ST. LOUIS OFFICE FOR Developmental Disability Resources

St. Louis Office for Developmental Disability Resources
Minutes of the Nominating Personnel Committee
October 27, 2026

Committee Members Present:
Nina North-Murphy, Chairperson
Sarah Sims, Secretary
Catrina Adams, Board Member
Dionne Flowers, Committee Member

Staff Members Present:
Shaelene Plank, Executive Director
Kelly Head, Executive Assistant
Olivia Pruitt, Director of HR

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1. **Call Meeting to Order**
   - The meeting was called to order at **4:06** pm by Sarah Sims, Committee Chair
2. **Nominating Committee**
   - Board member applicant update
     - The committee reviewed the application of Diane Stockman, a retired special education teacher with extensive experience serving individuals with disabilities.
       - Shaelene reported that she had met virtually with the applicant and believed she would be a strong candidate for board service.
       - Nina North-Murphy will meet with Ms. Stockman to discuss board service and answer questions regarding board membership. Following that meeting, staff will determine next steps in the application process.
     - Shaelene also reported that the terms of three current board members are progressing through the City approval process and have been forwarded to the appropriate Board of Aldermen committee for consideration.
     - Steve Butz remains a potential candidate for future board service but is not seeking appointment at this time due to ongoing retirement transitions.

3. **Personnel Committee**
   - Human Resources FY25 Performance Report, Olivia Pruitt, Director of Human Resources
     - Olivia presented the FY25 Human Resources Performance Report. Highlights Included:
       - The agency met or exceeded all eight established HR performance targets.
       - Four performance measures exceeded established goals.
       - The agency achieved a 91% retention rate, exceeding the internal target of 90%.
       - Voluntary turnover remained below national averages.
       - Median employee tenure remained significantly higher than national benchmarks.
       - Eight successful recruitment campaigns were completed during the fiscal year.
       - Employee development metrics remained strong, with 100% of applicable employees meeting training requirements and professional development objectives.
       - Employee Satisfaction Survey results demonstrated continued high levels of engagement and satisfaction, with overall agreement scores remaining exceptionally strong.
     - Olivia also discussed workforce retention, recruitment performance, employee development initiatives, and employee satisfaction outcomes.

   - Review and approve Employee Handbook, Olivia Pruitt, Director of Human Resources
     - Olivia reviewed proposed revisions to the Employee Handbook. Significant updates included:
       - Clarification regarding service animals in the workplace.

- Revisions to drug-free and alcohol-free workplace policies and related screening procedures.
- Updates to insurance and employee eligibility language.
- Reinstatement and clarification of political neutrality expectations.
- Review of selected policies by legal counsel to ensure continued compliance with applicable laws and regulations.
    - ➢ **Nina North-Murphy moved to approve the Employee Handbook to take to the full board in November**
      Dionne Flowers seconded.
      All in Favor, Motion Passes

- Review and approve purchasing policy, Shaelene Plank, Executive Director
    - Shaelene presented a proposed Purchasing Policy developed in collaboration with agency fiscal leadership and reviewed by the Finance Committee.
        - The policy establishes purchasing procedures, bid requirements, authorization thresholds, and procurement best practices.

        - ➢ **Dionne Flowers moved to approve the purchasing policy to take to the full board in November.**
          Nina North-Murphy seconded.
          All in Favor, Motion Passes

4. **The committee went into closed session per Mo. Rev. Stat.§ 610.021(13) to discuss personnel issues.**
    - Annual Performance appraisal for Executive Director, Olivia Pruitt, Director of Human Resources -
        - **A roll call vote was taken of board members present to go into closed session:**
            - **Nina North-Murphy – aye**
            - **Sarah Sims - aye**
            - **Catrina Adams - aye**
            - **Dionne Flowers - aye**

5. Call for motion to adjourn
    - **The committee returned to open session at 4:41pm.**
        - **Dionne Flowers moved to adjourn the meeting.**
          Nina North-Murphy seconded the motion.
          All in favor. None opposed.

          The meeting was adjourned at 4:42 pm.

Sarah Sims, Secretary

11/19/26
Date Approved