

Board Members Present:

Cynthia Mueller, Chairperson	Selena Washington, Board Member	Delilah Sullivan, Board Member
William Siedhoff, Vice-Chairperson	Nina North Murphy, Secretary	Catrina Adams, Board Member
Sarah Sims, Board Member	Patrick Brennan, Treasurer	

Board Members Absent:

Sherry Wibbenmeyer, Board Member

Staff Members Present:

Shaelene Plank, Executive Director	Lisa Briggs, Director of Finance	Gabrielle Buenger, Marketing & Communications Coordinator
Kelly Head, Executive Assistant	Jack Neyens, Financial Consultant	Yvonne Montgomery, Administrative Clerk
Nate Head, Director of Agency & Community Relations	Ebony Young, Agency Relations Representative	Cory Watts, Service Advocate
Olivia Pruitt-Payne, Director of HR	Samantha Montgomery, Director of Service Coordination	Tamara Sartors, Service Advocate
Nathan Patton, Director of IT		

Guests Present by Phone or In Person:

Kathy Farache, AADD	Channing Burd, Capes Sokol	Melanie Urbaniak, FACT
Pamela Merkle, AADD	Randy Schraier, Recreation Council	Karen Shulik, DGC Kids
Mike Macauly, UCP Heartland		Rachel Svejkosky, FACT
Brian Sabin, Capes Sokol	Melanie Mills, ESMW	

I. Call Meeting to Order

Cynthia Mueller called the St. Louis Office for Developmental Disability Resources Board of Directors Meeting to order at 5:00 p.m.

II. Remarks from visitors – No remarks.

III. Introductions –

- a. Introductions of the Board Members, staff and guests were made.

IV. Mission Moment – AADD annual conference -Kathy Farache

- a. Kathy talked about the 35th annual Aging with Disabilities Conference which will be held May 11-12, 2026 at the St. Charles Convention Center.

V. Board Consent Agenda Items: Cynthia Mueller, Chairperson

- a. The following items were presented to the Board for approval:
 - i. The minutes of November 13, 2025 DD Resources Board Meeting
 - ii. The minutes of November 13, 2025 Board Meeting Closed Session
 - iii. The minutes of January 15, 2026 Executive Committee Meeting
 - iv. The minutes of January 22, 2026 Finance Committee Meeting
 - v. The Executive Director Succession Plan
 - **Nina North-Murphy moved to approve the board consent agenda items. Patrick Brennan seconded the motion. All voted in favor. None opposed. Motion passed.**

VI. Executive Director's Report: Shaelene Plank

a. Agency Relations/ Eastern Region Alliance

- i. In November, the Eastern Region Alliance partnered with Vocational Rehabilitation and the Department of Mental Health to provide training for our region to clarify employment service options and explain how different funding sources can work in tandem to support individuals with developmental disabilities.
- ii. In December, Agency Relations attended the opening reception for "All the Feels," an inclusive art exhibition by Artists First.
- iii. The FY27 funding announcement was posted in January on our website and Facebook page and sent to our currently funded partners and potential partners using constant contact. We also shared our announcement with our peer networks. This exposure resulted in us meeting with several existing and potential partners who plan to submit proposals that address our funding priorities.
- iv. The Alliance facilitated its funding application training on January 27, walking funded partners through the online application process. Applications are due February 13.

b. TCM

- i. The TCM Department is currently serving 568 individuals.
- ii. Two new Service Advocates, Tamara Sartor and Cory Watts, joined the department at the beginning of January.
- iii. One of our Mentors, James Hasty, recently resigned and efforts are underway to fill this position internally.
- iv. The Department of Mental Health has directed agencies to discontinue offering choice of TCM services in the Eastern Region. As a result, the DD Resources TCM Choice Form is no longer in use. The department has implemented a new Established Relationship Form, now included in our referral packet, to comply with updated guidance from the Division.
- v. The Social Security Administration announced a 2.8% Cost-of-Living Adjustment (COLA) for SSI benefits effective January 2026. Staff have been notified, and the department is ensuring that consumers receiving SSI are informed of these changes as part of ongoing benefits monitoring.
- vi. The TCM Department has achieved a significant decrease in Medicaid billing denials between November and December 2025.
 - November 2025: 10.8% denied, totaling \$14,890.20
 - December 2025: 4.35% denied, totaling \$6,166.36
 - For additional context, at the peak of FY25, Medicaid denials reached 16.31%, representing \$25,090.56 in monthly denied billing. The substantial reduction observed at the end of the calendar year reflects improved documentation practices, strengthened internal review processes, and significant reduction in Medicaid lapses and serving individuals without active Medicaid.
- vii. We were pleased to host Ashlyn Sherman, Director of Statewide Support Coordination, for a multi-day visit this month.
 - Her visit included Individual and small-group conversations with Service Advocates, comprehensive review of departmental strengths and areas for growth, and In-depth meetings with the TCM Management Team
 - Her visit was highly productive, and we anticipate strong statewide partnership, implementation of some of our practices, and alignment moving forward. We are currently the only privatized TCM entity in our region that was suggested for a visit with Ms. Sherman.
- viii. This year's efforts to support individuals and families during the holiday season were exceptionally successful. 162 applicants were submitted to the United Way's 100 Neediest campaign, resulting in over \$46,000 in holiday assistance. Additional support came from several community partners, including Santa's Helpers, Arya Foundation, SLU Campus Kitchen, and our own staff. These collaborations significantly improved holiday experiences for many of the individuals and families we serve.

- ix. The TCM department continues progressing through the development and implementation of our new information system. We are now approximately halfway through the project.
 - Current work includes: Updating and formatting all forms, trainings, and policies, developing a centralized library of frequently used website links and manuals, creating an internal process for staff to submit questions, building reporting tools and data dashboards, and organizing documentation for streamlined navigation.
 - The information system will provide a far more efficient and intuitive system for storing, accessing, and managing TCM information and will significantly reduce reliance on multiple folders and shared directories.

- c. **Risk Management**
 - i. The Risk Management Plan for Q1 and Q2 was provided for review.

- d. **Scorecard**
 - i. The Agency Scorecard for Q1 and Q2 was included for review.

- e. **Financial**
 - i. Because of new tax laws, we added a Roth option to our 403b plan. There is no cost to the agency to do this, but the board does need to approve the resolution that had to be signed in December.
 - ii. We are currently interviewing people to fill the Director of Finance position. Lisa retires at the end of July.

- f. **Legislative Updates**
 - i. Samantha and Shaelene went to the capitol with MACDDS on January 28th and were able to meet with several legislators. Shaelene will be trying to meet with more in February and March when she is in Jeff City.
 - ii. The governor's budget recommendations propose cuts to day services, self-directed supports, and a major cut to FACT, one of our funded agencies. These services provide individuals with developmental disabilities the support they need to participate in their communities, give families vital relief, and this funding sustains DSPs. Cutting these programs will have a negative impact on the lives of people in our community who rely on them every day.
 - iii. The governor is moving forward with his plan to eliminate the income tax. The HJRs seeking voter approval to eliminate the income tax were heard last week. They include language regarding local taxing jurisdictions when it comes to the influx of sales tax they would receive with the overall increase to the sales tax base, the mechanism the legislature intends to use to offset the elimination of the income tax. The MACDDS lobbyist testified for informational purposes to ask for language clearly stating that entities only collecting property taxes aren't subject to this provision.
 - iv. Even though the governor's focus is the elimination of income tax, there are numerous bills filed specific to the elimination or reduction of property taxes. SB3 was passed during the last legislative session and St. Louis County and City are exempt from it, but a judge ruled this week to allow the elections in April to move forward to ask voters to limit growth on property taxes in most counties.

- g. **New Modular Offices and Office Sharing Senior Fund**
 - i. We are still waiting on a final TCM contract from the state. The current extension expires Feb 28th. Once the contract is signed, we will contact our office solutions vendor and they will begin working on our order. Installation should be 5-6 weeks after that.
 - ii. After much discussion and analysis by Shaelene and the ED of Senior Fund, Nicole Brueggeman, a decision has been made that it is not mutually beneficial for Senior Fund to relocate to share space with DD Resources. We can revisit this conversation in the future, but it does not make sense right now.

- h. **Strategic Planning**
 - i. Shalene will have an update on the 2023-2025 Strategic Plan at the next board meeting.
 - ii. Shaelene is making plans to meet with the board to do some scenario planning and identification of strategic priorities for the next year.
- i. **Other**
 - i. The board toured UCP's autism center on February 9th
 - ii. There will be an agency tour of Project CU on April 8th at 9am for board members.
 - iii. We will be having a retirement reception for Lisa on June 11th before the board meeting so please plan to attend that meeting in person as we wish her well in her retirement.
 - iv. Board orientation was completed with Delilah and Catrina on February 2nd.
 - v. Shaelene was able to meet with the new CEO at Paraquad, Latosha Fowlkes, in January. Our next board engagement opportunity could be at Paraquad.

VII. Committee Reports:

- a. **Finance Committee:** Pat Brennan
 - i. Review and recommendation to approve the DD Resources annual audit for 2025, Pat Brennan, Treasurer
 - The committee met on Jan 22nd. Auditors presented the audit and 990. All was sent out to the board.
 - **William Siedhoff moved to approve the DD Resources Annual Audit for 2025. Nina North-Murphy seconded the motion. All voted in favor. None opposed. Motion passed.**
 - ii. Review and recommendation to approve the DD Resources 990 for 2024, Pat Brennan, Treasurer
 - **Nina North-Murphy moved to approve the DD Resources 990 for 2024. William Siedhoff seconded the motion. All voted in favor. None opposed. Motion passed.**
 - iii. Review and recommendation to approve October, November, December 2025 financials, Lisa Briggs, Director of Finance –
 - October and November financials were in the packet. Lisa reviewed December financials. As of 12/31/2025 we had \$14,562,000. Tax revenue started coming in in December. In December head count was down by three positions, but we hired three replacements that started in January. Our total revenue YTD is just over \$3,500,000. Interest is still coming in. Our revenues are above budget for almost all areas except for case management, but it's still within \$40,000. Our total expenses are just over \$5,600,000. All areas are under budget through December. We funded TCM services in the amount of \$320,000 so far this year.
 - **Catrina Adams moved to approve the October, November, December 2025 financials. Nina North-Murphy seconded the motion. All voted in favor. None opposed. Motion passed.**
 - Lisa reviewed the financial forecast provided in the packet.
- b. **Executive Committee:** Cynthia Mueller
 - i. The committee met on Jan 16th.
 - The committee completed the annual review of the bylaws and there were no recommended changes.
 - The committee received the Executive director's succession plan and removed one item to be consistent in having no names or individuals in the document. The succession plan was approved in the consent agenda items.
 - The committee discussed future strategic planning, Board members and board positions and recruitment for the Finance Director, all of which were covered in the updates.

VIII. Unfinished Business:

- a. Review and approve Ekon benefits resolution, Shaelene Plank, Executive Director.
 - i. Ekon benefits resolution was provided in the packet.

- Patrick Brennan moved to approve the Ekon benefits resolution formal record of action. Sarah Sims seconded the motion. None opposed. Motion passed.

IX. New Business: None

X. Announcements

- a. Mike Macauly, UCP Heartland, provided a letter to the board and to Shaelene to express their thanks for past and continued funding and operational support of their extended employment sheltered workshop.
- b. William Siedhoff educated attendees about an effort to create a Senior Fund in St. Louis County, possibly on the ballot in November.

XI. Call for motion to Adjourn

- a. William Siefhoff moved to adjourn the general board meeting. Nina North-Murphy seconded the motion. All voted in favor. None opposed. The meeting was adjourned at 5:56 p.m.



[Nina North-Murphy \(Mar 13, 2026 16:25:34 CDT\)](#)

Nina North-Murphy, Secretary

03/13/2026

Date Approved