ST. LOUIS OFFICE FOR Developmental Disability Resources

St. Louis Office for Developmental Disability Resources
Minutes of the Meeting of the Board of Directors
September 24, 2026

Board Members Present:

Nina North Murphy, Chairperson
Patrick Brennan, Treasurer
Sarah Sims, Secretary
Delilah Sullivan, Board Member
Mike Fitzgerald, Board Member
Catrina Adams, Board Member
Selena Washington, Board Member

Board Members Absent:

William Siedhoff, Vice-Chairperson

Staff Members Present:

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

Guests Present by Phone or In Person:

Amanda Kehoe, Sunnyhill
Kathy Farache, AADD
Mindy Davis, Recreation Council

I. **Remarks from Visitors** – none

II. **Call Meeting to Order: Nina North Murphy called the St. Louis Office for Developmental Disability Resources Board of Directors Meeting to order at 5:01 p.m.**

III. **Public Hearing:** 2026 Tax Rate – Nina read the following public notice:

a. We are holding a public meeting at which citizens have the opportunity to be heard on the property tax rate proposed to be set by the St. Louis Office for Developmental Disability Resources, a Missouri Political Subdivision. In accordance with Revised Missouri Statute 67.110, the St. Louis Office for Developmental Disability Resources is to file the 2026 tax rates with the Assessor's office by October 1, 2026. We have completed the tax rate summary and propose to set the tax levy for 2026 at 0.1368 per hundred dollars assessed value.

b. No public comments were received.

- **Patrick Brennan moved to pass a resolution that the ad valorem property tax rate be set at 0.1368 for 2026. This shall produce substantially the same revenue as set forth in the annual budget. The rate is based on an aggregate assessed valuation in the city of St. Louis in the amount of $6,073, 698, 432.00**
  Sarah Sims seconded the motion.

c. **A roll call vote was taken of board members present:**

i. **Nina North Murphy, Chairperson – Aye**

ii. **Patrick Brennan, Treasurer – Aye**
iii. **Sarah Sims, Secretary – Aye**
iv. **Catrina Adams, Board Member – Aye**
v. **Mike Fitzgerald, Board Member – Aye**
vi. **Selena Washington, Board Member – Aye**
vii. **Delilah Sullivan, Board Member – Aye**

- **All voted in favor. None opposed. The Motion Passed.**
  We will record the signatures and send the resolution to the assessor's office prior to October 1st.

IV. **Board Consent Agenda Items:** Nina Murphy, Chairperson – **Action Needed**

a. All matters listed within the Consent Agenda have been distributed to each member of the Board with no separate discussion. If a separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request of a board member.

i. Approval of the minutes of June 11, 2026 DD Resources Board Meeting
ii. Approval of the minutes of August 20, 2026 Nominating/Personnel Committee Meeting
iii. Approval of the minutes of September 10, 2026 Executive Committee Meeting
iv. Approval of the minutes of September 17, 2026 Finance Committee Meeting

- **Sarah Sims moved to approve the Board Consent Agenda Items.**
  Catrina Adams seconded the motion.
  All voted in favor. None opposed. The motion passed.

V. **Executive Director's Report**: Shaelene Plank

a. **Agency Relations/ Eastern Region Alliance**

i. Nate and Shaelene participated in The Muny's Accessibility Nights, two nights in July and August, during which The Muny gave its accessibility partners the opportunity to share information about their services with patrons before the show. On one of the nights, the Executive Directors of the St. Charles County and St. Louis County SB40 boards joined DDR.
ii. On September 20th, the ED for PLB joined me at our resource table at FestAbility. We took advantage of these opportunities to educate the public about how their property tax dollars are at work, not only in the city but also in Jefferson County, St. Charles County, and St. Louis County. The ERA partners will continue to try to coordinate for awareness activities at future events.
iii. DDR sponsored and attended the Disability Pride Celebration, hosted by the Missouri History Museum, in honor of the 36th anniversary of the Americans with Disabilities Act. The event was open to the public and included a disability resource fair and panel discussion. DDR tabled the event to educate the public about our organization and our funded partners. The History Museum also recently completed the installation of their adult changing table and some automatic door openers with funding that we awarded them.
iv. Agency Relations and TCM partnered with Nottingham CAJT High School to connect students and families to resources during the school's student registration event. Once families complete their registration with the school, they meet with us to discuss case management and other support needs. DDR and Nottingham are exploring other opportunities, such as a freshman orientation, where we could offer the same resource to more of their families.
v. We partnered with St. Louis Area Agency on Aging to help them identify residents of the Mark Twain Hotel who have a developmental disability and need support finding a new place to live.

vi. Bridges Community Support Services is merging with the Center for Human Services. This merger should be completed by the end of September and will ensure that the quality services Bridges currently offers continue in good hands as the company's owner, Barry Larson, retires.

b. TCM

i. The TCM Department continues to strengthen its presence throughout the region by engaging with community partners, families, and professionals.

- On September 18th, Samantha presented at the BCI Disability Transition Conference alongside fellow TCM Directors from the Eastern Region. Their presentation, "Connecting the Dots: A Guide to Accessing Service Coordination," provided valuable guidance for individuals and families navigating developmental disability services.
- Samantha participated in the Special Education Parent Information Night hosted in collaboration with the St. Louis Public Schools Office of Special Education, offering families important information about TCM services and available supports.
- Samantha will deliver the welcome address at the Missouri Statewide Independent Living Council St. Louis Housing Symposium on October 15th.
    - Shaelene shared this invite with the full board through email. You do not have to be on our housing committee to attend this. It is for anyone that has interest in our housing initiatives.
        - This opportunity underscores the agency's growing leadership role in conversations surrounding accessible housing and community inclusion.
    - These engagements reflect our ongoing commitment to education, advocacy, and building pathways to services for individuals with disabilities and their families.

ii. The TCM Department recently launched a new Utilization Review (UR) Submission and Tracking System, representing a significant step forward in process efficiency and transparency.

iii. The current TCM contract extension expires November 30th.

- The contract has undergone comprehensive review by MACDDS, Starling, and the Attorneys for MACDDS and has been returned to the Department of Mental Health (DMH) with feedback. The contract will be in effect until June 30th, 2028.

iv. DMH is scheduled to launch its new FileBound System in October.

- This platform will become the primary method for submitting Person-Centered Support Plan (PCSP) packets for division review and final approval.

c. Scorecard

i. The Board reviewed the FY26 organizational scorecard, which measures departmental performance against established annual goals. Most goals are tracked quarterly, while some are reported annually.

- The FY26 scorecard reflected a highly positive year across the organization, with most departments meeting or exceeding their established goals
- Leadership commended all departments for their accomplishments and contributions to organizational success.

d. Legislative Updates

i. Shaelene has been able to meet with several legislators while they are out of session. Nick Kimble, Marty Joe Murray, Gina Mitten, Jimmy Lappe and Rachel D'Souza all visited our office and learned about the work we do and our legislative priorities.

ii. The Gateway Coalition is in the process of scheduling their annual Legislative coffee for the city/county.

- This will be a really great opportunity for the board to come and meet with legislators, network, and see and talk with some of the agencies that we fund.
- Shaelene will share that date as soon as it is decided.

e. **Other**

i. The Employee Satisfaction Survey was a very positive survey this year and was discussed in the Nominating/Personnel committee meeting.
   - The Survey is available in its entirety in the link sent to the board along with the packet for this meeting.

ii. The consumer holiday party will be on December 9th from 11am – 1pm at the Phyllis Wheatley Center.

iii. Olivia will be coordinating Shaelene's yearly evaluation and sending out the survey on Monday.
   - Shaelene asked the Board to respond to Olivia within the timeline she provides so that all materials can be prepared for the Nominating Personnel Committee in October.

iv. Shaelene sent out the annual report to the board.
   - The report is a narrative of departmental accomplishments throughout the year and a good document to review and reflect on everything the Agency has accomplished with the board's help over the past year.

VI. Committee Reports:

a. Nominating/Personnel Committee: Sarah Sims

i. The committee met on August 20th
   - Board attendance and engagement goals were achieved during FY26.
   - The committee reviewed a current Board vacancy and ongoing discussions with a prospective candidate.
   - Board member renewals for William Siedhoff, Sarah Sims, and Selena Washington are in process.

ii. The committee discussed the bylaw requirement that at least 50% of Board attendance occur in person.
   - Members expressed concern that the requirement may create unnecessary barriers given the effectiveness of virtual participation.
   - The full Board acknowledged this request to change the bylaws and will further discuss and vote at the November meeting.

iii. Recommendation to approve the slate of Board Officers for 10/1/26 – 9/30/27 – Sarah Simms, Committee Chair – **Action Needed**
   - Nina North Murphy, Chairperson
   - Bill Siedhoff, Vice Chairperson
   - Patrick Brennan, Treasurer
   - Sarah Sims, Secretary
     - **Selena Washington moved to approve the slate of officers for 10/1/26 – 9/30/27**
       Mike Fitzgerald seconded the motion.
       All voted in favor. None opposed. The motion passed.

iv. The committee also reviewed the annual accessibility checklist and employee satisfaction survey.

v. Recommendation to approve revised PTO policy, Shaelene Plank, Executive Director
   - Shaelene presented a revised PTO policy. The revision eliminates the former staff recognition policy and incorporates milestone recognition through additional PTO hours awarded at five-year service intervals. Staff expressed support for the proposed approach.
     - **Patrick Brennan moved to approve the revised PTO Policy**
       Nina North Murphy seconded the motion.

All voted in favor. None opposed. The motion passed.

vi. Updates regarding a compensation study being conducted in partnership with DDA and DDRB were also provided.

b. Executive Committee: Nina Murphy

i. The Executive Committee met on September 10th

- Shaelene reviewed the agency's Risk Management Plan with the Committee members.
  - The highest-ranked organizational risk identified was the possibility that TCM reimbursement rates may not sufficiently cover program costs.
    - The committee determined that this risk would be the primary focus of the annual Risk Management Plan as the next two medium risk items are already identified as strategic initiatives and will be addressed in the strategic plan action steps.
- Recommendation to approve the Risk Management Plan– **Action Needed**
  - **Catrina Adams moved to approve the Risk Management Plan**
    Sarah Sims seconded the motion.
    All voted in favor. None opposed. The motion passed.

ii. The committee also discussed Board engagement opportunities, including housing provider visits, training for the board regarding the TCM consumer journey, state legislative processes, and advocacy opportunities.

c. Finance Committee: Pat Brennan

i. The Finance committee met September 17th.

- Patrick Brennan reported that the Finance Committee reviewed the May, June, and July financial statements and recommended approval.
- Chris Winkelmann Reviewed the May, June, and July 2026 financials – **Action Needed**
  - May Financials
    - As of May 31, 2026, cash and investments totaled approximately $18.0 million.
    - Revenues were $794,000 above budget, primarily due to higher tax receipts
    - Expenses were $578,000 below budget, largely due to the timing of agency reimbursements.
    - Year-to-date results reflected a $1.7 million surplus, approximately $1.5 million above budget.
    - TCM revenues were ahead of the prior year and on pace to meet budget.
  - June Financials
    - As of June 30, 2026, unaudited year-end results showed cash and investments of approximately $17.4 million.
    - Fiscal year revenues totaled $12.5 million, exceeding budget by $1.1 million
    - Expenses were $721,000 below budget due primarily to vacant positions and lower-than-budgeted agency utilization.
    - The Organization concluded FY2026 with a surplus of approximately $238,000, $1.96 million above budget due to those higher revenues and lower expenses as noted.

- TCM revenues exceeded both prior-year and budgeted levels, and its $515,000 deficit remained below the Board-approved subsidy limit.

- July Financials
  - As of **July 31, 2026**, cash and investments totaled approximately **$16.5 million**.
  - Revenues were slightly above budget
  - Operating expenses were **$53,000 below budget** due to a change in the timing of insurance expense recognition.
  - The month ended with a **deficit of approximately $144,000**, which was **$65,000 favorable to budget**.
  - TCM revenues continued to perform ahead of both prior-year and budgeted expectations.
    - **Nina North Murphy moved to approve May, June, and July Financials.**
      Catrina Adams seconded the motion.
      All voted in favor. None opposed. The motion passed.

ii. Recommend approval of Corporate Compliance Report to full board – Pat Brennan, Treasurer – **Action Needed**

- **Sarah Sims moved to approve the Corporate Compliance Report**
  Nina North Murphy seconded the motion.
  All voted in favor. None opposed. The motion passed.

iii. The committee discussed a proposed FY28 agency rate adjustment that will be presented in November

iv. The committee also reviewed a draft purchasing policy
- Revisions will be made and sent out to the finance committee for a re-review.
- Final policy will be presented to the personnel committee in October and the full board in November.

VII. **Unfinished Business**: None

VIII. **New Business**: None

IX. **Announcements**: Samantha introduced Anne Petersen, the agency's newest Service Advocate.

X. **Call for motion to Adjourn**

- **Mike Fitzgerald moved to adjourn the general board meeting.**
  Sarah Sims seconded the motion.
  All voted in favor. None opposed.
  The meeting was adjourned at 5:48 p.m.

Next Meeting: November 19, 2026, at 5:00pm – regular board meeting

Sarah Sims, Secretary

11/19/26
Date Approved