

**Minutes of the Meeting of the Board of Directors
St. Louis Office for Developmental Disability Resources
November 10, 2011**

Board Members Present:

Sergeant Willie Prothro, Chairperson
Robert McKendry III, Vice Chairperson
Margaret Starks, Secretary
Susan Bianchi
Rosetta Jackson

Board Members Excused:

Professor Michael Mancini, Treasurer
Reverend Mickey Hassler
Armentha Russell
Ernest Smoot

Staff Members Present:

Michelle Darden, Executive Director
Chrystal Griffin, Assistant Director
Rhonda Kanaday, Administrative Assistant
Nate Head, Project Monitor
Ellie Wilhelm, Project Monitor
Shannon Bremer, Quality Assurance Director, G.I.T.Co. Management Team Project Monitor
Devin Erikson, Service Advocate

Guests who signed in:

Clarice Woodard, St. Louis Project Club
Craig Strohbeck, Pathways to Independence
Dominique Northington, Project Inc.
Diane Schuch, Outcome Based Measurement Consultant
Julie Hillyer, St. Louis Regional Office
Mary Ann Schmisser, Recreation Council
Nicole Johnson, Life Skills
Sue Fleming, Recreation Council
Yolanda Lovelace, St. Louis Project Club

I. Call to Order

Sergeant Prothro, Chairperson, called the St. Louis Office for Developmental Disability Resources (DD Resources) Board of Directors meeting to order at 11.35 a.m. Introductions of the Board of Directors, staff and guests were made.

II. Strategic Plan Updates

Chrystal Griffin, Assistant Director, updated the DD Resources Board of Directors on the Strategic Plan as follows:

A. Goal 1: Identify new sources of funding

Goal 1 is in the process of scheduling a meeting.

B. Goal 2: Improve relationships with key stakeholder groups and Goal 3: Improve relations and increase community recognition

1. KPLR approached DD Resources about doing a segment on their new television show "All About Business St. Louis" The show airs every Sunday at 9:00 a.m. We are in the process of taping a segment and that is set to air November 20, 2011.
2. Michelle Darden will be on KPLR Channel 11's news at noon on November 28, 2011. Ms. Darden is planning to discuss the need for donations at our Annual Holiday Open House on December 2, 2011 from 11:00 a.m. until 2:00 p.m. This year the Holiday Appreciation and Open House will be held at the Horn Building, 2229 Pine Street, to allow for more space.
3. DD Resources has purchased a total of 50 Total Traffic spots from Clear Channel. The spots will air on 100.3 GENX radio. The spots include streaming commercials on the website as well as 3000 banner ad impressions per week. The spots will begin airing the week of February 27, 2012 through the week of March 19, 2012. The spots will run Monday through Friday from 5:00 a.m. until 8:00 p.m. and Saturday and Sunday from 10:00 a.m. until 6:00 p.m.
4. DD Resources staff will sell newspapers for Old Newsboys Day on the corner of Grand and Arsenal from 6:00 a.m. until 9:00 a.m. on November 17, 2011. The money earned from the sale of the newspapers will be donated to the Old Newsboys Day Fund for Children's Charities.
5. Five additional St. Louis City schools (Werner Elementary, Cote Brilliante, Henry Emits, Herzog, and Compton Drew Middle School) have requested that DD Resources conduct Empathy Workshops in March to give students a better understanding of developmental disabilities. The time and date are yet to be determined.
6. The Board of Directors' were given a list of all the locations where DD Resources informational posters were placed.

C. Goal 4: Improve monitoring and evaluation systems

Staff is in the process of creating the satisfaction survey for the Horizon Club and Transitional Housing programs. The Horizon Club surveys will be offered to participants in the month of December as part of their badge renewal process.

Goal 4 is in the process of scheduling a meeting.

D. Goal 5: Staff recruitment and retention to meet changing need & service environments:

The committee held a meeting on October 25, 2011. The committee reviewed DD Resources' staff turnover rates for the past few fiscal years.

The turnover rate for Fiscal Year 2011 is 15.88% which is an increase over Fiscal Year 2010 which was 10.97%.

E. Strategic Planning Process Committee

The Board of Directors will be contacted for volunteers to serve on the Strategic Planning Committee. The committee will select a consultant that will be used for the creation of the upcoming strategic plan. The committee will review and approve the RFP that will go into the paper as well as make the final selection of the consultant.

III. Education and Awareness

A. Department of Mental Health (DMH)

Julia Hilyer updated the Board of Directors regarding the following:

1. Restructuring of the Department of Mental Health

a) DMH has hired an intake supervisor and is in the process of hiring two new assessment team members. The assessment team members will now total five plus a supervisor. Previously DMH had three assessment team members and no supervisor. This will help process the applications sooner. Each month, approximately 120 to 150 applications are received; these are not just city applicants.

b) DMH has posted an Advocacy Position, which is a part-time position. This position is for someone with a disability. They will assist in representing families.

c) DMH is interviewing individuals for a Family Education Coordinator (Kelly Butler, DD Resources, Director of Targeted Case Management, is on the interview panel).

2. Individuals served in the community by DMH

Julia Hilyer updated the Board of Directors regarding the number of individuals served as follows:

- a) 2,400 in the City
- b) 400 are receiving DMH Funded Services (DMH only)
- c) 766 received Case Management from DD Resources
- d) 1300 received Case Management from DMH

B. DD Resources Outcome Based Measurements

Diane Schuch, DD Resources Outcome Based Measurements Consultant, reviewed 2010-2011 and 2011-2012 Project Team Outcome Based Measurements.

Ms. Schuch gave copies of the new Outcome Based Measurement goals for 2011-2012 Fiscal Year from the Fiscal, Horizon Club, Project Team and Targeted Case Management teams. Ms. Schuch also gave copies of the final 2010-2011 Outcome Based Measurements for the Fiscal, Horizon Club, Project Team and Targeted Case Management teams.

C. Wellness Committee

Devin Erikson and Ellie Wilhelm gave a presentation on the DD Resources Wellness Committee. This committee has encouraged healthier food options at All Staff meetings, BBQs and Board of Directors Meetings. They have also scheduled several Health Screenings and a Fitness Instructor has presented to the DD Resources Staff. There have been several contests including a Step into Fitness contest, where pedometers were given and steps were counted, Smallest Winner contests, where the staff who lost the most percentage of body weight won. Two Healthy Potluck Dinners were also held. Staff brought in healthy meals with the recipes. The winners were presented with awards of gift certificates and other prizes. This committee was formed and the contests were held to encourage a healthier life style for the Staff of DD Resources. DD Resources has also been nominated for the Healthiest Employer Award by the St. Louis Business Journal.

D. Gateway to Independence Transportation Company (G.I.T.Co.)

Chrystal Griffin and Shannon Bremer, G.I.T.Co. Management Team Project Monitor gave the following updates:

1. Copies of the G.I.T.Co Audits were given the G.I.T.Co Board Members present and there were no findings.
2. FY2012 Lessee satisfaction survey results were completed and a copy was given in the G.I.T.Co November Board Report.
3. Lease reinstatement committee meetings have occurred. After all the information is collected, a process will be presented to the full G.I.T.Co. Board for a vote.
4. Agencies were provided a second due date for verification of alcohol and drug training. This training is a requirement by MODOT and is for both employees and employers. It is to be completed on an annual basis.
5. Letters were sent to all agencies that receive funding from the St. Louis Office for DD Resources regarding the availability of vehicles. Three agencies expressed interest and only one leased a vehicle. A determination will need to be made whether to return vehicles to MODOT.

An agency that had previously leased a vehicle may lease a vehicle again. This will leave one vehicle available. Another agency maybe leasing a vehicle.
6. Agencies were notified that information is needed regarding drug and alcohol testing, random testing, and reasonable suspicion testing for the year 2011. This information is due in December.

IV. Decision Items

No Decision Items.

V. Consensus of Agenda

- A. The DD Resources Board of Directors were in consensus regarding the following:
 1. Minutes of the Board of Director's Meeting dated September 8, 2011
 2. Financial Reports dated as of September 30, 2011
 3. Executive Director's Report dated October 26, 2011. Michelle Darden, Executive Director, updated the Board of Director's on the following:
 - a) Copies of the following items were given to the Board of Directors:
 - (1) DD Resources Fiscal Year 2010-2011 Audit. The auditors had no findings.
 - (2) Copy of the DD Resources Fiscal Year 2010-2011 990.

- (3) MACDDS Annual Report
- (4) Copy of Standing Board Committees, per the By-Laws.
- (5) Updated DD Resources Photo Directory of Board of Directors and Staff.
- (6) Attachment A, Riverfront Encampment Update

b) A meeting has been scheduled with the Department of Human Service regarding the vacant space at 2229 Pine. At this meeting a discussion will be held concerning short term solutions to the housing issues caused by two leases at Plaza Square expires in February and expected rent increases.

c) The Logan School of Chiropractic is collaborating with DD Resource. They will be providing pro bono physical therapy for consumers. This will start Monday, November 14, 2011.

d) The Nominating Committee will need to convene to prepare a slate of officers for 2012.

e) Dates to be aware of:

- (1) November 22, 2011: Ms. Jackson and Ms. Starks will go on a tour of the MERS/Goodwill Job Retention program at BJC.
- (2) December 2, 2011: Holiday Open House at 2229 North Pine
- (3) December 16, 2011: Holiday Board and Staff Luncheon
- (4) January 12, 2012: After the Board of Director's Meeting, Dan Sise, with UMSL will present to Board of Directors regarding the subject of Legal Issues for Non Profit Board Members.
- (5) February 9, 2012: After the February Board Meeting, the DD Resources' Insurance Brokers will present on the Health Care Reform.

VI. Good & Welfare Additional Comments

Robert McKendry thanked Craig Strohbeck for attending the G.I.T.Co. Policy Committee Meetings.

Clarice Woodard thanked the board and agencies that supported the Meet Your Legislator's Day Picnic.

Clarice Woodard reminded the Board, staff and guests in the audience of the Harvest Ball on Saturday November 12, 2011.

VII. Adjourn

Mr. McKendry moved to adjourn the Board of Directors Meeting. Ms. Starks second. The St. Louis Office for Developmental Disability Resources Board of Directors Meeting was adjourned at 1:00 p.m.

VIII. Executive Session

The Board of Directors convene in Executive Session to discuss legal actions, causes for action, personnel matters relating to the hiring, firing, disciplining and promotion of employees and other Board members.

Board Secretary Signature

Recording Secretary Signature

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Executive Session:

Discussed the Performance Evaluation of Michelle Darden, Executive Director. Board members were instructed to write feedback and submit to Rhonda Kanaday, Administrative Assistant.

The evaluation will be finalized at a later date.

Board Secretary Signature

Recording Secretary Signature