounts as presented and to approve giving the Executive Committee power to approve the Final Lease Agreement during a special committee meeting. Chris Faerber seconded the motion. All voted in favor. None opposed. Motion passed.**
- d. Review modular office renovation proposal and approve renovation budget, Shaelene Plank, Executive Director
 - i. Shaelene included the bid in the packet. It is very expensive. Keep in mind that this is the brand liked best for durability, quality, and warranty. We went cheaper with our current materials. Will need to do something with our space if we are going to add Senior Fund. Noise and privacy is an issue for our SAs. Some of our partners have used this company. Should probably get bids from another two companies for the entire space. Asking to discuss what budget the board is comfortable with.
 - ii. Concern about HIPAA issues with the current arrangement. Should spend enough that they are durable and private.
 - iii. Shaelene would like a budget number so she can go to these companies and see what they say they can do for that amount. We can also go back to the company and ask about refurbished materials. Shaelene will ask about warranties and life span of the units.
 - iv. **Patrick Brennan moved to give Shaelene permission to moved forward with a budget of up to \$300K for the modular furniture project and to give the Executive Committee the power to vote**

to approve the purchase. Chris Faerber seconded the motion. All voted in favor. None opposed. Motion passed.

X. Announcements – None

- a. MUNY Accessibility Services Patron Guide – It is nice to see that it has our logo on it since we sponsored the closed captioning system.
- b. Bill will be throwing out the first pitch to benefit Nurses for Newborns on June 24.

XI. 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. The meeting was adjourned at 6:09 pm.**



Nina North Murphy, Secretary

09/25/2025

Date Approved