PRODUCTIVE LIVING BOARD

MEETING MINUTES

Monday, June 8, 2009

St. Louis County Library Headquarters
1640 South Lindbergh Boulevard
Auditorium
St. Louis, Missouri 63131

BOARD MEMBERS PRESENT:
Marsha J. Bonds, Board Chairperson
Dennis J. Buhr, Immediate Past Chairman
David L. Ruecker, Vice Chairman
Sarijane M. Freiman, Treasurer
Eugene H. Fahrenkrog

BOARD MEMBERS ABSENT:
Darlene Sredl, Secretary
Cary Hammond

STAFF MEMBERS PRESENT:
Joyce Prage, CPA, Executive Director
Brian Bond
Glen Goldstein
Kim Kopff
Kathy Williams

GUESTS PRESENT: (See attached)

A quorum was present and due notice had been mailed and published. Ms. Bonds called the meeting to order at approximately 4:05 p.m.

Executive Director's Report:

Ms. Prage updated the Board on the following activities:

2009 Legislative Session

Final legislative status is still being updated. Two bills that relate to individuals with developmental disabilities have been delivered to the Governor.

HB 525 – Grisamore - Requires the Division of Developmental Disabilities to establish programs and services for individuals diagnosed with autism. *Delivered to Governor*

SB 157-Schimitt - Codifies into law the five regional autism projects currently serving persons with autism. *Delivered to Governor*

DMH 2010 Budget

Despite the FY'10 state budget struggles and core cuts, the Department of Mental Health received additional funding for federal matching reimbursement for Medicaid-eligible individuals. The Division of Developmental Disabilities received funding for:

Medicaid Caseload Growth FY 2010	$ 7.0 M GR $12.5 M FED $19.5 M
Funding for children aging out of public schools and into DD Waiver programs	$2.2M GR $3.9M FED $6.1M

DMH 2011 Priorities

Priorities for FY2011 include:

Medicaid Caseload Growth
Community provider rate increase
Prevention and early intervention strategies
Strategies to replace the FY2010 loss of funding for non-Medicaid individuals
Budget proposals that create or strengthen cross-division, inter-departmental, or local and state government services

Open Forum for Comments from the Public:

No comments were made.

Secretary's Report:

Ms. Freiman moved that the Board approve the Monday, May 11, 2009 Productive Living Board Meeting Minutes.

Mr. Ruecker seconded the motion and the motion passed unanimously.

Treasurer's Report:

Ms. Freiman provided the Treasurer's Report for the month of May 2009.

Ms. Freiman moved that the Board approve the Treasurer's Report as presented.

Mr. Ruecker seconded the motion and the motion passed unanimously.

Chairperson's Report:

No Report.

Standing Committee Reports:

Administration Committee:

Board Action Items:

Independent Audit Services for FY 2009 through FY 2013

Mr. Ruecker moved that the Board approve the proposal from Anders, Minkler & Diehl, LLP for independent audit services for FY 2009 through FY 2013.

Ms. Freiman seconded the motion and the motion passed unanimously.

Job Descriptions

Mr. Ruecker moved that the Board approve the job descriptions as presented.

Ms. Freiman seconded the motion and the motion passed unanimously.

FY'10 PLB Operations Budget

Mr. Ruecker moved that the Board approve the Productive Living Board's annual operations budget for fiscal year 2010 as submitted.

Ms. Freiman seconded the motion and the motion passed unanimously.

FY'10 PLB Special Projects Budget

Mr. Ruecker moved that the Board approve the Productive Living Board's annual special projects budget for fiscal year 2010 as submitted.

Ms. Freiman seconded the motion and the motion passed unanimously.

PLB Personnel Policies

Mr. Ruecker moved that the Board approve the revised sections of the PLB Personnel Policies as presented.

Ms. Freiman seconded the motion and the motion passed unanimously.

Review of Investment Policies

Mr. Ruecker moved that the Board accept the St. Louis County Investment and Portfolio Policy revised May 1, 2009.

Mr. Buhr seconded the motion and the motion passed unanimously.

403(b) Plan Investment Options

Mr. Ruecker moved that the Board approve the 403(b) plan investment options as presented.

Ms. Freiman seconded the motion and the motion passed unanimously.

Technology Set-Aside

Mr. Ruecker moved that the Board approve a technology set-aside from the Discretionary Fund for FY'10 in the amount of $70,000.

Ms. Freiman seconded the motion and the motion passed unanimously.

Surplus furnishings

Mr. Ruecker moved that the Board approve the attached list of equipment and furnishings as surplus. These items will be made available to agencies funded by the PLB.

Ms. Freiman seconded the motion and the motion passed unanimously.

Residential Services Committee:

Board Action Items:

Rainbow Village Properties, Inc. – Request for Additional Renovations – 502 Coach Light Lane – (PLB Project #1296/45)

Mr. Ruecker moved that the Board approve an expansion of the scope of PLB Project #1296/45 to include addressing safety issues with the laundry area. No additional funds are required to address these issues due to cost savings on other renovations. The following contingencies will apply:

- **All PLB policies regarding Housing Renovations and Repairs shall apply.**
- **Partial lien waivers shall be obtained for all materials and services as invoiced, with a final lien waiver upon final invoicing.**

Ms. Freiman seconded the motion and the motion passed unanimously.

Rainbow Village Properties, Inc. – Request for Renovations – 1260 Fain Drive – (PLB Project #1297/45)

Mr. Ruecker moved that the Board approve a grant to Rainbow Village Properties, Inc., PLB Project #1297/45, for renovations at 1260 Fain Drive in an amount not to exceed $1,015 from the PLB Housing Development Fund for the period of June 8, 2009 through June 30, 2009, with the following contingencies:

- **All PLB policies regarding Housing Renovations and Repairs shall apply.**
- **Partial lien waivers shall be obtained for all materials and services as invoiced, with a final lien waiver upon final invoicing.**

Mr. Fahrenkrog seconded the motion and the motion passed unanimously.

Adapt-Ability, Inc. – Request for funding for Adaptive Equipment items over $2,000 – (PLB Project #8009/14)

Mr. Ruecker moved that the Board approve the purchase of adaptive equipment from Adapt-Ability, Inc. FY'09, PLB Project #8009/14 in the amounts not to exceed $4,200 for a motor replacement for a lift system, $4,000 for a ramp, $3,900 for a tracklift, $4,200 for a tracklift, $3,900 for a motor replacement for a tracklift and $4,000 for a stairglide for a total amount not to exceed $24,200 with the following contingencies:

- **All polices related to capital items shall apply.**
- **All policies related to adaptive equipment shall apply.**

Mr. Fahrenkrog seconded the motion and the motion passed unanimously.

Vocational Services Committee:

Board Action Items:

Paraquad, Inc. – FY'10 Funding Requests (PLB Projects #4003/10, 4004/10, 7012/10, 7017/10)

Ms. Freiman moved that the Board approve the appropriations and associated contingencies for the projects listed on the FY'10 Pre and Post-Employment Funding Cycle Report, for a total amount not to exceed $136,686.

Mr. Ruecker seconded the motion and the motion passed unanimously.

Paraquad, Inc. – FY'10 Funding Requests (PLB Project #5062/50/51)

Ms. Freiman moved that the Board approve the appropriations and associated contingencies for the projects listed on the FY'10 Vocational Transportation Funding Cycle Report, for a total amount not to exceed $23,368.

Mr. Ruecker seconded the motion and the motion passed unanimously.

Center for Head Injury Services – FY'09 Request for Additional Units – (PLB Project #7022/10)

Ms. Freiman moved that the Board approve an additional appropriation for Center for Head Injury Services, PLB Project #7022/10, in the amount of $27,252 (725 units @ $37.59) from the Discretionary Fund for the period of May 1, 2009 through June 30, 2009, bringing the total FY'09 appropriation for this project to $81,382.

Mr. Fahrenkrog seconded the motion and the motion passed unanimously.

Center for Head Injury Services – FY'10 Request for Additional Units – (PLB Project #7022/10)

Ms. Freiman moved that the Board approve an additional appropriation for Center for Head Injury Services, PLB Project #7022/10, in the amount of $57,039 (1,440 units @ $39.61) from the Discretionary Fund for the period of July 1, 2009 through June 30, 2010, bringing the total FY'10 appropriation for this project to $114,078, with the following contingencies:

- **The agency is required to update the FY'10 consumer goal.**
- **The agency is required to update the FY'10 project outcomes to include the additional consumers to be served.**
- **The agency is required to update the FY'10 project budget to include the cost of additional units of service to be provided.**

Mr. Ruecker seconded the motion and the motion passed unanimously.

Center for Head Injury Services– Request for Additional Units – (PLB Project #3072/10/12)

Ms. Freiman moved that the Board approve an additional appropriation for Center for Head Injury Services, PLB Project #3072/10, in the amount of $28,717 (725 units @ $39.61) and PLB Project #3072/12, in the amount of $3,168 (80 units @ $39.61) from the Discretionary Fund for the period of July 1, 2009 through June 30, 2010, bringing the total FY'10 appropriation for this project to $116,097, with the following contingencies:

- **The agency is required to update the FY'10 consumer goal.**
- **The agency is required to update the FY'10 project outcomes to include the additional consumers to be served.**
- **The agency is required to update the FY'10 project budget to include the cost of additional units of service to be provided.**

Mr. Fahrenkrog seconded the motion and the motion passed unanimously.

St. Louis Arc– Request for Additional Units – (PLB Project #3004/10)

Ms. Freiman moved that the Board approve an additional appropriation for the St. Louis Arc, PLB Project #3004/10, in the amount of $28,775 (725 units @ $39.61) from the Discretionary Fund for the period of July 1, 2009 through June 30, 2010, bringing the total FY'10 appropriation for this project to $82,595, with the following contingencies:

- **The agency is required to update the FY'10 consumer goal.**
- **The agency is required to update the FY'10 project outcomes to include the additional consumers to be served.**
- **The agency is required to update the FY'10 project budget to include the cost of additional units of service to be provided.**

Mr. Fahrenkrog seconded the motion and the motion passed unanimously.

W.A.C. Industries, Inc. – Request for Capital Funding – (PLB Project #3103/10)

Ms. Freiman moved that the Board approve an appropriation for W.A.C. Industries, Inc. in the amount of $35,593 from the Sheltered Workshop Capital Fund to address an emergency capital repair.

Mr. Ruecker seconded the motion and the motion passed unanimously.

Canterbury Enterprises, Inc. – Building and Equipment Funds Transfer Request – (PLB Project #3098/10)

Ms. Freiman moved that the Board approve the request from Canterbury Enterprises, Inc. to transfer $21,116 of previously appropriated and accumulated balances in their Building and Equipment Fund, from PLB Project #3098/10, to their FY'10 Operations Fund, PLB Project #3053/12, with the following contingencies:

- **Agency shall submit an action plan to address declining sales revenue by June 30, 2009, and the action plan shall include specific actions, target dates, and measurable outcomes to increase sales revenue and employment.**
- **The Committee's approval of this request is not to be interpreted as a commitment to approve future requests of this nature.**

Mr. Ruecker seconded the motion and the motion passed unanimously.

Ad Hoc Committee:

Board Action Item:

Agency Accounting Procedures Proposal

Mr. Fahrenkrog moved that the Board approve an appropriation in the amount of $17,500 from the Discretionary Fund for Brown Smith Wallace, LLC to develop policy and procedure templates for PLB funded agencies.

Ms. Freiman seconded the motion and the motion passed unanimously.

Mr. Fahrenkrog moved that the Board approve an appropriation in the amount of $100,000 from the Discretionary Fund for agencies requesting implementation assistance related to the policy and procedure templates developed by Brown Smith Wallace, LLC.

Mr. Buhr seconded the motion and the motion passed unanimously.

Unfinished Business:

No unfinished business was discussed.

New Business:

Mr. Ruecker, PLB Chairman-Elect for FY'10, presented a plaque to Ms. Bonds, the outgoing Chairperson, on behalf of the Productive Living Board members in appreciation of Ms. Bonds' leadership of the Productive Living Board during FY'09.

Closed Session per Section 610.021(1) RSMo – Legal Action and Section 610.021(3) RSMo – Personnel

Mr. Ruecker moved that the Meeting of the Productive Living Board adjourn and reconvene in Closed Session per Section 610.021(1) RSMo – Legal Action and Section 610.021(3) RSMo – Personnel.

Mr. Fahrenkrog seconded the motion; a roll call vote was taken with the following members voting yea: Ms. Bonds, Mr. Buhr, Mr. Fahrenkrog, Ms. Freiman and Mr. Ruecker.

There being no further business before the Board, the meeting adjourned at approximately 4:30 p.m.

Respectfully submitted,

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Darlene Sredl, Secretary

As recorded by Kathy Williams, Executive Administrative Assistant

The above minutes were reviewed and approved by Marsha J. Bonds, Chairperson of the Productive Living Board.

Guests Present

Name and Agency/Consumer/Parent

Debbie Gillespie	Adapt-Ability, Inc.
Kathy Farache	Association on Aging with Developmental Disabilities
Loretta Schoemehl	Center for Head Injury Services
Natalie Rohlfing	Community Alternatives Missouri
Rob Libera	Lafayette Work Center
Suzanne Yardley	Life Skills
Michael A. Testa	MERS/Missouri Goodwill Industries
Craig Strohbeck	Pathways to Independence
Sue Petersen	Project, Inc.
Mark A. Keeley	St. Louis Arc
Barbara Crites	St. Louis Society
Craig Byrd	UCP Easter Seals Missouri Inc.
John Hughes	W.A.C. Industries, Inc.
Cynthia Whitley	YWCA