

PRODUCTIVE LIVING BOARD

SPECIAL MEETING MINUTES

Thursday, September 17, 2009

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

BOARD MEMBERS PRESENT:

David L. Ruecker, Board Chairman
Dennis J. Buhr, Vice Chairman
Sarijane M. Freiman, Treasurer
Eugene H. Fahrenkrog
Cary Hammond
Keidra A. McNutt

BOARD MEMBERS ABSENT:

Marsha J. Bonds, Immediate Past Chairperson
Darlene Sredl, Secretary

STAFF MEMBERS PRESENT:

Joyce Prage, CPA, Executive Director
Brian Bond
Glen Goldstein
Kim Kopff
Amy Meyer
Kathy Williams

GUESTS PRESENT: (See attached)

A quorum was present and due notice had been mailed and published. Mr. Ruecker called the meeting to order at approximately 1:10 p.m.

Executive Director's Report:

Ms. Prage updated the Board on the following activities:

Willows Way Transition

On July 1, 2009 Willows Way gave PLB notice that they were going to discontinue services in St. Louis County. With the assistance of PLB ISLA providers; Community Alternatives, Life Skills, St. Louis Arc, Sunnyside and UCP Easter Seals Heartland and the St. Louis Regional Office all of the individuals supported by Willows Way were transitioned to a new provider.

Needs Assessment

The PLB has issued a request for proposals to conduct a Current and Future Service Needs Assessment. Results of the survey will be used for PLB's future planning for programs and services. We ask that agencies encourage the individuals they support and their families to complete and

return the survey. The PLB wants to be sure that the funds we approve for services continue to best meet the needs of consumers with the resources we have available.

PLB Funded Summer Programs

More than seven hundred individuals participated in programs of their choice this summer. JESS, in collaboration with seven other agencies, provided summer work experience to 160 students at 46 different work sites. JCC's Day Camp Inclusion programs served 48 children and the Teen Skills Prevocational Summer Camp provided 15 teens and young adults with volunteer opportunities where they learned important job skills. Recreation Council's Camp Voucher Program provided funding for 259 children who attended 12 different camps throughout Missouri. The Parks and Recreation Partnership provided supports to 63 individuals to participate in local municipality programs. St. Louis Arc's Neighborhood Experiences supported 21 youth to volunteer at 45 agencies. Their Teens in Motion program for teens ages 13-15 each volunteered at 3 -5 sites during the summer. UCP Easter Seals Summer Day Camp served 16 individuals ages 10-21. YMCA Day Camps offered 8-12 weeks of inclusive day camps at 17 branches to 65 children.

PLB Revenue Update

While August assessed property values indicate the PLB's tax revenue would be equal to FY'09, we expect the final assessed property values to decline due to the extensive appeal of property values which are not yet finalized.

Based on recent interest rates, projected interest income may also be less than projected for FY'10.

Due to a reduction in St. Louis County sales tax collections, the County has not determined the amount to be allocated to Metro, which may affect the amount of SB3 revenue funds PLB receives for transportation to sheltered workshops. Last fiscal year we had a reduction of \$180,000 that the PLB replaced out of our reserves.

Open Forum for Comments from the Public:

No Comments were made.

Secretary's Report:

Ms. Freiman moved that the Board ratify the Executive Committee's decision of July 13, 2009 to approve the Monday, June 8, 2009 Productive Living Board Meeting Minutes.

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

Ms. Freiman moved that the Board approve the Tuesday, July 7, 2009 Special Meeting Minutes.

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

Ms. Freiman moved that the Board approve the Thursday, July 23, 2009 Special Conference Call Meeting Minutes.

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

Ms. Freiman moved that the Board approve the Monday, August 31, 2009 Special Meeting Minutes.

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

Chairman's Report:

No Report.

Standing Committee Reports:

Executive Committee:

Board Action Items:

UCP Easter Seals Missouri, Inc. – Request to reallocate funds (From PLB Project #2010/10 to PLB Project #2011/11)

Mr. Ruecker moved that the Board ratify the Executive Committee's decision of July 13, 2009 to approve the cancellation of \$1,639 (163 units at \$10.05) from In-Facility Day, PLB Project #2010/10, and approve an additional appropriation to In-Facility Residential, PLB Project #2011/11, for an amount not to exceed \$1,639 (163 units at \$10.05) to provide services for the period of July 1, 2009 through June 30, 2010, bringing the total FY'10 appropriation for this project to \$192,680.

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

Pre and Post-Employment FY'10 Funding - St. Louis Society (PLB Project #7020/10/11)

Mr. Ruecker moved that the Board ratify the Executive Committee's decision of July 13, 2009 to 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 \$360,437.

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

Vocational Transportation FY'10 Funding - St. Louis Society (PLB Project #5038/58)

Mr. Ruecker moved that the Board ratify the Executive Committee's decision of July 13, 2009 to 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 \$136,410.

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

Lafayette Industries North, Inc. – Request for Capital Funding to Renovate Facility – (PLB Project #3127/82)

Mr. Ruecker moved that the Board ratify the Executive Committee's decision of July 13, 2009 to approve an appropriation to Lafayette Industries North, Inc., PLB Project #3127/82, in the amount of \$376,690 from undesignated funds in the Sheltered Workshop Capital Fund, and

an appropriation of \$77,109 from previously designated funds in the Sheltered Workshop Capital Fund, for a total appropriation of \$453,799, for the renovation of its current facility for the period of July 13, 2009, through December 31, 2009, with the following contingencies:

- **All PLB requirements of the capital application will be met.**
- **All PLB policies related to capital shall apply.**
- **All requirements of the PLB's Checklist and Procedures for Sheltered Workshop Construction/Renovation Projects shall be met, including written approval of applicable documents by the PLB architectural consultant and PLB legal counsel.**
- **The distribution of funds is subject to a deed of trust, loan agreement and promissory note equivalent to the total PLB resources invested in this property, including other PLB funding that was previously appropriated.**
- **Distribution of funds for renovations to the property must be through a PLB approved disbursing agent and subject to a disbursing agreement.**

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

Willows Way Appeal

Mr. Ruecker moved that the Board ratify the Executive Committee's decision of July 17, 2009 to deny the Willows Way appeal.

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

Epilepsy Foundation Appeal

Mr. Ruecker moved that the Board ratify the Executive Committee's decision of August 31, 2009 to deny Epilepsy Foundation's appeal for the retraction of the Productive Living Board's decision of May 11, 2009 to deny funding for Epilepsy Foundation for FY2010.

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

Administration Committee

Board Action Items:

Independent Auditors' Report

Mr. Buhr moved that the Board receive the June 30, 2009 and 2008 Independent Auditors' Report on Productive Living Board's Financial Statements, and Required Supplemental Information and Additional Information.

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

PLB 403(b) Plan Document

Mr. Buhr moved that the Board adopt the enclosed Productive Living Board 403(b) Plan Adoption Agreement Number 1 as prepared by the Hartford and reviewed by PLB legal counsel.

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

Destruction of Records

Mr. Buhr moved that the Board approve the destruction of records as listed on the attached record destruction log per PLB Board Policy, Section II.5 Policy on Records and Retention and 109.260 RSMo. – Public and Business Records.

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

Surplus Furnishings

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

Residential Services Committee

Board Action Items:

Adapt-Ability FY'10 Funding – (PLB Project #8009/10/11/14)

Mr. Buhr moved that the Board approve an additional appropriation for FY'10 to Adapt-Ability, PLB Project #8009/10, in the amount of \$71,920; PLB Project #8009/11, in the amount of \$44,442; and PLB Project #8009/14, in the amount of \$18,518 from the Discretionary Fund for the period of October 1, 2009 through December 31, 2009, bringing the total FY'10 appropriation to \$269,760 with the following contingency:

- **The agency is required to meet with the OPLS staff by September 30, 2009 to implement project revisions for the remainder of FY'10.**

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

Rainbow Village Properties, Inc. – Request for Extension – (PLB Project #1295/10)

Mr. Buhr moved that the Board approve an extension in the ending date for Rainbow Village Properties, Inc., PLB Project #1295/10, from June 30, 2009 to October 31, 2009.

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

Rainbow Village Properties, Inc. – Request for Renovations – 1242 Dautel Lane – (PLB Project #1298/45)

Mr. Buhr moved that the Board approve a grant to Rainbow Village Properties, Inc., PLB Project #1298/45, for renovations at 1242 Dautel Lane in an amount not to exceed \$58,200 from the PLB Housing Development Fund for the period of September 14, 2009 through December 31, 2009, with the following contingencies:

- **PLB General Guidelines for Policies Related to Capital Items shall 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.

Transition of Willows Way, Inc. ISLA Consumers

Mr. Buhr moved that the Board approve an additional appropriation for FY'10 to Community Alternatives Missouri (CAMO), PLB Project #1090/36, in the amount of \$84,914 (3,744 units @ \$22.68 per unit) from the Discretionary Fund for the period of August 21, 2009 through June 30, 2010, bringing the total FY'10 appropriation to \$183,459 (8,089 units @ \$22.68).

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

Mr. Buhr moved that the Board approve an additional appropriation for FY'10 to St. Louis Arc, PLB Project #1196/36, in the amount of \$84,849 (2,340 units @ \$36.26 per unit) from the Discretionary Fund for the period of August 21, 2009 through June 30, 2010, bringing the total FY'10 appropriation to \$237,685 (6,555 units @ \$36.26).

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

Mr. Buhr moved that the Board approve an additional appropriation for FY'10 to Sunnyhill, Inc., PLB Project #1086/36, in the amount of \$166,046 (4,422 units @ \$37.55 per unit) from the Discretionary Fund for the period of August 21, 2009 through June 30 2010, bringing the total FY'10 appropriation to \$1,321,723 (35,199 units @ \$37.55).

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

Mr. Buhr moved that the Board approve an additional appropriation for FY'10 to United Cerebral Palsy Easter Seals Missouri, PLB Project #1091/36, in the amount of \$20,237 (572 units @ \$35.38 per unit) from the Discretionary Fund for the period of August 21, 2009 through June 30, 2010, bringing the total FY'10 appropriation to \$78,261 (2,212 units @ \$35.38).

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

United Cerebral Palsy Easter Seals Missouri – Request for Funds – (PLB Project #2011/11)

Mr. Buhr moved that the Board approve an additional appropriation to United Cerebral Palsy Easter Seals Missouri, PLB Project #2011/11, in the amount of \$13,557 (1,349 units at \$10.05) from the Discretionary Fund for the period of July 1, 2009 through June 30, 2010, bringing the total FY'10 appropriation to \$15,196 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 application to reflect the addition of the new component.**
- **The agency is required to update the FY'10 project budget to include the cost of the additional units of service to be provided.**

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

Vocational Services Committee

Board Action Items:

JESS, Inc. – FY'10 Quarterly Funding

Mr. Hammond moved that the Board approve an appropriation for JESS, Inc., PLB Project #3000/10, in the amount of \$41,860 (1,000 units @ \$41.86) from the Discretionary Fund, for the period September 14, 2009 through December 31, 2009, bringing the total appropriation for this project to \$83,720, with the following contingency:

- **OPLS staff and JESS, Inc. will meet for regular status updates.**

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

OATS, Inc. – Request for Extension – (PLB Project #5047/55)

Mr. Hammond moved that the Board approve an extension in the ending date for OATS, Inc.'s FY'07, FY'08, and FY'09 Vehicle Acquisition project, PLB Project #5047/55, from June 30, 2009 to June 30, 2010.

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

Sheltered Workshops – Requests for Extension – (PLB Projects #3098/10, 3099/10, 3100/10, 3102/10, and 3103/10)

Mr. Hammond moved that the Board approve an extension in the ending date for the Sheltered Workshop Building and Equipment projects from FY'06, FY'07, FY'08, and FY'09, Canterbury Enterprises PLB Projects #3098/10, Lafayette Industries North PLB Project #3099/10, Lafayette Work Center PLB Project #3100/10, Valley Industries, Inc. PLB Project #3102/10, and WAC Industries, Inc. PLB Project #3103/10, from June 30, 2009 to June 30, 2010.

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

St. John's Mercy Medical Center (PLB Project #7024/10)

Mr. Hammond moved that the Board approve an FY'10 appropriation for St. John's Mercy Medical Center, PLB Project #7024/10, in the amount of \$64,000, from the Discretionary Fund, for the period of September 14, 2009 through June 30, 2010, with the following contingencies:

- **Project priority shall be non-Medicaid Waiver funded individuals residing in their natural family home or PLB funded ISLA.**
- **Project shall report the number of consumers utilizing the project to gain skills for future employment in the OPLS semi-annual reports.**

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

Unfinished Business:

No Unfinished Business was discussed.

New Business:

No New Business was discussed.

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

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

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

There being no further business before the Board, the meeting adjourned at approximately 1:30 p.m.

Respectfully submitted,

Keidra McNutt, Secretary

As recorded by Kathy Williams, Executive Administrative Assistant

The above minutes were reviewed and approved by David L. Ruecker, Chairman of the Productive Living Board.

Guests Present

Name and Agency/Consumer/Parent

Debbie Gillespie
Natalie Rohlfing
Mary Davies
Robert Libera
Nicole Johnson
Craig Strohbeck
Noel Bader
Susan Fleming
Mark A. Keeley
Barbara Crites
Donald Mitchell
Richard Forkosh
Lynn Stonecipher
Dee Froneberger
Joy Steele
Duane Mathis

Adapt-Ability, Inc.
CAMO
JESS
Lafayette Work Center
Life Skills
Pathways to Independence
Rainbow Village
The Recreation Council
St. Louis Arc
St. Louis Society
Sunnyhill, Inc.
UCP Easter Seals Missouri, Inc.
UCP Easter Seals Missouri, Inc.
WAC Industries, Inc.
Willows Way, Inc.
Willows Way, Inc.