

**St. Louis City Senior Citizens Services Fund**  
**Board Meeting Minutes**  
 Thursday, February 22, 2018  
 12:15 am-1:15

Present: Ann Bannes, Sr. Mary Ann Nestel, Cynthia Crim (Co-Chair), Bill Siedhoff (Chair), Theresa Mayberry, Karl Wilson  
 Excused: Chauncey “Skip” Batchelor  
 Guests: William Kuehling  
 Note Taker: Jamie Opsal

TOPIC)	FOLLOW-UP
<b>Call to Order:</b> Bill welcomed Board members and called the meeting to order. The Approval of Minutes from January 25, 2018 were read and a motion by Karl Wilson to approve the minutes as submitted. Ann Bannes seconded. The minutes were unanimously approved as read.	
<b>Chair Report:</b> Bill Siedhoff discussed with Board members the role that the Board should play in light of recent proposed state budget cuts that will negatively impact the people we are serving. The Board discussed what options that they can do as a quasi-governmental agency. The Board suggested that issues that relate to the proposed budget cuts could be disseminated through the Seniors Count social media and website. And that the Board could write letters of support as needed. Bill requested research into why the amount collected for the fund of 1.82 million fell short of the estimated 2.1 million projected.	ED will research fund issue
<b>Program and Grants Committee Report:</b> A motion was made by Ann Bannes to select in fiscal year 2018, phase one funding three funding priority areas which include, fall prevention, economic instability and energy assistance/weatherization. Sister Mary Ann Nestel seconded. The Program and Grants committee will meet on February 27 to construct RFA with more specific parameters.	P&G Committee will meet on Feb 27
<b>General Counsel’s Report:</b> Bill Kuehling reported that the Board has no restrictions on lobbying but cannot support or denounce a candidate and propositions you can provide information to the public but cannot advocate for or against. Bill Kuehling presented the draft template for the Senior Fund to use in awarding grants. The draft template is designed to incorporate attachments containing (1) the response to the RFP from the agency, (2) the grant specific scope of work upon which the Fund will pay the agency, and (3) specific insurance requirements for the agency. He requested any questions or comments.	
<b>Executive Director Report:</b> Jamie Opsal distributed a written report for the month of January 2018-February 2018. The report included the following highlights: <ul style="list-style-type: none"> <li>• Fiscal: Worked with MHB accountant to developed internal procedure for bill payment. Received checks and now able to pay contractors. Banking: finalizing our on-line banking services, finalized contract with Commerce Bank,</li> </ul>	

<p>Application sent for Missouri Tax ID number, finalized forms for Treasury service agreement and depository agreement.</p> <ul style="list-style-type: none"> <li>• Office Set-up: New computer delivered and connected to a shared drive, copier, scanner along with software (Quickbooks updated version of Microsoft outlook). Finalized and ordered stationary and business cards with logo. Senior Fund name on the door.</li> <li>• Contractual Agreements: Working to finalize agreement with Paychex for administration of personnel and benefits. Finalized contract with Commerce Bank. Working on procurement of D &amp; O Liability insurance.</li> <li>• Evaluation: Developing fund evaluation strategies with support from Washington University interns and agency website.</li> <li>• Grants: Finalizing grants final reports by end of February.</li> <li>• Supporting work of Program and Grants and Fiscal Subcommittee's, reviewing MHB funding policies.</li> </ul>	
<p>Motion was made to adjourn by and seconded.  <b>Next meeting:</b> Thursday, March 22, 2018 at 9:00 am -10:00</p>	