

**Board Members Present:**

Cynthia Mueller, Chairperson	Nina North Murphy, Secretary	Catrina Adams, Board Member
Sarah Sims, Board Member	Patrick Brennan, Treasurer	
Selena Washington, Board Member		

**Board Members Absent:**

William Siedhoff, Vice-Chairperson  
Sherry Wibbenmeyer, Board Member

**Staff Members Present:**

Shaelene Plank, Executive Director	Ebony Young, Agency Relations Representative	Kelly Head, Executive Assistant
Nate Head, Director of Agency & Community Relations	Samantha Montgomery, Director of Service Coordination	Lesley Plate, Service Advocate
Olivia Pruitt-Payne, Director of HR		Kolby Sharpe, Service Advocate
Nathan Patton, Director of IT		
Lisa Briggs, Director of Finance	Gabrielle Buenger, Marketing & Communications Coordinator	
Jack Neyens, Financial Consultant		

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

Randy Shryer, Recreation Council	Alisa Walker, St. Louis ARC	Jackie Hardy, Qualified Therapy Solutions
Mindy Davis, Recreation Council	Libby Eversgerd, St. Louis ARC	Rachel Svejowski, FACT
Kathy Farache, AADD	David Rohlman, St. Louis ARC	Shiquita Lane, UCP Heartland
Sarah Fulk, Sunnyhill	Lisa Rohr, Delta Gamma Center	Suzanne Yardley, Easterseals
Amanda Kehoe, Sunnyhill	Julie Garner, ESMW	
Paige Hawes, St. Louis ARC		

**I. Call Meeting to Order**

Cynthia Mueller **called the St. Louis Office for Developmental Disability Resources Board of Directors Meeting to order at 5:03 p.m.**

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

**III. Introductions –**

- a. Welcome to our new board member, Catrina Adams!
- b. Introductions of the Board Members and guests were made.

**IV. Mission Moment – St. Louis Arc Next Ed program – David Rowman, NextEd**

- a. David talked about their NextEd program which serves individuals with developmental and intellectual disabilities ages of 18 to 30.

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

- a. The following items were presented to the Board for approval:
  - i. The minutes of September 25, 2025 DD Resources Board Meeting
  - ii. The minutes of October 23, 2025 Nominating/Personnel Committee Meeting
  - iii. The minutes of October 23, 2025 Closed Nominating/Personnel Committee Meeting
  - iv. The minutes of October 30, 2025 Program Committee Meeting

- b. Sarah Sims moved to approve the board consent agenda items. Patrick Brennan seconded the motion. Catrina Adams abstained, and the rest voted in favor. None opposed. Motion passed.

VI. Executive Director's Report: Shaelene Plank

- a. Agency Relations / Eastern Region Alliance
- i. Agency Relations finalized the FY25 Portfolio Performance Report for the Program Committee.
  - ii. Agency Relations began its Partner Review meetings with funded agencies. They are held between October and January. Joint projects with other boards are reviewed in a combined meeting.
  - iii. We recently met with five agencies that could potentially assist us with our housing funding priority.
  - iv. DD Resources staff attended Festability, Nottingham CAJT PTO Meeting, All Hands on Deck Community Resource Fair, and the YWCA Family Resource Fair to share information about our funded partners and TCM's services.
  - v. Agency Relations is following the regional conversation between community leaders to identify resources and partnerships to respond to the suspension of SNAP and, potentially, WIC benefits
  - vi. Shaelene spoke about changes in leadership at some of our funded agencies.
    - Jane Kaiser is currently serving as the Interim CEO of UCP Heartland
    - Paraquad has hired Latosha Fowlkes as their new CEO
  - vii. The building that formerly housed Lafayette Habilitation Center was sold on November 4<sup>th</sup> and we received funds totaling \$130,399.81 from the sale. This is in addition to the funds that were already returned to us from the sale of a van that we funded. All of our investment has been recouped from them per our capital purchase policy.
- b. TCM
- i. Members of the TCM staff participated in two different panels this year at the 2025 MACDDS Conference.
    - Presentations focused on the Linkage Project and our work on health literacy and overcoming barriers to services and automation in TCM processes, showcasing innovations such as AI-driven intake, supervisor reporting tools, and case management systems.
  - ii. TCM is currently serving 541 individuals, approaching the strategic goal of 550.
  - iii. The TCM department is currently recruiting a new Service Advocate following a recent staff departure.
  - iv. Since funding for SNAP is discontinued, DDR is compiling resources and hoping to partner with other entities again this year to get Thanksgiving baskets to support affected consumers.
  - v. The MACDDS service desert workgroup has distributed surveys to TCM entities and providers in every Missouri county to identify service gaps and the reasons they exist.
    - Data analysis will be conducted in partnership with UMKC Institute for Human Development and Leadership Education in Neurodevelopmental and Related Disabilities (LEND).
    - MACDDS is applying for a grant with the Missouri Foundation for Health to fund statewide solutions.
- c. DMH Updates

- i. The Department of Mental Health (DMH) has discontinued honoring consumer choice forms for TCM provider selection.
  - DDR has secured assurances that families previously engaged with our agency will be transferred to us for intake.
  - A new intake coordinator role is being established at the St. Louis Regional Office to support this transition.
- d. Risk Management
  - i. The Risk Management Assessment and Plan was included for review.
- e. Financial
  - i. Because of new tax laws, we will be adding a Roth option to our 403b plan. There is no cost to the agency to do this.
- f. Legislative Updates
  - i. There will be many bills introduced during the next session related to property taxes.
  - ii. Shaelene met with Representative Elizabeth Fuchs on October 24<sup>th</sup> to educate her about our work and legislative priorities.
  - iii. We had a very successful Legislative event, Coffee with the Coalition, on October 29<sup>th</sup>. Seven legislators attended the event – 2 senators and 5 representatives.
    - Steve Butz was there to represent the city.
    - A couple of consumers and their families from the city spoke at the event and told their story of how our funding has impacted their lives.
  - iv. Legislative priorities for 2026 are to safeguard Property Taxes, to eliminate the waiver waitlist, and to build sustainable solutions
- g. Modular Offices and Sub-lease to Senior Fund
  - i. Shaelene has enclosed the bid and drawings from MBI Office and will ask the board to approve the purchase of these modular offices pending the execution of a new TCM contract in December.
  - ii. Ideally we will have a new TCM contract in December, get new modular offices installed in Jan/Feb and have Senior Fund move in and sublease from us starting in March.
- h. Other
  - i. We have identified two potential new board members.
  - ii. At the recent MACDDS conference, Director Samantha Montgomery received the prestigious Bill Knittig TCM Award for her contributions to the field in the state of Missouri.
  - iii. Our Consumer Holiday Party is December 10<sup>th</sup> at the Phyllis Wheatley Center from 11-1pm.
  - iv. Our Board Staff Holiday Party is December 16<sup>th</sup> at One Cardinal Way at 5:30pm.

**VII. Committee Reports:**

- a. Nominating/Personnel Committee: Sarah Sims
  - i. The committee met on October 23<sup>rd</sup> in which we discussed the board vacancies and welcomed new board member Catrina Adams.
  - ii. Olivia Pruitt, Director of Human Resources, presented a review of the HR Annual Report.
  - iii. At the October 23<sup>rd</sup> meeting, the Nominating and Personnel committee went into closed session to discuss Shaelene's performance evaluation. The committee accepted the evaluation and voted to bring it to the full board tonight.

b. Program Committee: Cynthia Mueller

i. The committee met on October 30<sup>th</sup>.

- Review funding request from Artists First
  - a. Artists First requested an additional \$51,069 to finish up the current fiscal year.
  - b. The committee did not approve the additional funding at this time and asked for more information from Artists First.
  - c. The committee will review the request again in February.
- The committee approved the FY27 partner funding manual.
  - a. The only changes made for DD Resources were to add the updated capital policy to the appendix. It was previously approved by the board.
  - b. We also made a change to how we fund ILAF. The Independent Living Funding manual will be available in the shared board folder online
  - c. The funding announcement for FY27 was approved.

ii. Portfolio Performance report, Nate Head, Director of Agency & Community Relations

- Nate reviewed the report, which shows how well DD Resources' portfolio performed and the impact its funding had in the city during FY25. It provides a more critical data analysis than what is typically published in the annual report.
- Nate discussed some of the Highlights of the report
  - a. 98% of the program budget was used.
  - b. Invested \$7.3 million into the community, which reached almost 1600 people - a 6% increase in the number served.
  - c. 3 new programs and 7 one-time capital projects were added to the portfolio.
  - d. Agency Supports funding used \$540,203 to support 10 projects that increased or enhanced existing accessible and inclusive housing options for 84 individuals, built caregiver capacity for over 600 people, and increased access to 5 program and community spaces, having a wide-reaching impact on our city.
  - e. Professional Services reported 100% of individuals who received adaptive equipment to improve physical well-being demonstrated that the equipment improved either their strength, stability, or motor skills; this is up 20% from FY24.
  - f. Support Systems projects reported a 21% increase in their success in helping people gain skills to pursue their academic and professional interests.
  - g. Employment projects reported an 8% increase in individuals building the capacity to accept and manage increasing job responsibilities as they work toward their career development and/or advancement goals.
- The rest of the report is broken down by each service category.

c. Finance Committee: Pat Brennan

i. Review and recommendation to approve August and September 2025 financials, Lisa Briggs, Director of Finance –

- August financials were in the packet. Lisa Briggs reviewed September's financials.
- At the end of September, we had \$14, 854,000 available for funding. Our Head count was 2 short of budget.

- Revenue is slightly over budget because we received money back from Lafayette for the vehicle before the end of September, which counts as income.
  - Our Expenses are slightly under budget at just under \$113,000.
  - We are supporting TCM through September at almost \$164,000.
- ii. **Sarah Sims moved to approve August and September 2025 financials. Cynthia Mueller seconded the motion. Catrina Adams abstained, and the rest voted in favor.**  
**None opposed. Motion passed.**
- iii. Discuss and recommend FY27 rate adjustment for funded agencies, Lisa Briggs, Director of Finance
- Staff is recommending a FY27 market rate adjustment of 2.5% increase to agency funding.
  -
- Nina North-Murphy moved to approve the FY27 market rate adjustment of 2.5% to agency funding.**  
**Sarah Sims seconded the motion. Catrina Adams abstained, and the rest voted in favor.**  
**None opposed. Motion passed.**

**VIII. Unfinished Business:** None

**IX. New Business:**

- a. Review and approve modular office proposal, Shaelene Plank, Executive Director
- i. Shaelene Reviewed the modular office proposal and recommended the board accept the bid from MBI and to approve funding not to exceed \$250,000.
  - ii.
- b. **Patrick Brennan moved to accept the bid from MBI and to approve funding not to exceed \$250,000.**  
**Sarah Sims seconded the motion. Catrina Adams abstained, and the rest voted in favor.**  
**None opposed. Motion passed.**

**X. Announcements**

Cynthia Mueller wishes everyone a safe, healthy and joyous holiday season.

**XI. Closed Session - The committee will go into closed session per Mo. Rev. Stat. § 610.021(13) (21) to discuss computer network security and personnel issues.**

**Sarah Sims moved to go into closed session per Mo. Rev. Stat. § 610.021(13) (21) to discuss computer network security and personnel issues.**

**Patrick Brennan seconded the motion.**

**Catrina Adams abstained, and the rest voted in favor.**

**None opposed. Motion passed.**

**The board came out of closed session at 6:15p.m.**

**XII. Call for motion to Adjourn**

- a. **Pat Brennan moved to adjourn the general board meeting.**

- b. Sarah Sims seconded the motion.  
All voted in favor. None Abstained.  
None opposed.  
The meeting was adjourned at 6:16p.m.



---

Nina North Murphy, Secretary

---

Date Approved