St. Louis Office for Developmental Disability Resources
Minutes of the Executive Committee
4/30/2026

Board Members Present:
Cynthia Mueller, Chairperson
William (Bill) Siedhoff, Vice Chairperson
Patrick Brennan, Treasurer
Nina North Murphy, Secretary (Attending Virtually)

Board Members Absent: None

Staff Members Present:
Shaelene Plank, Executive Director
Kelly Head, Executive Assistant

I. **Call meeting to order** – The meeting was called to order at 4:00 pm by Cynthia Mueller.

II. **Review of Board of Directors Performance Policy (Draft)**

- The Executive Director presented a draft of the Board of Directors Performance Policy as part of the organization's broader policy review cycle. The policy includes Board Use of Artificial Intelligence which addresses confidentiality, data security, and appropriate use of AI tools in board work.
    - Key points included:
        - DD Resources uses Microsoft Copilot within the Microsoft environment to ensure organizational data is not shared externally.
        - **Board members are prohibited from using public AI tools (e.g., ChatGPT) for DD Resources business.**
        - The policy also reflects a previously approved bylaw change requiring at least 50% in-person attendance for board members.
    - The draft policy will proceed through committee review and be presented for approval at the June Board meeting.

III. **Board Assessment Results**

- The Executive Director reviewed the results of the recent Board Assessment.
    - Discussion highlighted:
        - Newer board members may feel less confident early in their tenure, which was reflected in a couple slightly lower ratings:
            - Board members comply with requirements outlined in key elements of government governance structure, bylaws, policies, code of conduct, conflict of interest norms
            - I understand the DD Resources targeted case management program.
                - Shaelene will reach out to Board members to ask if there are any specific questions anybody has about TCM.
        - Strong overall satisfaction with governance and strategic direction.
        - Continued improvement in board engagement with funded agencies compared to prior years.

IV. **Board Engagement and Attendance, and Board Appointment Update**

- Board Engagement and Attendance
    - Board attendance continues to meet or exceed organizational requirements. All current members are meeting the two-thirds attendance requirement.

- The Committee noted ongoing improvement in participation in board engagement events and site visits.
- The committee discussed possibilities for the next board engagement event.
  - Shaelene will look into scheduling a tour at OakTree, a Facility-based respite home.

- Shaelene reported that Mike Fitzgerald is expected to be appointed to the Board, subject to approval at the May 8 Board of Aldermen committee meeting.

V. Review of DD Resources Strategic Initiatives (Draft)

- The Executive Director provided a comprehensive summary of outcomes from the recent board scenario planning and strategy session.
  - The Committee affirmed four major decision areas:
    - **Targeted Case Management (TCM)**
      - The TCM subsidy will be capped at 10% of levy and interest revenue for the next two years.
      - The Board affirmed continued subsidy within this limit while operational improvements continue.
      - Staff will explore operational redesign, strategic partnerships, and develop a formal exit strategy should funding or contracts change.
    - **Property Tax Levy Decline Planning**
      - Services were categorized as critical, essential, or discretionary.
      - Scenario plans will be developed for levy reductions ranging from $500,000 to 50% of total levy revenue.
    - **Restricted Housing Fund Definition**
      - The Committee approved a formal definition clarifying that restricted housing funds are intended for capital-oriented housing activities, not ongoing operating subsidies, absent explicit board approval.
    - **Board Goals for IDD Housing**
      - Housing was reaffirmed as mission-relevant but financially complex.
      - Clear governance boundaries will guide participation in collaborative housing initiatives, particularly in light of post-tornado recovery discussions in the City of St. Louis.
    - These strategic initiatives will be presented for approval at the May Board meeting, along with a one-page public-facing strategic summary.

VI. Adjournment

- A motion to adjourn was made by Patrick Brennan and seconded by William Siedhoff. All were in agreement. The meeting was adjourned AT 5:11PM.

Nina North Murphy
Nina North Murphy (May 18, 2026 11:37:52 CDT)

Nina North Murphy, Secretary

05/18/2026

Date Approved