

PRODUCTIVE LIVING BOARD

MEETING MINUTES

Monday, May 14, 2018

Richmond Heights Center
Argus-Banneker Room
8001 Dale Avenue
Richmond Heights, MO 63117

BOARD MEMBERS PRESENT

Anne Tolan, Board Chairperson
Mary Beth Monafo, Vice Chairperson
William Bolster, Secretary
Christine Ney, Treasurer
Scott Malin
Cordell Whitlock

BOARD MEMBERS ABSENT

Diane Buhr
Tom Curran

STAFF MEMBERS PRESENT

Becky Herschbach, Executive Director
Jennifer Boedeker
Glen Goldstein
Lillie Gray
Debra Holland
Donald Kaufmann
Kim Kopff
Shannon Reinert
Kimmie Robinson
Kathy Williams
Anna Zelinske

INVITED GUEST

Melissa Lackey, Standing Partnership
Tracy Kondla, United Way
Randy Schraier, United Way

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.

PLB Staff 25 Year Recognition

Glen Goldstein was recognized for his 25 years of service with the Productive Living Board.

Executive Director's Report

Training

The PLB funded Epilepsy Foundation training was held on May 9, 2018 at the Center for Specialized Services. A total of 100 people attended and the feedback was overwhelmingly positive.

CAMO Update

The transition of individuals previously receiving ISLA services from CAMO is complete and all individuals will be served by their newly selected provider as of June 1.

Partnership for Hope

We currently have 40 people authorized in PfH. There is no waitlist at this time. PLB has approved \$62,200 of the \$70,000 set aside for this year.

Partnership for Hope Refinancing

Fifty-three individuals are now in PfH via the transportation refinancing.

IDDHelp

The IDDHelp Call Center is on target to launch the last week of May or early June. We are pleased to have Tracy Kondla and Randy Schraier on the IDDHelp Call Center Team.

IT – Service Agreement Process

We have moved to an electronic signature process for the FY'19 Service Agreements. The process will be paperless on our end and no longer require mailing copies to agencies and having them mailed back. Next year we will move to a docu-sign system, whereby no printing will be required.

Finance

The FY'19 budget will be presented to the Board at the June meeting.

As required by PLB policy, an RFP for banking services is issued every 5 years. A recommendation for banking services will be presented to the Board at the June meeting.

Open Forum for Comments from the Public

No comments were made.

Secretary's Report

Mr. Bolster moved that the Board approve the Monday, April 9, 2018 Productive Living Board Meeting Minutes.

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

Treasurer's Report

As of April 30, 2018, the actual year-to-date revenue of \$15.9 million is consistent with budget and increased over prior year by \$573 thousand. \$14.1 million has been expended on project services which is consistent with budget.

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

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

Appointment of Nominating Committee

Ms. Tolan announced the appointment of the Nominating Committee. The committee members are Anne Tolan, Chairperson, Christine Ney and Tom Curran.

Standing Committee Reports

Administration Committee

Board Action Items

Quality Enhancement/Service Excellence System

Anna Zelinske presented information about the current QE/SE system and the proposed redesign. The redesign will ensure that individuals are meeting their personal goals and the funds invested in the project have a positive impact on the lives of individuals.

Ms. Monafo moved that the Board approve the use of a modified version of the Quality Enhancement/Service Excellence System during FY'19 to allow time for a redesign of the current system.

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

PR Consulting Proposal

Becky Herschbach provided information about Standing Partnership and introduced Melissa Lackey, President and CEO. Standing Partnership will assist with the execution of the Communication Strategy.

Ms. Monafo moved that the Board approve the proposal from Standing Partnership for PR Consulting to initiate PLB's Communications Strategy for an amount not to exceed \$33,075. Funding for this project will be transferred from funds previously appropriated

but not utilized in the Special Projects Budget for the Needs Assessment (\$28,000) for FY'18, and the remainder will be included in the Special Projects Budget request for FY'19.

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

Community Services Committee

Board Action Items

FY'19 Proposed Funds and Community Services Projects Overview

Kim Kopff discussed the overall proposed funding plan, the investments by service area and the barriers reported by agencies.

FY'19 Community Services Projects Funding Recommendations

Independent Living Assistance FY'19 Project Summary

Amount Requested: \$4,000,836

Mr. Whitlock moved that the Board approve the FY'19 appropriations and associated conditions for the Independent Living Assistance projects, from the Unassigned Fund for a total amount not to exceed \$4,000,836.

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

Individual Support FY'19 Project Summary

Amount Requested: \$4,148,755

Mr. Whitlock moved that the Board approve the FY'19 appropriations and associated conditions for the Individual Support projects, from the Unassigned Fund for a total amount not to exceed \$4,148,755.

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

Community Support FY'19 Project Summary

Amount Requested: \$3,535,355

Mr. Whitlock moved that the Board approve the FY'19 appropriations and associated conditions for the Community Support projects, from the Unassigned Fund for a total amount not to exceed \$3,535,355.

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

Older Adult Supports FY'19 Project Summary

Amount Requested \$118,135

Mr. Whitlock moved that the Board approve the FY'19 appropriations and associated conditions for the Older Adult Supports projects, from the Unassigned Fund for a total amount not to exceed \$118,135.

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

Community Transportation FY'19 Project Summary

Amount Requested: \$124,830

Mr. Whitlock moved that the Board approve the FY'19 appropriations and associated conditions for the Community Transportation project, from the Unassigned Fund for a total amount not to exceed \$124,830.

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

ISLA Start-up for FY'19

Kim Kopff provided a summary of the ISLA Start-up funds process.

Mr. Whitlock moved that the Board approve Assigned Funds for ISLA start-up for FY'19 in the amount of \$10,000 from the Unassigned Fund.

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

Employment Services Committee

Board Action Items

FY'19 Proposed Funds and Employment Services Projects Overview

Kim Kopff discussed the overall proposed funding plan, the investments by service area and the barriers reported by agencies.

FY'19 Employment Services Projects Funding Recommendations

Employment FY'19 Project Summary

Amount Requested:	\$5,242,470
Amount Deferred:	\$ 589,201
Amount Recommended:	\$4,653,269

Mr. Malin moved that the Board approve the FY'19 appropriations and associated conditions for the Employment projects, from the Unassigned Fund for a total amount not to exceed \$4,653,269.

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

Pre-Employment FY'19 Project Summary

Amount Requested:	\$2,784,341
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Mr. Malin moved that the Board approve the FY'19 appropriations and associated conditions for the Pre-Employment projects, from the Unassigned Fund for a total amount not to exceed \$2,784,341.

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

Vocational Transportation FY'19 Project Summary

Amount Requested: \$1,857,964

Mr. Malin moved that the Board approve the FY'19 appropriations and associated conditions for the Vocational Transportation projects, from the Unassigned Fund for a total amount not to exceed \$1,857,964.

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

Board Information Item

One-time Capacity Building Grant Final Report

Kim Kopff updated the Board on the results of the One-time Capacity Building Grant.

As of May 1, 2018 the agencies have reported the following progress with the Capacity Building Grants.


- 43 projects were completed by March 30, 2018.
- 12 projects will be completed by June 30, 2018.
- 7 projects will be completed in the future. Staff will monitor these projects through completion.
- 1 agency did not utilize the funds and will reimburse PLB.

New Business

No new business was discussed.

There being no further business before the Board, the meeting adjourned at approximately 4:45 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
Danna Jensen	Bridges Community Support Services, Inc.
Barry Larson	Bridges Community Support Services, Inc.
Charlie Fischer	Canterbury Enterprises, Inc.
Donna Gunning	Center for Specialized Services
Allison LaMont	Delta Gamma Center
Jeanne Marshall	Easter Seals Midwest
Julia Pickup	Epworth Children & Family Services
Karen Nolte	FamilyForward
Heather Lytle	Family Advocacy and Community Training
Sheri Morrison	Great Circle
Karen Trower	Heartland Industries
Dee Froneberger	Heartland Industries
Bonnie Grueninger	Jamestown New Horizons
Sara Carpenter	Jewish Community Center
Rob Libera	Lafayette Industries
Karen Schuster	LifeBridge Partnership
Heather Ward	LifeBridge Partnership
Beth Brown	MERS/Missouri Goodwill Industries
Amanda Black	MERS/Missouri Goodwill Industries
Pam Knox	OATS, Inc.
Mary Ann Gehrin	Options for Justice
Jodi Woessner	Pathways to Independence
Aimee Wehmeier	Paraquad, Inc.
Ray Halagera	Paraquad, Inc.
Matt Burrridge	Project, Inc.
Mike Rea	Rainbow Village Properties, Inc.
Sue Fleming	Recreation Council
Rhonda Hembree	St. Louis Arc, Inc.
Mark A. Keeley	St. Louis Arc, Inc.
Amanda McDonald	St. Luke's Hospital
Barb Toulster	SSM Health Care
Amanda Kehoe	Sunnyhill, Inc.
Amy Wheeler	Sunnyhill, Inc.
Nathan Harms	TREE House of Greater St. Louis
Richard Coleman	United Cerebral Palsy Heartland
Jim Guyre	Valley Industries
Shaelene Plank	St. Louis Office for Developmental Disability Resources
Lisa Briggs	St. Louis Office for Developmental Disability Resources
Nancy Murphy	St. Louis County Resident
Sheila Greenbaum	Capes, Sokol, Goodman & Sarachan, P.C.
Lois Warren	St. Louis County Regional Office