

PRODUCTIVE LIVING BOARD

MEETING MINUTES

Monday, November 9, 2009

Valley Industries
143 B McDonnell Boulevard
Hazelwood, Missouri 63042

BOARD MEMBERS PRESENT:

David L. Ruecker, Board Chairman
Marsha J. Bonds, Immediate Past Chairperson
Dennis J. Buhr, Vice Chairman
Keidra A. McNutt, Secretary
Sarijane M. Freiman, Treasurer
Eugene H. Fahrenkrog

BOARD MEMBER ABSENT:

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. Mr. Ruecker called the meeting to order at approximately 7:10 p.m.

Executive Director's Report:

Ms. Prage updated the Board on the following activities:

DMH Budget

The State of Missouri has announced cutting an additional \$204 million from state spending during the current fiscal year due to falling state revenues. As a result of these cuts, the Division of Developmental Disabilities will reduce facility personnel and equipment costs by \$1.3 M; provide only case management services for new individuals eligible for DD services. Individuals will be placed on the Residential Waiting List or In-Home Waiting List until sufficient resources are available.

SB3 Revenue for Transportation

Year-to-date SB3 Revenue collections through October 30, 2009 are \$20,978 below budget due to a reduction in St. Louis County sales tax collections and allocation to Metro.

Open Forum for Comments from the Public:

Terry Briggs thanked the Board for the work they do and congratulated the Board on their 30 year anniversary.

Secretary's Report:

Ms. McNutt moved that the Board approve the Thursday, September 17, 2009 Special Meeting Minutes

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

Ms. McNutt moved that the Board approve the Tuesday, September 29, 2009 Board Retreat Minutes.

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

Ms. McNutt moved that the Board approve the Tuesday, October 13, 2009 Special Meeting Minutes

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

Treasurer's Report:

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

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

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

Chairman's Report:

No Report.

Standing Committee Reports:

Executive Committee

Board Action Items:

Current and Future Service Needs Assessment Proposal

Ms. Freiman move that the Board ratify the Executive Committee's decision of November 5, 2009 to approve the proposal for Current and Future Service Needs Assessment submitted by Behavioral Health Concepts, Inc. in an amount not to exceed \$25,520 from the Discretionary Fund.

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

Productive Living Board Office Vacancy

In accordance with PLB Bylaws, Section VIII.7 - In the event a vacancy in an office should occur, the Executive Committee shall appoint a replacement who will serve until the next regularly scheduled election.

Ms. Freiman move that the Board ratify the Executive Committee's decision of November 5, 2009 to approve the appointment of Keidra McNutt as Secretary, who will serve until the next regularly scheduled election.

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

Administration Committee

Board Action Items:

FY'11 COLA for PLB Funded Projects

Mr. Buhr moved that the Board not approve a Cost of Living Adjustment (COLA) for renewal projects for FY'11.

Individual project recommendations will be based on the following criteria:

- **OPLS staff will apply the funding guidelines of the FY'11 PLB Funding Manual: A Guide to the PLB's Policies and Procedures.**
- **The unit rate should not exceed the agency's annual independent audited unit cost. There may be some projects whose current contracted unit rate is greater than their most recent audited unit cost for the service, and OPLS staff will utilize this information to maintain or reduce unit rates.**
- **The determination of a PLB unit rate will take into consideration other unit rates in the County for similar services. OPLS staff will hold or reduce unit rates where there is a significant discrepancy between different agencies' unit rates for a similar service.**

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

Amendments and Revisions to PLB Bylaws

Mr. Buhr moved that the Board hereby provide notice to the Board Secretary that at the next scheduled Board meeting the Committee will recommend amendments and revisions to the PLB Bylaws as presented.

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

Revised PLB Personnel Policies, II. CLASSIFICATION OF PERSONNEL

Mr. Buhr moved that the Board approve the revised Personnel Policies as presented.

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

Revised Board and Committee Policies

Mr. Buhr moved that the Board approve the revised Board and Committee Policies as presented.

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

Revised Administrative Policies

Mr. Buhr moved that the Board approve the revised Administrative Policies as presented.

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

Revised Staff Policies

Mr. Buhr moved that the Board approve the revised Staff Policies as presented.

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

Revised PLB Funding Manual

Mr. Buhr moved that the Board approve the revised sections of the PLB Funding Manual as presented.

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

Lafayette Industries North, Inc. – FY'10 Annual Loan Payment – PLB Loan #3099/75

Mr. Buhr moved that the Board approve Lafayette Industries North, Inc.'s request for modification of PLB Loan #3099/75. The unpaid installment due September 30, 2009 shall remain part of the outstanding loan balance with a one-year extension of the Maturity Date in accordance with the Loan Agreement.

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

YMCA - Request for waiver of policy – (PLB Project #6019/10, #6048/10, #6061/11)

Mr. Buhr moved that the Board approve the YMCA's request for waiver of policy regarding reporting their PLB projects audited unit cost on the YMCA's fiscal year, December 31 and allow the YMCA to report their PLB projects' audited unit cost on the PLB's fiscal year, June 30.

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

Software Acquisition and Upgrades

Mr. Buhr moved that the Board approve an amount not to exceed \$5,500 from the Discretionary Fund to purchase encryption, data archival and updated security software.

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

Board Information Items:

The fiscal year 2009 Quality Enhancement/Service Excellence System report was presented to the Administration Committee and is now available.

Revised Projected Tax Revenue

In accordance with Missouri statute, the PLB fixed the ad valorem property tax rates by September 1, 2009. Post Board of Equalization Assessed Valuations were received from the County subsequent to the PLB fixing the 2009 tax rates, and reflect a \$704M reduction in assessed values, which results in a projected decrease of \$572,266 of tax revenue that will be collected during FY'10.

Residential Services Committee

Board Action Item:

Adapt-Ability, Inc. – FY'10 Request for funding for Adaptive Equipment items over \$2,000 – (PLB Project #8009/14)

Mr. Buhr moved that the Board approve the purchase of adaptive equipment by Adapt-Ability, Inc. from their FY'10, PLB Project #8009/14 in the amount not to exceed \$4,021 for the purchase of a replacement motor and track for an existing lift system with the following contingencies:

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

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

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

There being no further business before the Board, the meeting adjourned at approximately 7:30 p.m.

Respectfully submitted,

Keidra A. 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	Adapt-Ability, Inc.
Rob Libera	Lafayette Work Center
Judy Grainger	Life Skills
Craig Strohbeck	Pathways to Independence
Sue Fleming	Recreation Council
Barbara Crites	St. Louis Society
Jim Guyre	Valley Industries
Lois & Ron Adams	Valley Industries
Clifford Michaels	Valley Industries
Ms. Michaels	Valley Industries
Steve Frank	Valley Industries
Nancy Nelson	Valley Industries
Tina Daily	Valley Industries
Mary Beth Kretschmer	Valley Industries
Lisa Kretschmer	Valley Industries
Deb Hazlewood	Lindbergh High School
Chrissy Hazlewood	Lindbergh High School
Terry Briggs	Parent
Annie Web	Parent
Rose Wojciechowski	Parent
Laura & Chrissy Balch	Parent & Worker
Michael Spreng	State Representative
Churie Spreng	Candidate for 76 th District