

**Committee Members Present:**

William Siedhoff, Vice Chairperson  
Cynthia Mueller, Chairperson  
Patrick Brennan, Treasurer and Committee Chair

**Board Members Absent:** None

**Staff Members Present:**

Shaelene Plank, Executive Director  
Lisa Briggs, Director of Finance  
Jack Neyens, Financial Consultant  
Kelly Head, Executive Assistant

**Guests Present from Rubin Brown:**

Brandi Lawyer  
Alisha Barnum  
Mindy Krueger  
Tim Breland

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**1. Call meeting to order**

**Patrick Brennan called the St. Louis Office for Developmental Disability Resources Board of Directors Finance Committee Meeting to order at 4:05pm.**

**2. Presentation of annual audit and 990 – Brandi Lawyer, Alisha Barnum, Mindy Krueger, Tim Breland - Rubin Brown**

- a. The representatives from Rubin Brown reviewed the audit results and the 990.
  - i. Alicia Barnum reviewed the Viewpoints. Revenue increased, primarily from tax revenue, real estate taxes, and manufacturing taxes, and a payment from Horizon Housing related to a building destroyed by the tornado. Expenses increased (primarily program expenses, and increase in Salaries and Benefits.) Overall the program expenses increased about \$300,000 and DDR was able to help and distribute cash to more agencies this year. Agencies funded increased from 45 to 48 this year.
  - ii. Mindy Krueger reviewed the 990, and there were no questions from the board.

**Cynthia Mueller moved to Approve the audit and 990. William Siedhoff seconded the motion. All voted in favor. None opposed. Motion Approved.**

**3. Review and approve October and November 2025 financials, Lisa Briggs, Director of Finance**

- a. October financials were in the packet. Lisa Briggs reviewed November's financials.
  - i. At the end of November, we had \$13,726,000 in CDs and cash. Our head count was 32, which is 3 short of budget. This number will be changing in January, as we have 3 new hires.
  - ii. Revenue is strong, and investment income is up. We received money back from Lafayette, which became income as well. Non TCM revenue is over \$985,000
  - iii. We are negative Revenue to Expenses which is normal for this time of year. November is our lowest month before tax revenue starts coming in.

- iv. We are supporting TCM through November at \$281,000 with tax revenue.

**William Siedhoff moved to approve the October and November 2025 financials.**

**Cynthia Mueller seconded the motion. All voted in favor. None opposed. Motion Approved.**

- 4. Update on modular office remodel and cost, Shaelene Plank, Executive Director
  - a. Timeline – If the TCM contract is signed in mid-February with an effective date of March 1, the estimated ordering time is 5–6 weeks, with installation anticipated to begin in early May. Installation is expected to take approximately two weeks.
    - i. The current Modular setup will be sold for approximately \$2,000.
  - b. Senior Fund
    - i. Timeline – To be determined. Shaelene, Lisa and Nathan will be meeting with Senior Fund tomorrow to discuss their plans.
    - ii. Shaelene has received the first draft of the office sharing agreement back from the attorney, and will review it before sending some revisions back to the attorney and sharing with Nicole for review by their board.
    - iii. Senior Fund’s board has not yet approved the sharing of the director of finance.
      - 1. The job description will be revised to reflect the role as DD Resources’ Director of Finance, with the potential to expand in the future to oversee additional city levy boards.

**5. Call for motion to Adjourn**

**William Siedhoff moved to adjourn the meeting. Cynthia Mueller seconded the motion.**

**All voted in favor. None opposed.**

**The meeting was adjourned at 4:47 p.m.**

  
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Nina North Murphy, Secretary

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Date Approved