

**St. Louis City Senior Citizens Services Fund  
Board Meeting Minutes  
Department of Mental Health  
5400 Arsenal Street Room F-116  
St. Louis, Missouri  
Thursday, June 15, 2017  
9:00 am-Noon**

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

| TOPIC   | FOLLOW-UP   |
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| <p><b>Call to Order:</b> Bill welcomed Board members to the second regular meeting of the Board and called meeting to order. The <b>Approval of Minutes:</b> May 25, 2017 minutes were read and a motion by Karl Wilson to approve the minutes as submitted was unanimously approved as read.</p>   |   |
| <p><b>Chairman’s Report:</b><br/> <b>St Louis City Senior Citizens Services Fund Budget:</b></p> <ul style="list-style-type: none"> <li>• Bill reported that one issue with the Missouri Statute that provides for the establishment of the Senior Citizens Services Fund requires that the money generated by the property tax must go through the city's appropriation process. That requires getting the approval from the Board of Aldermen and the Board of Estimate &amp; Apportionment (Mayor, President Board of Aldermen and City Comptroller). Bill spoke with both Lewis Reed and Darlene Green and debriefed them on the plan suggested by the Mayors’ office that the fund will become a line item in the Department of Human Services budget and treated as a grant for 2.1 million dollars beginning July 1, 2017. He received their approval to move forward as a line item for 2018 Human Service budget. In late December 2017 and in January 2018 the Board can request the funds so they can be deposited into a separate account.</li> <li>• Efforts during the legislative session to get the statute changed so the funds would come directly to the Senior Citizens Services Fund, similar to the way tax funds are received by the Mental Health Board, Children's Services Fund and Developmental Disability Resources did not pass. It was suggested that we try again when the legislation convenes in January 2018.</li> </ul> |   |
| <p><b>Senior Services Fund Start up 6 month plan:</b> Since access to the funds won’t occur until January 2018, we will need to be functioning administratively beforehand and cannot do this without start-up funding and a fiscal agent.</p> <ul style="list-style-type: none"> <li>• <b>Funding:</b> <ul style="list-style-type: none"> <li>○ Bill, Sister Mary Ann, and Jamie attended the Seniors Count Executive Committee meeting yesterday. The</li> </ul> </li> </ul>  | <p>Theresa will follow up with MFH and Jamie will follow up with ARCHS to see if they would</p> |

Executive Committee approved loaning the St. Louis City Senior Citizens Fund \$35,000 for start-up fees with the understanding that it will be repaid after the tax is collected in 2018.

- Cynthia Crim approached two local foundations as directed by the Board, who supported the Seniors Count education campaign, for possible grant funding for start-up funds. The Daughters of Charity do have discretionary funding and requested the following documents for review:
  - Executive Director Job description,
  - July-December 2017 Budget
  - July-December Start-up Work plan
- The Daughters of Charity may have some discretionary funds available and after they receive the requested documents a determination will be made on the amount of funds available to the Senior Fund. The sooner we can get these documents to them the better position we will be in to move forward. Based on the conversation with Daughters, the Lutheran Foundation will be wanting the same information. The three documents requested were developed by a special committee comprised of Bill, Cynthia, Theresa and Jamie and sent out for the Board to review. The Board reviewed the Executive Director Job description and made revisions. A motion was passed to accept the Executive Job Description as amended. The Board made a motion to review the budget when they go into Executive Session. The motion was accepted. The Board reviewed the Work plan of the items we will want to accomplish from July through December 2017. A motion to accept the work plan with suggested edits was made and passed. The motion was passed.
- **Fiscal Agent: Short term versus long term**
  - In order to accept grants or a loan from the Seniors Count initiative we need a fiscal agent for the short term. We can continue our search for a long term fiscal agent who can support us after December 2017. It was suggested to look at several agencies for fiscal support during the interim (July-December 2017) including ARCHS and Missouri Foundation for Health. The Board is looking at this as a purchase of service contract position.

#### **Governance Activities:**

- **St. Louis Senior Citizens Services By-laws:** All Board members were sent copies of Clay and Platte Counties Senior Fund By-laws for review as a reference. A motion was made to refer this to a special committee to develop a draft for the Board to review at the for July meeting. Members include Bill Siedhoff, Cynthia Crim, Sister Mary Ann Nestel, Karl Wilson and Jamie Opsal. The Board made suggestions to include defining Board rotation, fiscal year, and indemnification clause.
- **Officers:** The Board decided to include the following officer positions and to leave it up to the Chairs of those committees to schedule their separate meetings.
  - *Chair:* William Siedhoff
  - *Vice-Chair:* Cynthia Crim
  - *Treasurer:* Theresa Mayberry
  - *Secretary:* Sister Mary Ann Nestel

be interested in acting as the Fiscal agent for the interim.

Jamie will develop Board meeting calendar for Board packets.

Special committee will meet to develop By-laws draft on June 28 at 3:00 at Commerce Bank.

Theresa and Jamie will work on grant requests applications.

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| <ul style="list-style-type: none"> <li>● <b>Committee Assignments:</b> <ul style="list-style-type: none"> <li>○ Committee: For now each committee will adopt a minimum of three members for the following committee's: <ul style="list-style-type: none"> <li>▪ <i>Governance</i>-Cynthia Crim (Committee chair), Sister Mary Ann Nestel, Bill Siedhoff.</li> <li>▪ <i>Fiscal</i>-Theresa Mayberry (Committee chair), Bill Siedhoff, Chauncey “Skip” Bachelor.</li> <li>▪ <i>Program and Grant Making</i>-Karl Wilson (Committee Chair), Ann Bannes, Theresa Mayberry.</li> <li>▪ <i>Nominating Committee</i>- if needed in the future the Chair will appoint the nominating committee.</li> </ul> </li> </ul> </li> <li>● <b>Meeting date/time and Location:</b> A calendar listing the upcoming Board meetings for 2017 was established and will be added to the Board packet. These dates are as follows: July 27, August 24, September 21, October 26, November 16, and December 21. Starting at 9:00 and ending at noon. Karl Wilson will work to secure this location for future meetings.</li> </ul>   |  |
| <p><b>Presentation by Jama Dodson, Executive Director for Mental Health Board</b></p> <ul style="list-style-type: none"> <li>● In an attempt to try and keep the administrative costs low and to get the most funds to the residents of St. Louis, we were approached by two agencies that would contract with the St Louis Senior Citizens Services Fund Board for administrative and financial functions. The Mental Health Board and the United Way of Greater St. Louis, both initiated contact to offer assistance to the St Louis Senior Citizens Services Fund Board for administrative support. In response they were asked to provide a scope of work and budget.</li> <li>● Jama Dodson, Executive Director for the Mental Health Board (MHB) presented to the Board their proposed scope of work. The presentation included handouts that provided information about MHB, contracted services plan with cost, budget and the overview. MHB stressed the importance of developing a partnership in order to keep costs down. If there is not a partnership they would need to make modifications to their budget as the costs for services would be higher. In February 2017, the Board of Director of MHB passed a resolution to enter into an agreement with the Senior Citizens Services Fund Board. This board action enabled MHB staff to enter into discussions with the St Louis Senior Citizens Services Fund Board.</li> <li>● The St. Louis Senior Citizens Services Fund Board members asked a few clarifying questions about the information presented.</li> </ul> <p>Debrief on MHB Presentation</p> <ul style="list-style-type: none"> <li>● The Board needs to research the process for us to accept a contract if it necessitates an RFP process or if it becomes an intergovernmental entity agreement.</li> <li>● A comment was made by Theresa to keep the first year more relational and simple since we need a budget by June 23.</li> </ul> |  |
| <p><b>A motion was passed to Adjourn to Executive Session (Closed):</b></p>   |  |
| <p><b>Next meeting:</b> Thursday, July 27, 2017 from 9:00-12:00.</p>  |  |