

## **PRODUCTIVE LIVING BOARD**

### **MEETING MINUTES**

**Monday, July 9, 2018**

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

#### **BOARD MEMBERS PRESENT**

William Bolster, Vice Chairperson  
Anne Tolan, Treasurer  
Christine Ney, Secretary  
Tom Curran  
Scott Malin  
Kim Tuttle  
Cordell Whitlock

#### **BOARD MEMBERS ABSENT**

Mary Beth Monafo, Chairperson  
Diane Buhr

#### **STAFF MEMBERS PRESENT**

Becky Herschbach, Executive Director  
Jennifer Boedeker  
Tonya Dolenz  
Lillie Gray  
Debra Holland  
Donald Kaufmann  
Kim Kopff  
Kimmie Robinson  
Kathy Williams  
Anna Zelinske

#### **GUESTS PRESENT (See attached)**

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

#### **Outgoing Chairperson Recognition**

Bill Bolster recognized Anne Tolan for her outstanding service as Board Chairperson and noted some of the PLB milestones that occurred during her time as Chairperson.

Anne thanked Bill and the Board and noted that the accomplishments of the Board are a group effort including Board members, staff and partner agencies.

## **Executive Director's Report**

### **IDDHHelp Update**

The IDDHHelp launch is set for July 30, 2018. Information on IDDHHelp has been included in the annual PLB surveys that will be issued in August, which will reach 4,500 people. A joint letter will go to everyone DMH and the SB40 Boards serve in St. Charles, St. Louis County and St. Louis City reaching almost 13,000 people. A press release is also planned. The IDDHHelp team has been working with agencies and building information networks to ensure successful connections.

### **Trainings**

- Both PLB and DDRB have brought opportunities for leadership and management training to our partner agencies. This is in an effort to create attractive work environments that may help with the current staffing crisis many agencies are experiencing.
  - PLB hosted a leadership training, presented by Michael Kiener. All of the 26 available attendee spots were filled. The target audience was upper management. Evaluations were very positive.
  - DDRB is hosting a four-part general management training opportunity and has allowed 10 St. Louis County participants. Each session will be a combination of live and e-learning presentations and will be held once a month through September.
- APSE (Association of People Supporting Employment First) has chosen St. Louis for the National APSE conference in the summer of 2019. Many of our partner agencies attend the APSE conferences each year as they are known for being leaders in the industry. The four regional SB-40 Boards participated in a meeting with National APSE and Missouri APSE to discuss the conference and talk about how we might take part.

### **Finance**

PLB's fiscal year ended on June 30. Our auditors will be in-house in August and the fiscal year end financials will be presented to the Board in September.

### **Standing Partnership**

Work is progressing with Standing Partnership, our Marketing and Communications consultant. A survey was completed by 31 of our partner agencies reflecting a strong interest in taking part in PLB's outreach and education efforts. The next step will be a media training workshop for PLB staff and Board members.

## **Administration**

The Program Services and Quality Department name has been changed to Agency and Community Relations to better reflect the breadth of the team's responsibilities.

### **Agency Overview** Mercy – Dana Brodeur, Manager Disability Inclusion Services

Dana Brodeur spoke on the inclusion initiative within the Mercy Hospital system. Currently there are 57 individuals employed at Mercy Hospital in a variety of jobs. In addition, with one-time and capacity building funding from PLB, Mercy developed a learning and development center, an interactive soft skill computer based training, provided inclusion workshops, and offer a train-to-hire internship opportunity. Dana expressed Mercy's gratitude for the continued funding and support of the PLB.

### **Financial Review Process**

Don Kaufmann presented information on PLB's agency financial review process. Don discussed the biennial financial review process which verifies that costs billed by agencies are accurate, allowable and reasonable, and the financial statement analysis which evaluates the financial condition of funded agencies.

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

No comments were made.

### **Consent Agenda Items**

Mr. Curran moved that the Board approve the consent agenda items.

- a. Approval of the Monday, June 11, 2018, Productive Living Board Meeting Minutes
- b. Rainbow Village Properties, Inc. – Request for Deferral of FY'19 Annual Loan Payments

<u>Loan Number</u>	<u>Installment Due Date</u>
Loan #1375/10	July 21, 2018
Loan #1377/10	July 21, 2018
Loan #1331/10	August 8, 2018
Loan #1350/10	August 14, 2018
Loan #1295/10	September 8, 2018

- c. Lafayette Industries North, Inc. – Request for Deferral of FY'19 Annual Loan Payment – (PLB Loan #3099/75)

<u>Loan Number</u>	<u>Installment Due Date</u>
Loan #3099/75	September 30, 2018

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

## **Committee Reports**

### **Administration Committee**

#### **Board Action Items**

##### Revisions to PLB Bylaws

Becky Herschbach discussed the proposed recommendation to revise the responsibilities of the Executive and Administration Committees, as outlined in the Bylaws, to better align with the current activities of both committees.

Ms. Tolan 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.

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

##### Personal Financial Disclosure Resolution

As a political subdivision, Productive Living Board members are required to submit a personal financial disclosure form to the Missouri Ethics Commission on an annual basis. Section 105.485.4 RSMo gives political subdivisions the option of adopting a resolution to use their own method of disclosing conflicts of interest and personal financial disclosures.

Ms. Tolan moved that the Board approve the adoption of the Resolution as presented, that will allow Productive Living Board to use the Conflicts of Interest Policy as stated in Section XV of the Productive Living Board Bylaws as their method of disclosing conflicts of interest.

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

#### **Board Information Item**

##### Committee Restructure

At the Administration Committee meeting on June 4, 2018, the Committee discussed the proposed committee restructure and determined that the current committee structure would remain in place. A Communications Ad Hoc Committee has been created and its activity will be reviewed after one year.

### **Employment Services Committee**

#### **Board Action Items**

##### MERS Missouri Goodwill Additional Appropriations for FY'18 (PLB Project #3012/10)

The PLB Employment Assigned Fund is available to agencies that have a documented need for additional units to support new individuals. MERS Missouri Goodwill requested additional units for employment retention services.

Mr. Malin moved that the Board approve an additional appropriation for MERS Missouri Goodwill PLB Project #3012/10 in an amount not to exceed \$7,544 for FY'18 from the Employment Assigned Fund for a revised FY'18 total appropriation of \$504,597.

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

**OATS, Inc. Appropriation Reduction for FY'19 (PLB Project #5001/50)**

Funds are being reduced due to the refinancing of the transportation to Partnership for Hope.

Anne Tolan noted that total funding for transportation is not being reduced. PLB is leveraging its funding through Partnership for Hope.

Mr. Malin moved that the Board approve a reduction in appropriation for OATS, Inc. PLB Project #5001/50 in an amount not to exceed \$376,800 for FY'19 for a revised FY'19 total appropriation of \$663,215.

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

**New Business**

No new business was discussed.

Mr. Bolster moved that the meeting of the Productive Living Board adjourn and reconvene in Closed Session per Section 610.021(13) RSMo – Personnel.

Mr. Whitlock seconded the motion; a roll call vote was taken with the following members voting yea: Mr. Bolster, Mr. Curran, Mr. Malin, Ms. Ney, Ms. Tolan, Ms. Tuttle and Mr. Whitlock.

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

Respectfully submitted,



Christine Ney, Secretary

As recorded by Kathy Williams, Executive Administrative Assistant

The above minutes were reviewed and approved by William Bolster, Vice Chairperson of the Productive Living Board.

**Guests Present**

Kathy Farache	Association on Aging with Developmental Disabilities
Pamela Merkle	Association on Aging with Developmental Disabilities
Kelly Tiefenbrun	Bridges Community Support Services
Bill Florent	Easter Seals/Lafayette Industries
Wendy Sullivan	Easter Seals Midwest
Melanie Mills	Easter Seals Midwest
Tammy Kuykendoll	Epworth Children and Family Services, Inc.
Heather Lytle	F.A.C.T
Karen Trower	Heartland Industries
Stacey Elster	Lafayette Industries
Karen Schuster	LifeBridge Partnership
Dana Brodeur	Mercy
Paul Lenhart	Mercy
Kim Uhlmansiek	Mercy
Beth Brown	MERS/Missouri Goodwill, Inc.
Pam Knox	OATS, Inc.
Mary Ann Gehrin	Options for Justice
Aimee Wehmeier	Paraquad, Inc.
Ray Halagera	Paraquad, Inc.
Cathleen Horst	Project, Inc.
Joelle Fouse	Rainbow Village Properties, Inc.
Mike Rea	Rainbow Village Properties, Inc.
Sue Fleming	Recreation Council
Mark A. Keeley	St. Louis Arc, Inc.
Amy Wheeler	Sunnyhill, Inc.
Nathan Harms	TREE House of Greater St. Louis
Shawna Hodge	United Cerebral Palsy Heartland
Monica Edmonds	United Cerebral Palsy Heartland
Teresa Williams	United Cerebral Palsy Heartland
Lois Warren	St Louis Regional Office
Sheila Greenbaum	Capes, Sokol, Goodman & Sarachan, P.C.
Tom Zychinski	