

Committee Members Present:

Sarah Sims, Committee Chair
Catrina Adams

Dionne Flowers
Cynthia Mueller

Staff Members Present:

Shaelene Plank, Executive Director
Kelly Head, Executive Assistant

Olivia Pruitt, Director of HR

I. Call Meeting to Order

a. The meeting was called to order at 4:01 pm by Sarah Sims, Committee Chair

II. Nominating Committee

a. Board attendance/engagement

- Shaelene reviewed board attendance and engagement expectations, noting that board members are expected to attend at least two-thirds of all scheduled meetings and participate in two engagement activities annually. Overall, attendance and engagement are strong, with all current board members meeting expectations.
- The only member not meeting attendance expectations has resigned, bringing the board into full compliance.
- Engagement continues to improve, and participation levels are described as the strongest in several years.
- Discussion included support strategies for newer members, including coordinating tours or engagement opportunities to meet requirements.
- Clarification was also discussed regarding the expectation that approximately 50% of meetings attended should be in person.

b. Potential board/committee members

- New board member Mike Fitzgerald has agreed to serve on the Finance Committee.
 - Plans are underway to provide additional onboarding, including direct time with finance staff to review the budget and financial operations.
- The committee discussed upcoming board vacancies and recruitment priorities. There is interest in identifying a candidate with legal expertise, though flexibility will be maintained if such a candidate is not identified. They must also be a resident of the City of St. Louis.
- Committee members shared potential leads:
 - Sarah Sims will reach out to contacts within her network, including an attorney connection.
 - Catrina Adams will explore a potential candidate from a community development organization in the city.
- Shaelene will provide a board recruitment flyer to assist with outreach efforts.

c. Slate of Officers –

- Chair – Nina North-Murphy
- Secretary – Sarah Sims

- Sarah Sims will assume the role of Secretary when Nina becomes Chair, and beginning in November 2027, she has agreed to serve as Chairman of the Board.
- **Dionne Flowers moved to approve the new slate of officers.**
Catrina Adams seconded the motion.
All in favor. None opposed. The motion passed.

III. Personnel Committee

a. Review of new/revised Policies and Procedures

- Olivia Pruitt provided an overview of updates resulting from the agency's biennial review of policies and procedures. The committee reviewed major updates, including:
 - **Legal and regulatory updates**, including alignment with recent federal guidance related to discrimination and federal funding requirements
 - **Updates to cultural competency policy**, replacing prior DEI terminology to ensure compliance while maintaining inclusive practices
 - **Integration of AI considerations** into record retention, communication, and HIPAA-related policies
 - **Enhancements to credential verification processes**, including reduced timelines for submission and stronger validation procedures following past experience
 - **Clarifications related to Affordable Care Act (ACA) eligibility**, including benefit eligibility tied to hours worked
 - **Renaming of the Family Medical Leave Act policy** to "Medical and Family Leave of Absence Procedure," reflecting that employees are not eligible for FMLA under federal thresholds, while maintaining similar leave benefits
 - **Modernization of infectious disease policy** and other operational updates
 - **Updates to payroll withholding procedures and employee flexibility**, with clarification that IRS requirements supersede employee selections
- Discussion included clarification that enhanced credential verification steps reflect both best practices and prior experience, not widespread issues.
 - **Dionne Flowers moved to approve the revised and new HR and AI Policies and Procedures.**
Catrina Adams seconded the motion.
All in favor. None opposed. The motion passed.

IV. Plan for compensation study

a. The next agency-wide compensation study will begin in **November 2026**.

- The study will include market benchmarking and may involve collaboration with other SB40 boards to share costs.
- Results will be structured to align with the FY28 budget cycle.

V. Update on benefit renewals

a. Renewal rates from the current insurance carrier were significantly higher than in previous years.

Alternative plans were evaluated to balance cost containment with minimal disruption to employees.

- For the first time in approximately ten years, employees will see an increase in premium contributions, averaging approximately \$50 per month. Staff have been preparing employees for at least the last 9 months to minimize impact.
- Open enrollment is scheduled for June 2, 2026.

VI. Employee Satisfaction Survey

- a. Staff shared preliminary results of the recent employee satisfaction survey, noting overall positive feedback. While a small number of responses indicated dissatisfaction, the data suggests that the majority of employees are satisfied. A full report, including detailed comments, will be presented at a future meeting.

VII. Call for motion to adjourn

- **Catrina Adams moved to adjourn the meeting.**

Dionne Flowers seconded the motion.

All in favor. None opposed. The meeting was adjourned at 4:35 pm.

Nina North Murphy

Nina North Murphy (Jun 16, 2026 13:16:03 CDT)

Nina North Murphy, Secretary

06/16/2026

Date Approved