



Executive Board

Meeting Minutes

Thursday, January 24, 2019, 10am

Present | Bill Siedhoff (Chair), Ann Bannes, Chauncey 'Skip' Batchelor, Sr. Mary Ann Nestel, Karl Wilson, Theresa Mayberry, Cynthia Crim,

Other Attendees | Jamie Opsal, Bill Kuehling, Stephanie Herbers, Yoni Blumberg, Nicholas Morgan, Anna Smith, Crystal Vega

Welcome and Introductions (Bill Siedhoff)

The Senior Fund's new program manager, Stephanie Herbers, was introduced. She began work with the Senior Fund on January 16.

CORO Fellows were introduced: Yoni Blumberg, Nicholas Morgan, Anna Smith, and Crystal Vega. They are working on a four-week project supported by the Senior Fund in collaboration with the Daughters of Charity Foundation. The project is focused on assessing the current transportation resources for older residents in St. Louis City and St. Louis County, as well as models and best practices in other regions. This work will serve as a base for informing a new funding focus area on transportation.

Approval of October Board Minutes (Bill Siedhoff)

Sr. Mary Ann Nestel made a motion to approve the October Board Minutes, Cynthia Crim seconded; Board unanimously approved.

Chair and Governance Committee Reports (Bill Siedhoff)

Contract with Mental Health Board | Contract for office space, accountant's time, and other resources is up for renewal. The arrangement in terms of expense and resources remains the same. Board discussed how arrangement with MHB has helped with efficient use of overhead expenses and offered other benefits (e.g., proximity to learn from each other). *Karl Wilson made a motion to approve the contract renewal, Sr. Mary Ann Nestel seconded; Board unanimously approved.*

Senior Fund Employee Handbook | Current version of the employee handbook was shared with the Board prior to the meeting. *Skip Batchelor made a motion to approve the handbook, Ann Bannes seconded; Board unanimously approved.*

Notetaker: Stephanie Herbers

Employee Bonding | Discussed whether the Board wants to pay for employee bonding insurance. Bonding is not required for the Fund, it costs money that could be used for programs, and the Fund carries all required insurance. There are checks and balances in place for processing deposits that includes three people: Jamie Opsal, Stephanie Herbers, and Susan Kabat. In addition, an audit will be scheduled at the start of the new fiscal year that will review process and serve as another check on funds management.

Next Step ► Theresa Mayberry and Jamie will draft RFP for auditing services. RFP will cover FY18 (six months) and FY19. Will present to Board for review and approval at upcoming meeting.

Board Meeting Dates | Presented new meeting schedule for 2019 that will meet on the 4th Thursday of the month at 10am (except for November due to Thanksgiving), with no meetings during a couple of months where activity is lighter. 2019 Meeting Schedule is as follows: January 24, February 28, March (no meeting), April 25, May 23, June 27, July (no meeting), August 22, September 26, October (no meeting), November 21, December (no meeting).

State Statute | The statute for the Senior Fund is different from the Mental Health Board and Children Services Fund. Representative Donna Baringer has offered to sponsor a bill that will change the Senior Fund's statute to be in line with other similar funds, ideally to be introduced in the current session. She is touching base with other legislators, including aldermen in the wards that are within her district.

Next Step ► Karl Wilson will check with other similar funds to see if any would be interested in collaborating on the statute change. Bill Kuehling will share proposed statute language with Board.

Executive Board Appointment | Theresa Mayberry's term on Board is coming to end; she has agreed to stay on for a 2nd term. Her request for reappointment will be presented to the Board of Aldermen later this year.

Legal Consultant Report (Bill Kuehling)

Payment of Taxes Under Protest | Lawsuit was filed by tax funds to release funds from taxes paid under protest held by Collector of Revenue's Office. Court order was issued for 2018 taxes and taxes paid under protest for next four years. Fund should receive distribution from this soon.

Fiscal Report (Susan Kabat)

Board reviewed quarterly report prepared by MHB accountant, Susan Kabat, for the Senior Fund. Revenue and expenses are as expected. The Fund has only paid out the first portion of grant funding for the grantees selected in 2018; the remainder of their grants will be distributed upon receipt of their interim report and a site visit in February/March that shows they are in good standing and ready for their second disbursement. Anticipate higher expense amounts, as planned, later in fiscal year due to hiring of program manager, 2019 grants, and other needs. Susan is working with Jamie and Fiscal Committee to prepare FY20 budget.

Program and Grant Committee Report (Karl Wilson & Jamie Opsal)

2019 Grants | Second round of grantees were opened in November for two new funding areas: Social Isolation and Homemaker Chore Services. Held meeting at Saint Louis University for organizations interested in applying November 1. Thirty letters of intent were received, requesting \$1.4M in funds. Grant review teams reviewed LOIs and invited 16 organizations to complete full grant applications; invitees include some new organizations that did not apply in 2018. Applicants are requesting \$783,639; the Fund has \$500,000 allocated for this funding round. A grant application workshop was held on January 8; all invited organizations were in attendance. Jamie also met with all of the organizations that were not invited to complete a grant application in December and January to provide feedback on their LOIs and answer any questions. Grant applications are due February 12.

Next Step ► Program and Grant Committee needs to discuss how to handle funding decisions due to skewed distribution of grant applications between the two funding areas (i.e., more grants for programs addressing social isolation than homemaker chore services were received). Need to make sure needs of residents are addressed.

2018 Grants | Six-month reports are due January 31 from grantees. Once reports are received, Stephanie and Jamie will schedule site visits.

Executive Director Report (Jamie Opsal)

Presented summary of activities from October 25 through January 24. Included interviews and hiring of new program manager, collaboration with Daughters of Charity Foundation on the CORO project, various meetings with other funders to connect and identify opportunities for collaboration, and technical assistance with grantees and grant applicants (see above).

Meeting Adjourned 11:10am; Next Meeting: February 28, 10am