

# **PRODUCTIVE LIVING BOARD**

## **MEETING MINUTES**

**Monday, April 9, 2018**

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

### **BOARD MEMBERS PRESENT:**

Anne Tolan, Board Chairperson  
Mary Beth Monafio, Vice Chairperson  
Christine Ney, Treasurer  
Diane Buhr  
Tom Curran  
Scott Malin

### **BOARD MEMBERS ABSENT:**

William Bolster, Secretary  
Cordell Whitlock

### **STAFF MEMBERS PRESENT:**

Becky Herschbach, Executive Director  
Jennifer Boedeker  
Tonya Dolenz  
Glen Goldstein  
Lillie Gray  
Debra Holland  
Donald Kaufmann  
Kim Kopff  
Shannon Reinert  
Kimmie Robinson  
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**

#### **Program**

The transition of individuals previously receiving ISLA services from CAMO is going smoothly. All five of the other PLB funded agencies who provide this service will be accepting at least one individual. Funds will follow the individuals after an assessment of their needs is completed.

### **One-time Capacity Building Grants**

Results from the capacity building grants were due from the agencies at the end of March. A full report will be distributed to the Board in May.

### **Partnership for Hope**

There are currently 38 people authorized in PfH, which did not change from March. PLB has approved \$54,903 of the \$70k set aside for this year.

### **PfH Refinancing**

Fifty-five individuals are now in PfH via the transportation refinancing. This is a decrease from a high of 62, primarily caused by challenges with Medicaid spenddown.

### **IDDHelp**

The IDDHelp Call Center is on target to launch in mid to late May. The Community Connectors have been hired and will begin working at the PLB offices on April 23.

The St. Charles DDRB has agreed to fund start-up costs for FY'18, which is a strong indication of FY'19 funding. The St. Louis Office for DD Resources has agreed to fund \$20,000 for FY'19. This is a regional collaboration that will benefit families in all three counties.

### **Training**

The PLB funded Epilepsy Foundation training, "Epilepsy, It's Not What You Think" is scheduled for May 9 at the Center for Specialized Services. There are two sessions – one geared toward medical and supervisory staff and the other toward direct care providers and support staff.

### **PR Firms**

Staff will meet with two of the PR firms that submitted proposals and will make a selection based on those meetings. The PR firm will help in the execution of the Communications Strategy.

### **Agency Overview**

Christina Meneses and Kayla Potter from YWCA Metro St. Louis spoke about the YWCA Sexual Health and Disability Education (SHADE) program. The SHADE program offers individual and group classes on such topics as healthy/unhealthy relationships and sexual abuse prevention. They also provide training workshops for families, law enforcement agencies and medical professionals.

### **Open Forum for Comments from the Public**

No comments were made.

### **Consent Agenda Items**

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

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

- a. Approval of the Monday, March 12, 2018 Productive Living Board Meeting Minutes
- b. Approval of the Thursday, March 22, 2018 Productive Living Board Retreat Minutes
- c. Rainbow Village Properties, Inc. – Request for Deferral of FY'18 Annual Loan Payments

#### **Loan Numbers**

PLB Loan #1303/10  
PLB Loan #1328/10  
PLB Loan #1398/10

#### **Installment Due Date**

May 13, 2018  
May 10, 2018  
May 15, 2018

### **Treasurer's Report:**

Ms. Ney reported that as of March 31, 2018, the Statement of Revenue and Expenses reflects that the actual year-to-date revenue of \$14.3 million is consistent with budget and was an increase over prior year by \$657,000. \$12.5 million has been expended on Project Services which is also consistent with budget.

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

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

### **Standing Committee Reports**

#### **Administration Committee**

#### **Board Action Items:**

##### Communications Strategy

Ms. Monafó moved that the Board accept the Communications Strategy as presented.

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

##### Family Advocacy and Community Training (F.A.C.T.) - PLB Project #6068/10 – Start-up Funds

Ms. Monafó moved that the Board approve start-up funds for Family Advocacy and Community Training (F.A.C.T.), PLB Project #6068/10 in an amount not to exceed \$13,600 from the Unassigned Fund for the period of April 15, 2018 through June 30, 2018.

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

Requests for Waiver of Agency Insurance Coverage requirements for FY'19

Ms. Monafo moved that the Board approve the requests for waiver of certain agency insurance requirements for the listed agencies:

- Jamestown New Horizons
- St. Louis Community College
- St. Luke's Hospital
- SSM Health Care
- Mercy Hospital St. Louis

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

Revised PLB Service Agreement

Ms. Monafo moved that the Board approve the Service Agreement revisions as presented.

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

**Board Information Item**

Request for Proposals (RFP) for Banking Services for FY'19 to FY'23

The Administration Committee approved issuing an RFP for Banking Services for FY'19 to FY'23.

**Community Services Committee**

**Board Action Item:**

The Center for Specialized Services – Request for Additional Funds for FY'18, PLB Project #8014/11 – Adaptive Equipment

Ms. Monafo moved that the Board approve an additional appropriation for The Center for Specialized Services, PLB Project #8014/11 in an amount not to exceed \$40,000 for FY'18 from the Unassigned Fund for a total appropriation of \$167,091 for the period of April 9, 2018 through June 30, 2018.

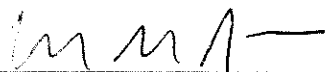
Mr. Curran seconded the motion and the motion passed unanimously.

**New Business:**

No new business was discussed.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'W Bolster', written over a horizontal line.

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**

Kathy Farache	Association on Aging with Developmental Disabilities
Pamela Merkle	Association on Aging with Developmental Disabilities
Charlie Fischer	Canterbury Enterprise, Inc.
Rochelle Healy	Center for Specialized Services
Jean Marshall	Easter Seals Midwest
Melanie Mills	Easter Seals Midwest
Julia Pickup	Epworth Children & Family Services
Denise Gould	F.A.C.T.
Heather Lytle	F.A.C.T.
Karen Trower	Heartland Industries
Stacey Elster	Lafayette Industries
Heather Ward	LifeBridge Partnership
Beth Brown	MERS/Missouri Goodwill Industries
Ray Halagera	Paraquad, Inc.
Jodi Woessner	Pathways to Independence
Sue Fleming	Recreation Council
Mark A. Keeley	St. Louis Arc, Inc.
Shaughnessy H. Daniels	St. Louis Arc, Inc.
Sara Fulk	Sunnyhill, Inc.
Craig Strohbeck	United Cerebral Palsy Heartland
Jim Guyre	Valley Industries
Christina Meneses	YWCA Metropolitan St. Louis Shade
Kayla Potter	YWCA Metropolitan St. Louis Shade
Nancy Murphy	St. Louis County Resident
Sheila Greenbaum	Capes, Sokol, Goodman & Sarachan, P.C.