

PRODUCTIVE LIVING BOARD

MEETING MINUTES

Monday, February 12, 2018

Brentwood Recreation Complex
2505 South Brentwood Boulevard
Brentwood, Missouri 63144

BOARD MEMBERS PRESENT:

Anne Tolan, Board Chairperson
Mary Beth Monafa, Vice Chairperson
Christine Ney, Treasurer
William Bolster, Secretary
Tom Curran
Cordell Whitlock

BOARD MEMBERS ABSENT:

Diane Buhr
Scott Malin
Kimberly Tuttle

STAFF MEMBERS PRESENT:

Becky Herschbach, Executive Director
Jennifer Boedeker
Tonya Dolenz
Glen Goldstein
Lillie Gray
Debra Holland
Donald Kaufmann
Shannon Reinert
Kathy Williams
Anna Zelinske

GUESTS PRESENT: (See attached)

A quorum was present and due notice had been published. Ms. Tolan called the meeting to order at approximately 4:00 p.m.

Executive Director's Report:

Training

The PLB is in the process of scheduling a training with the Epilepsy Foundation at the Center for Specialized Services on April 5th. This training will help improve understanding of the impact of Epilepsy on individuals with IDD and provide strategies for effectively supporting them.

Annual Report and Snapshot

The FY'17 Annual Report and updated PLB Snapshot are complete. Both are located on the PLB website.

Funding Cycle

The FY'19 funding cycle is underway. Applications for renewal are due February 16 at noon. Staff will present an application summary and funding recommendations to the Board in May.

Technology:

We have begun working on PLB's 3 year Technology Plan in preparation for the FY'19 budget. Funds are appropriated each year and utilized every 3 years. The IT team is prepared to initiate the 211 Community Connector infrastructure build-out and software/hardware acquisitions following today's Board approval.

Targeted Case Management:

DMH sent letters to all individuals receiving service coordination who will no longer receive this service as of July 1 due to their not having Medicaid. Other SB40 Boards have had to make the decision as to whether they will be providing service coordination to individuals without Medicaid.

St. Charles will support some individuals without Medicaid, along with increasing services through FACT, and potentially partnering with PLB and United Way 211. Jefferson County will continue serving people without Medicaid. St. Louis City will not be serving those without Medicaid.

PLB has data that identifies a significant need for easier access to information and understanding what is available for individuals with disabilities, even with service coordination in place. We are confident our partnership with United Way 211 to create a coordinated disabilities information resource will provide the support St. Louis County needs.

Legislative Update

The 2018 legislative session has begun. Some of the bills we will be watching carried over from the prior year, such as those that reference global waivers, or block grants, and MO HealthNet Buy-In, which allows people to earn more and still access Medicaid.

We will also be following the MACDDS priorities. This year they include:

- Adequate funding of provider rates
- Increased flexibility in funding the continuum of employment options
- Education regarding the potential impact of managed care
- Increased safeguards for health, safety, and client rights

Board Information

Don Kaufmann gave a mid-year financial update. Revenue is exceeding budget and expenses are below budget at this time. Project utilization is below budget, consistent with prior year. There are no major changes expected for the cash balance in FY'18, but initiatives have been approved by the Board that will reduce cash over the next several years, including approximately \$1.3 million in FY'19.

Anna Zelinske updated the Board on the utilization of funds invested in adaptive equipment and in the education/training subsidy. Limited funds remain in the adaptive equipment budget as of January 31, which is being closely monitored. Agencies are encouraged to request subsidies for staff or individual/family education, as significant funds remain in the Special Project budget. Anna reported that capacity building grants are still in progress, with 33% fully completed. Final reports are due March 31 and will be summarized and presented to the Board.

Innovative Partnership

Jodi Woessner of Pathways to Independence, Sue Fleming of the Recreation Council and Mary Ann Gehrin of Options for Justice talked about the success of their Innovative Partnership with the PLB. Each highlighted the significant positive impact that a shared technology infrastructure, including computers, hardware and software, tech support, and phone systems, have had on their organization's ability to focus on fulfilling their individual missions. They expressed gratitude to the Board for investing in the flexible Capacity Building Grants last year and to the PLB staff for their support.

Open Forum for Comments from the Public

No comments were made.

Consent Agenda Items

Ms. Monafu moved that the Board approve the consent agenda items.

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

- a. Approval of Monday, November 13, 2017 Productive Living Board Meeting Minutes.
- b. Rainbow Village Properties, Inc. – Request for Deferral of FY'18 Annual Loan Payment.

<u>Loan Numbers</u>	<u>Installment Due Date</u>
PLB Loan #1385/10	January 14, 2018
PLB Loan #1388/10	February 12, 2018
PLB Loan #1309/10	February 23, 2018

- c. Lafayette Industrial North, Inc. – Request for Deferral of FY'18 Annual Loan Payment

<u>Loan Number</u>	<u>Installment Due Date</u>
PLB Loan #3132/82	February 1, 2018

Treasurer's Report:

Ms. Ney moved that the Board accept the January 31, 2018 Financial Statements as presented.

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

Administration Committee

Board Action Items

Amendments and Revisions to PLB Bylaws

Revisions were made to the PLB Conflict of Interest and Code of Ethics policies.

Ms. Monafó moved that the Board approve the amendments and revisions to the PLB Bylaws and Policies as presented at the November 13, 2017 meeting.

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

Missouri Elderly and Handicapped Transportation Assistance Program (MEHTAP) Application for July 1, 2018 through June 30, 2019

Ms. Monafó moved that the Board approve the resolution as follows for the application to the Missouri Department of Transportation for MEHTAP funds in the amount of \$630,464:

“That the Chairman is authorized to execute the Agreement(s) on behalf of the Productive Living Board for St. Louis County Citizens with Developmental Disabilities with the Missouri Highways and Transportation Commission for financial assistance through the Missouri Elderly and Handicapped Transportation Assistance Program for the fiscal year July 1, 2018 through June 30, 2019.”

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

Strategic Plan Updates

The Board received the strategic priorities, progress indicators and FY'18/19 activities in their agenda materials.

Ms. Monafó moved that the Board approve the Strategic Plan updates as presented.

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

PLB-United Way 211 Community Connector Project

The Community Connector project was approved by the Board in November 2017.

Ms. Monafó moved that the Board approve an increase in the Special Projects Budget for start-up costs for the PLB-United Way 211 Community Connector Project in an amount not to exceed \$75,400 from the Assigned Fund for the period of February 12, 2018 through June 30, 2018.

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

Board Information Item:

Communications Strategy

The Board requested that the discussion of the draft Communications Strategy be postponed to the March Board meeting.

Community Services Committee

Board Action Items:

Rainbow Village Properties, Inc. - Request for funding for Residential Down Payment Assistance – (PLB Project #1411/10)

Mr. Whitlock moved that the Board approve a down payment assistance loan to Rainbow Village Properties, Inc., PLB Project #1411/10 to purchase a residence for up to four St. Louis County consumers for a total amount not to exceed \$56,700 from the PLB Housing Development Fund for the period of February 12, 2018 through June 30, 2018.

This project is subject to the following conditions:

- The distribution of funds is subject to a second deed of trust, loan addendum to service agreement, and promissory note equivalent to the PLB resources invested in this property.
- Prior to the release of PLB funds, the Agency shall provide the PLB with copies of all addendums to the sales contract.
- Prior to the release of PLB funds, the Agency shall provide the PLB with written information regarding the proposed residents and written commitment for funding support in the form of DMH/St. Louis Regional Office "Service Authorization" for each St. Louis County consumer.
- Prior to the release of funds, the Agency shall provide assurances that the property meets applicable standards of the Missouri Department of Mental Health and local ordinances.
- All policies regarding down payment assistance shall apply.

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

Rainbow Village Properties, Inc. - Request for funding for Renovations – (PLB Project #1412/45)

Mr. Whitlock moved that the Board approve a grant to Rainbow Village Properties, Inc., PLB Project #1412/45, for renovations in an amount not to exceed \$3,140 from the PLB Housing Development Fund for the period of February 12, 2018 through June 30, 2018 with the following conditions:

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

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

Board Information:

The following information items were discussed at the committee meetings.

1. Agency Financial Review Process Update

Modifications have been made to the agency financial review process to streamline the process, but still ensure strong fiduciary oversight.

2. The Center for Specialized Services Financial Review Update

A follow-up meeting was held with the agency and significant progress has been noted, particularly in days of available cash on hand.

3. Executive Director Performance Review Process Revisions


Plans to expand the Executive Director Performance Review process are underway. Don Kaufmann will have a report for the Board's review by April.

4. Community Alternatives Missouri, Inc. (CAMO) Update

The 14 individuals impacted by PLB not entering into a contract with CAMO in FY'19 have been notified. Selection of new providers is requested by April, with full transition by June 30.

There being no further business before the Board, the meeting adjourned at approximately 5:00 p.m.

Respectfully submitted,



William Bolster, Secretary

As recorded by Kathy Williams, Executive Administrative Assistant

The above minutes were reviewed and approved by Anne Tolan, Chairperson of the Productive Living Board

Guests Present

Pamela Merkle	Association on Aging with Developmental Disabilities
Kathy Farache	Association on Aging with Developmental Disabilities
Rochelle Healy	The Center for Specialized Services
Donna Gunning	The Center for Specialized Services
Wendy Sullivan	Easter Seals Midwest
Jean Marshall	Easter Seals Midwest
Karen Trower	Heartland Industries
Rob Libera	Lafayette Industries
Stacey Elster	Lafayette Industries
Heather Ward	LifeBridge Partnership, Inc.
Sharon Hales	OASIS Institute
Dan Asewe	OATS, Inc.
Mary Ann Gehrin	Options for Justice
Jodi Woessner	Pathways to Independence
Cathleen Horst	Project, Inc.
Matt Burrige	Project, Inc.
Noel Bader	Rainbow Village Properties, Inc.
Sue Fleming	Recreation Council
Shaughnessy Daniels	St. Louis Arc, Inc.
Mark A. Keeley	St. Louis Arc, Inc.
Sara Fulk	Sunnyhill, Inc.
Nathan Harms	TREE House of St. Louis
Craig Strohbeck	United Cerebral Palsy Heartland
Monica Edmonds	United Cerebral Palsy Heartland
Adrian Bracy	YWCA of Metropolitan St. Louis
Sheila Greenbaum	Capes, Sokol, Goodman & Sarachan, P.C.
Heather Lytle	F.A.C.T
Shaelene Plank	St. Louis Office for Developmental Disability Resources