

PRODUCTIVE LIVING BOARD

MEETING MINUTES

Monday, June 11, 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
Tom Curran
Scott Malin
Kim Tuttle
Cordell Whitlock

BOARD MEMBER ABSENT:

Diane Buhr

STAFF MEMBERS PRESENT:

Becky Herschbach, Executive Director
Tonya Dolenz
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

IDDHelp Update

United Way is in the process of updating information in its database to reflect the breadth of services in the region. The addition of St. Charles County and St. Louis City to the partnership has added complexity to this process for United Way and the website developer. We plan to announce a launch date soon.

Eligibility Archive

In an effort to streamline processes for individuals and our partner agencies, PLB is implementing a new eligibility verification system. Currently, individuals requesting PLB funded services have to provide proof of their diagnosis each time they request a service. The new system will store eligibility verification permanently, and once a person is deemed eligible, they will no longer have to provide documentation to request a service from one of our partner agencies. The exception would be if the individual used an IEP to prove eligibility, which must be updated every 3 years. The new system is expected to be completed by October 1.

Program

The new Service Agreement download process that was implemented for the FY'19 Funding Cycle went well. The six agencies that are currently outstanding received a reminder message.

Finance

Starting in July 2018, more in-depth details will be provided on a quarterly basis about our financial oversight activities and financial position.

Communication Strategy

Standing Partnership has started working on developing an execution plan for our communication strategy. A survey was sent to our partner agencies seeking their input on current practices and opportunities for collaboration. A workshop with various PLB stakeholders is scheduled. The workshop will include discussions about the audiences that are important to PLB achieving its mission, what those audiences currently know about PLB, what we would like them to know and how we will measure success in our expanded outreach and education efforts.

Agency Overview

Aimee Wehmeier, Executive Director and CEO of Paraquad, Inc. presented information about Bloom Café, Paraquad's new social enterprise. The cafe opened in March 2018. Sixty percent of the permanent employees at Bloom Café are people with disabilities. The café also has a 12-week restaurant industry job-training program, paid internships and assists with job placement.

Open Forum for Comments from the Public

Adrian Bracy, CEO of YWCA Metropolitan St. Louis acknowledged Aimee Wehmeier, Executive Director of Paraquad, Inc. for her achievement on the opening of Bloom Café.

Consent Agenda Items

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

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

- a. Approval of the Monday, May 14, 2018 Productive Living Board Meeting Minutes

- b. Rainbow Village Properties, Inc. – Request for Deferral of FY'18 Annual Loan Payments

<u>Loan Number</u>	<u>Installment Due Date</u>
Loan #1301/10	June 30, 2018
Loan #1306/10	June 16, 2018
Loan #1403/10	June 16, 2018
Loan #1405/10	June 16, 2018
Loan #1407/10	June 16, 2018

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

<u>Loan Number</u>	<u>Installment Due Date</u>
Loan #3127/82	June 30, 2018

Treasurer's Report

As of May 31, 2018, the Statement of Revenue and Expenses reflects that actual year-to-date revenue of \$20.7 million is an increase over budget and prior year. \$15.5 million has been expended on Project Services which is consistent with budget.

Ms. Ney moved that the Board accept the Financial Statements as presented.

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

Standing Committee Reports

Nominating Committee

Board Action Item

Nomination of Officers for FY'19

Ms. Tolan moved that the Board approve the following slate of officers for FY'19:

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

Mary Beth Monafo	Chairperson
William Bolster	Vice Chairperson
Anne Tolan	Treasurer
Christine Ney	Secretary

Administration Committee

Board Action Items

Don Kaufmann presented an overview of the FY'19 Operations Budget and Special Projects Budget.

FY'19 PLB Operations Budget

Ms. Monafo moved that the Board approve the Productive Living Board's annual Operations Budget for FY'19 as submitted.

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

FY'19 PLB Special Projects Budget

Ms. Monafo moved that the Board approve the Productive Living Board's annual Special Projects Budget for FY'19 as submitted.

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

Banking Services Proposals

PLB policy requires banking services to be reviewed and re-bid at least every five years. An RFP was issued and proposals were received from five banks. Commerce Bank scored the highest based on staff's review and analysis of specified criteria.

Ms. Monafo moved that the Board approve continuing PLB's banking relationship with Commerce Bank for services for FY'19 through FY'23.

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

Partnership for Hope Renewal

Becky Herschbach reviewed the results of the three-year Partnership for Hope pilot project and presented a recommendation for continued participation and increased funding in FY'19.

Ms. Monafo moved that the Board approve the FY'19 appropriation for PLB Project #9900/10, Partnership for Hope Waiver, from the Unassigned Fund for a total amount not to exceed \$200,000.

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

PTO/Personnel Policy Updates

Ms. Monafo moved that the Board approve the revised PLB Personnel Policies as presented.

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

Revised Job Descriptions

Ms. Monafo moved that the Board approve the revised job descriptions as presented.

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

Community Services Committee

Board Action Items

St. Louis Arc, Inc. Additional Appropriation for FY'18 and FY'19 (PLB Project #1196/36)

Transfer of funds from PLB Project #1090/36 to support individuals who have transferred to PLB Project #1196/36

Mr. Whitlock moved that the Board approve an additional appropriation for St. Louis Arc, Inc., PLB Project #1196/36 in an amount not to exceed \$11,883 for FY'18 from PLB Project #1090/36 for a revised FY'18 appropriation of \$489,503.

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

St. Louis Arc, Inc. has submitted a request for an additional appropriation to maintain support at the needed level for these individuals during FY'19.

Mr. Whitlock moved that the Board approve an additional appropriation for St. Louis Arc, Inc., PLB Project #1196/36 in an amount not to exceed \$54,013 for FY'19 from the Unassigned Fund for a revised FY'19 appropriation of \$541,086.

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

Sunnyhill, Inc. Additional Appropriations FY'19 (PLB Project #1086/36)

Sunnyhill, Inc. has submitted a request for an additional appropriation to maintain support at the needed level for these individuals during FY'19.

Mr. Whitlock moved that the Board approve an additional appropriation for Sunnyhill, Inc., PLB Project #1086/36 in an amount not to exceed \$20,832 for FY'19 from the Unassigned Fund for a revised FY'19 appropriation of \$1,577,460.

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

Rainbow Village Properties, Inc. - Request for funding for Residential Down Payment Assistance - (PLB Project #1414/10)

Mr. Whitlock moved that the Board approve a down payment assistance loan to Rainbow Village Properties, Inc., PLB Project #1414/10 for residential down payment assistance to purchase a residence for up to three St. Louis County individual for a total amount not to exceed \$40,470 from the PLB Housing Development Fund for the period of June 11, 2018 through November 30, 2018. Closing on the real estate transaction is

scheduled to occur prior to a decision to approve funding. 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. Ney seconded the motion and the motion passed unanimously.

Rainbow Village Properties, Inc. - Request for funding for Renovations - (PLB Project #1415/45)

Mr. Whitlock moved that the Board approve a grant to Rainbow Village Properties, Inc., PLB Project #1415/45, for renovations in an amount not to exceed \$6,765 from the PLB Housing Development Fund for the period of June 11, 2018 through November 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.

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 4:45 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

Kathy Farache	Association on Aging with Developmental Disabilities
Pamela Merkle	Association on Aging with Developmental Disabilities
Danna Jensen	Bridges Community Support Services
Charlie Fischer	Canterbury Enterprises, Inc.
Jennifer Pipe	Center for Specialized Services
Bill Florent	Easter Seals/Lafayette Industries
Jeanne Marshall	Easter Seals Midwest
Heather Lytle	F.A.C.T
Karen Trower	Heartland Industries
Dee Froneberger	Heartland Industries
Stacey Elster	Lafayette Industries
Chuck Udell	Lafayette Industries
Dennis Dillon	Lafayette Industries
Heather Ward	LifeBridge Partnership
Amanda Black	MERS/Missouri Goodwill, Inc.
Aimee Wehmeier	Paraquad, Inc.
Ray Halagera	Paraquad, Inc.
Jen Haycraft	Paraquad, Inc.
Jodi Woessner	Pathways to Independence
Cathleen Horst	Project, Inc.
Noel Bader	Rainbow Village Properties, Inc.
Mike Rea	Rainbow Village Properties, Inc.
Sue Fleming	Recreation Council
Mark A. Keeley	St. Louis Arc, Inc.
Sara Fulk	Sunnyhill, Inc.
Sharon Hales	The Oasis Infinite
Shauna Hodge	United Cerebral Palsy Heartland
Monica Edmonds	United Cerebral Palsy Heartland
Jim Guyre	Valley Industries
Arian Bracy	YWCA
Lois Warren	St Louis Regional Office
Stanford Cooper	Pais, Inc.
Sheila Greenbaum	Capes, Sokol, Goodman & Sarachan, P.C.