



**Board Meeting**  
***Agenda***  
**Thursday, September 23, 2021**  
**10:00-11:00am**

*Join Zoom Meeting*

<https://us02web.zoom.us/j/81978454070>

*Call In to Meeting*

(312) 626-6799 | Meeting ID: 819 7845 4070

- 10:00 Public Hearing on Property Tax Rate for the Senior Fund  
*Comments should pertain to the Resolution setting the next year's property tax rate. The proposed Resolution has been posted on the Senior Fund's website, on the door of the building where the Senior Fund's office is located, on the 1<sup>st</sup> floor of City Hall, and published in the St Louis American.*
- 10:10 Board Vote on Property Tax Rate Resolution *Cynthia Crim*
- 10:15 Review and Approval of June Minutes *Cynthia Crim*
- 10:20 Financial Report *Susan Kabat*
- 10:30 Recognition of Rep. Donna Barringer *Jamie Opsal*
- 10:40 Program and Grants Committee *Ann Bannes*
- Social Isolation Grant Award Recommendations
    - Resolution to approve awards
- 10:50 Fiscal Committee Report *Karl Wilson*
- Review and approve procurement policy
- 10:55 Executive Directors Report *Jamie Opsal*
- 11:00 Adjourn *Cynthia Crim*

**Next Meeting: Thursday, October 28, 2021**



**CITY OF ST. LOUIS SENIOR CITIZEN SERVICES FUND BOARD  
RESOLUTION SETTING TAX RATE**

**WHEREAS**, the voters of the City of St. Louis, on November 8, 2016, approved Prop S, which authorized a tax levy rate of Five Cents (\$0.05) on each One Hundred Dollars (\$100.00) assessed valuation; and

**WHEREAS**, pursuant to laws of the State of Missouri, the City of St. Louis Senior Citizen Services Fund Board ("Board") has estimated the amount of money needed to be raised by taxation for the 2021-2022 fiscal year for the City of St. Louis Senior Citizen Services Fund, the tax rate required to produce that amount and to provide the funds to meet other legitimate needs of the Board; and

**WHEREAS**, the tax assessment rollback or reduction provisions of Article X, Section 22 of the Missouri Constitution and Section 137.073 R.S.Mo. for the City of St. Louis Senior Citizen Services Fund has been applied.

**NOW THEREFORE BE IT RESOLVED:**

1. After a duly advertised public hearing being held on this date, the Board hereby finds and determines that the rate of taxation for the fiscal year beginning July 1, 2021 shall be Four and Eighty-Eight Hundredths Cents (\$0.0488) on each One Hundred Dollars (\$100.00) assessed valuation on all real, personal and other taxable property within the District; and
2. The Assessor of the City of St. Louis and all other officers in said City charged by law with the assessment of taxes due on or before December 31, 2021 are hereby required and directed to enter the tax shown in Section 1 of this Resolution, upon the assessment books of taxable property in the City before delivering the same of the Collector of the City of St. Louis for collection; and
3. The Secretary of the Board be directed to furnish a copy of this Resolution, duly certified according to law, to the Comptroller, the City Registrar, the Collector of Revenue, the Assessor, and the License Collector of the City of St. Louis and the Board Chair and Secretary be authorized to execute any other documents required to effectuate this tax rate.

**ADOPTED** by the City of St. Louis Senior Citizen Services Fund on this 23rd day of September 2021.

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*William Siedhoff, Board Chair*

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*Attest: Sr. Mary Ann Nestel, Secretary*



## Executive Board

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### *Meeting Minutes*

Thursday, June 24, 2021, 10am

**Present** | Bill Siedhoff, Karl Wilson, Ann Bannes, Skip Batchelor, Sr. Mary Ann Nestel

**Absent** | Cynthia Crim, Julia Allen

**Other Attendees** | Jamie Opsal, Stephanie Herbers, Bill Kuehling, Cynthia Berry

#### **Welcome and Introductions** (*Bill Siedhoff*)

There were no community members present who wished to address the Board.

#### **Review of Minutes** (*Bill Siedhoff*)

*Skip Batchelor made a motion to approve the meeting minutes for May, Sr. Mary Ann Nestel seconded; Board unanimously approved.*

#### **Board Chair Report** (*Bill Siedhoff*)

[Recognition of Jama Dodson](#) | At the time of her retirement from MHB, the board recognized Jama Dodson for her innovative thinking and collaborative spirit. Her invitation to the Senior Fund to share space with MHB, facilitated opportunities for information sharing and partnership, and reduced administrative expenses for the Senior Fund, which allowed more funds to be distributed into the community for services.

[Senior Fund Legislation](#) | Will recognize Senator Roberts and Representative Barringer this fall at either the September or October meeting to thank them for their sponsorship of legislation to adjust the state statute for the Senior Fund to align the budget approval process with other St. Louis City tax funds and allow for the Senior Fund to apply for grants without prior approval of the Board of Aldermen.

#### **Update on Ma4 Assessment Project for SLAAA** (*Cynthia Berry*)

Cynthia Berry presented highlights from a draft report of a project she is working on with the Senior Fund and SLAAA to analyze data from assessments completed with SLAAA clients January 2020 to March 2021. The objective of this work was to identify clients that may benefit from additional community referrals (e.g., dental care, hearing screenings, dementia-related support) and also provide general information on common needs of City residents served by SLAAA to help with future planning. This work created new reports for their database system that can be used by SLAAA in perpetuity for referral purposes. A summary

*Notetaker: Stephanie Herbers*

report of the assessment data should be finalized in late summer. Board members expressed interest in exploring differences related to race, age, income in terms of risk factors, areas of need, etc. Will discuss more once a final report is complete.

**Program and Grants Committee** (*Ann Bannes*)

Reviewed funding recommendations from Senior Fund staff, with support of the Program and Grants committee, for additional social isolation grants and a request from SLAAA for funding in FY2022.

Social Isolation Grants | Staff recommended not renewing a one-year grant up for renewal due to COVID-related challenges and restrictions on in-person workshops. Staff also recommended approval of inviting two organizations to apply for funding that would be reviewed and up for consideration for approval in September to carry out virtual programming that addresses social isolation.

*Karl Wilson made a motion to approve the recommendations for social isolation grants as presented, Sr. Mary Ann seconded; Board unanimously approved.*

Grant to Support St. Louis Area Agency on Aging (SLAAA) | Due to the Senior Fund Budget included the allocation of \$180,000 for a potential SLAAA award in the FY2022 budget to address the budget shortfall that the agency experienced last year, their significant role as a lead organization for the aging services network in St. Louis City, and their need in FY2022 for funding to support staff, nutrition and transportation services, it was recommended that the Board approve an award up to \$180,000 in FY2022 to be used for staff, home delivered meals and or transportation services. SLAAA's full ask for staffing support would be paid at the beginning of the fiscal year and additional dollars to support nutrition and transportation contract services, would be paid incrementally throughout the year based on confirmation that these services will not be supported by any new stimulus or other funding that may be received during the year.

*Bill Siedhoff made a motion to approve the resolution as presented, Sr. Mary Ann Nestel seconded; Board unanimously approved.*

Funding to Support SLAAA Planning Project | Due to the lack of a clear, documented, long-term plan for SLAAA in regard to program priorities and the development of potential new funding sources, and the benefit of having a business plan to help inform the Senior Fund's role in supporting the Area Agency on Aging for St. Louis City, it was recommended that the Board approve an allocation of up to \$15,000 in FY2022 from the Collaborative Projects line item to contribute as a grant match for a grant proposal to be submitted to the Missouri Foundation for Health in July 2021 to support a consultant to work with SLAAA on a business and funding plan. It was also requested that the Board approve funding up to \$3,000 for a grant writer that will work with Senior Fund and SLAAA staff to assist with the application to the Missouri Foundation for Health's Opportunity Fund.

*Sr. Mary Ann Nestel made a motion to approve an allocation of up to \$15,000 to contribute toward SLAAA's planning process as part of a grant application to the Missouri Foundation for Health, Skip Batchelor seconded; Board unanimously approved.*

*Bill Siedhoff made a motion to approve funding for a grant writer up to \$3,000, Skip Batchelor seconded; Board unanimously approved.*

**Executive Director's Report** (*Jamie Opsal*)

[Behavioral Health and Aging Taskforce](#) | This working group was formed to address the disconnect between the Aging Network and the network of behavioral health providers in the St. Louis region. The group is co-chaired by a representative from the Senior Fund (Jamie Opsal), St. Louis MHB (Lisa Potts), and Behavioral Health Network (Sally Haywood). The group has met monthly since the beginning of the year and has reviewed models from other states, shared information about each other's agencies, discussed strengths and challenges related to behavioral health resources for older adults, and distributed a survey about services for older adults and interest in workforce development to providers in the area. The co-chairs are working on a recommendations report that will be reviewed by taskforce members before finalizing.

[St. Louis City Stimulus Advisory Committee Update](#) | \$500 million is expected in direct financial assistance from the American Rescue Plan. Senior Fund staff have shared data on older adults with the advisory committee along with recommendations to address current needs of older City residents due to COVID and an offer to help with older adult representation on the committee. The upcoming HUDZ committee meeting is an upcoming opportunity for people to submit letters to the Board of Aldermen about use of the funds. Jamie will submit a letter from the Senior Fund.

*With no further business to discuss, Sr. Mary Ann Nestel made a motion to adjourn the meeting, Skip Batchelor seconded; all in favor. Meeting adjourned at 11:17am.*

*Next Board Meeting:* **September 23, 10am**



## Memorandum

**To:** St. Louis City Senior Fund Board

**From:** Ann Bannes, Program and Grants Committee Chair

**Subject:** Authorization of FY22 Social Isolation Grants

**Date:** September 23, 2021

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The Resolution attached, if approved, authorizes funding of one-year grants by the St. Louis City Senior Fund. Grant awards are recommended based on reviews completed by Senior Fund staff and the Programs and Grants Committee to address social isolation needs for St. Louis City residents.

At the Board's February 2021 meeting a total of up to \$1,685,290 was authorized for Fund Defined grant awards in FY22. To date, \$1,575,649 in awards has been executed with \$109,641 remaining in the budget that has not been allocated.

The Program and Grants Committee is recommending an appropriation of up to **\$79,793** for grant awards supporting programs focused on social isolation in FY22 as follows:

- \$50,000 grant for PEACE Weaving Wholeness to support programming that engages older adults in virtual and hybrid classes focused on culture, art, and wellness.
- \$29,793 grant for Community Health in Partnership Services, Inc. (CHIPS) to support the Circle of Friends program facilitated at four St. Louis Housing Authority apartment communities.

This leaves \$29,848 remaining from what was budgeted for Fund Defined grants.

**ST. LOUIS SENIOR CITIZEN SERVICES FUND BOARD**  
**RESOLUTION APPROVING GRANT AWARDS AND MAXIMUM GRANT AMOUNTS**  
**FOR FY2022 FUND DEFINED – SOCIAL ISOLATION GRANTS**

**WHEREAS**, The City of St. Louis, Missouri has levied taxes pursuant to the laws of the State of Missouri to fund the St. Louis City Senior Service Fund; and

**WHEREAS**, the Board is desirous to implement its responsibilities to ensure high quality community services to persons 60 years of age and older in the City of St. Louis; and

**WHEREAS**, the Board authorized up to \$1,685,290 in Fund Defined grant awards in FY2022 (July 1, 2021-June 30, 2022) and there is \$109,641 remaining in the budget that has not been allocated.

**NOW THEREFORE BE IT RESOLVED:**

1. The Board hereby appropriates up to **\$79,793** for grant awards in FY2022 to the agencies on the attached list up to the amounts designated for each.
2. The Board Chair and Executive Director are authorized and directed to enter into contracts with the awarded organizations up to the amounts specified to carry out the proposals.

**Approved this 23rd Day of September 2021.**

\_\_\_\_\_  
*William Siedhoff, Board Chair*

\_\_\_\_\_  
*Attest: Sr. Mary Ann Nestel, Secretary*

Organization	FY22 Submitted Request	Program Description	Time Line	Who will be served by the grant	Budget	Covid Guidelines
Peace Education Action Compassion and Empowerment Weaving Wholeness	\$50,000	The funding request is to support programming that engages senior participants in virtual and hybrid classes including culture, art, and wellness.	Semesters take place fall (Oct 1 – Dec 31st 2021) and Spring 2022 (February 1st – May 31st)	Seeking to engage 80 current and previous participants, and add an additional 20 new participants. They serve residents throughout the City, including residents that live in zip codes 63101, 63105, 63106, 63107, 63108, 63113, 63115, and 63147.	Budget supports program staff, workshop instructors, equipment, and supplies.	Current program is virtual and will continue in that format for most of the programming. They hope to have the Fall Harvest Celebration in an outdoor venue. However, they are continuing to monitor CDC guidelines. Men’s Wisdom Tree Dinner Group meets monthly face-to-face and practices safe distancing protocols.
Community Health In Partnership Services, Inc. CHIPS	\$29,793	Circle of Friends® is a peer-based group program that has been implemented in St. Louis since 2019 with the support of Saint Louis University's Geriatric Education Center. The program focuses on supporting older adults who experience loneliness from time to time or perhaps every day. The aim is to alleviate and prevent loneliness.	The 2021-2022 program will include three twelve week programs. September - December 2021, January - March 2022, April- June of 2022.	Goal 72 older adults in St Louis City Housing Authority locations. Currently they have 4 St. Louis Housing Authority sites that continued to meet all year (Le Chouteau, West Pine, Parkview, and Cambridge). Of the 72 participants, they estimate 40 will be returning and 32 will be new participants	Budget supports program staff, peer facilitator stipends, supplies, and meeting expenses.	They are conducting all Circle of Friends sessions digitally until further notice via zoom. Through other grant awards they have secured enough tablets and Wifi extending devices to host the program virtually.





## PROCUREMENT POLICY

### INTRODUCTION

This policy is intended to guide the St. Louis City Senior Citizen Services Fund (“Senior Fund”) on the acquisition of the following (1) Goods, Equipment and Standard Services with an estimated value of less than ten thousand dollars (\$10,000); (2) Goods, Equipment and Standard Services with an estimated value of greater than ten thousand dollars (\$10,000); and (3) Professional Services.

### DEFINITIONS

- a. **Goods.** Goods are defined as such items as paper goods, ink, refreshments, furniture, lamps, light bulbs cleaning supplies, etc. Generally, items that can be consumed.
- b. **Equipment.** Equipment is defined as such items as computers, printers, paper shredders, telephones, projection equipment, etc. Generally, items that have a useful life of a year or more.
- c. **Standard Services.** Standard Services are defined as such things as janitorial services, IT, utilities (including internet and other telecommunications), printing, information technology maintenance, etc.
- d. **Professional Services.** Professional Services are such services as normally require some type of professional certification, such as being a certified public accountant, an attorney, a professional social worker, or particularly specialized expertise. It also includes a service requiring unique talent, such as an artistic undertaking.

### POLICY

#### **1. Purchase of Goods, Equipment and Standard Services with an estimated value of less than ten thousand dollars (\$10,000).**

At the discretion of the Executive Director, Goods, Equipment (including computer software), and Standard Services with an estimated value of less than ten thousand dollars may be procured without the solicitation of bids from a vendor of choice. They may also be procured through a cooperative purchasing agreement with other governmental entities. The Executive Director is expected to use their best judgement in making the purchase. If they wish, the Executive Director may obtain competitive quotes from two or more vendors of their choosing. Advertising is not necessary. If more than one proposal is solicited the Executive Director will not share vendor prices, terms or other bid information with other vendors during the course of the bid process. Documentation of this process is not required.

After the purchase is completed, all aspects of the purchase shall become a matter of public record.

Goods and Equipment purchases shall not be split up so as to fall under the \$10,000 threshold.

**2. Purchase of Goods, Equipment, and Standard Services with an estimated value of more than ten thousand dollars (\$10,000).**

Goods, Equipment (including computer software), and Standard Services with an estimated value of more than ten thousand dollars shall be procured through a formal bid process or through a cooperative purchasing agreement with other governmental entities which have employed a bid process.

If a formal bid process is to be used, the following process shall include:

- a. The Executive Director shall draft bid specifications in a manner such that a broad number of vendors may submit proposals. Bid specifications shall not be drafted so narrowly that only one source can respond. Minor variations in specifications which do not materially impact the usability of the goods or equipment shall be allowed.
- b. A request for bids shall be prepared providing information on how and when the bid is to be submitted, the specifications for the goods or equipment, and when bids would be opened.
- c. The request for bids shall be widely published in a manner reasonably anticipated to solicit a large number of responses, including from certified Minority Business Enterprises (MBE) and Women Business Enterprises (WBE).
- d. When comparing bids the following elements must be considered: price, conformity with original specifications, delivery date (if specified), MBE/WBE status, location in the City of St. Louis, and freight charges.
- e. The award may be made to a vendor that was not the lowest bidder, but if done, justification must be provided. Justification may include prior performance, MBE/WBE status, and location in the City of St. Louis.
- f. After a purchase order has been issued, all aspects of the bid process shall be open to the public.

**3. Procurement of Professional Services**

When the Executive Director determines that existing Senior Fund staff does not have available time or expertise to perform a service necessary for the effective functioning of the Senior Fund, the Executive Director may seek Professional Services. Professional Services may be sought in the following ways:

- a. *Sole Source.* A sole source selection of Professional Services may occur if, in the determination of the Executive Director, continuity of service must be maintained, prior or specialized knowledge and experience would make other considerations unfeasible and/or uneconomical, or the need for the work is of such urgency that a competitive selection cannot be conducted and the needs of the Senior Fund still met.

The Executive Director shall provide notice to the Executive Committee of the proposed sole source engagement. Included in the notice shall be a draft agreement for the service which shall include the scope of services and the proposed method and amounts of compensation for the service. Also included in the notice shall be the Executive Director's reasons why the sole source procurement is appropriate. The Executive Committee shall vote to approve or disapprove the sole source engagement. If approved the contract may proceed to execution.

For certain repetitive tasks for which Professional Services are needed, the Executive Director may prepare and submit to the Executive Committee for pre-approval a list of qualified professionals. As need arises, the Executive Director may contact with any of the qualified professionals on the list without further approval.

- b. *Use of Request for Qualifications.* In the event the envisioned services are of the type that is difficult to estimate all of the required services and costs associated therewith, and there is no identified sole source of the services, the Executive Director may propose the use of a request for qualifications to identify qualified providers. The Executive Director shall provide notice to the Executive Committee of the proposed RFQ, and the Executive Committee must approve the use of the RFQ. Included in the notice to the Executive Committee shall be the scope of services of the engagement, the reasons why a request for qualifications is proposed to be used, the proposed method of publicizing the RFQ and recommended criteria for selection. As approved by the Executive Committee, the RFQ may be sent to a list of providers approved by the Executive Committee or through advertising calculated to result in submittals.

The Executive Committee may select the provider from those responding to the RFQ which, in the opinion of the Executive Committee, is best qualified to provide the necessary services. The Executive Committee may utilize interviews in this process. The Executive Director, assisted by the General Counsel, shall then negotiate an agreement satisfactory to the Senior Fund for the provision of the desired services, and the agreement shall be submitted to the Senior Fund for approval. If the Executive Committee decides that none of the respondents has the desired qualifications, it may solicit additional providers by another RFQ or by Sole Source or use of an RFP as provided by this policy

- c. *Request for Proposals ("RFP").* In the event the envisioned services are of the type and scope such that it is reasonably possible to estimate all of the required services and cost, the Executive Director may propose to the Executive Committee the use of an RFP to identify qualified providers, a scope of work and cost. The Executive Director shall provide notice to the Executive Committee of the proposed RFP, and the Executive Committee must approve the use of the RFP. Included in the notice to the Executive Committee shall be the text of the RFP, the reasons why a RFP is proposed to be used, the proposed method of publicizing the RFP, and proposed criteria for selection. The RFP may be sent to a list of providers approved by the Executive Committee or through

advertising calculated to result in appropriate submittals. After reviewing submittals and at its discretion conducting interviews, the Executive Committee shall select a provider. The Executive Director, assisted by the General Counsel, shall then negotiate an agreement satisfactory to the Senior Fund for the provision of the desired services, and the agreement shall be submitted to the Senior Fund for approval. If the Executive Committee decides that none of the responses to the RFP are satisfactory, it may solicit additional proposals or utilize an RFQ or Sole Source to fill the need as provided by this policy.

**4. Minority Business Enterprise (“MBE”)/ Women Business Enterprise (“WBE”) Diversity Supplier Policy**

The Senior Fund recognizes its responsibility to the City of St. Louis community which it serves and is committed to a policy of nondiscrimination. It is the policy and commitment of the Senior Fund not to discriminate on the basis of race, color, national origin, sexual orientation, or sex in the award and performance of any Senior Fund contract or in the administration of procurement of goods, equipment, and services. The Senior Fund will take necessary steps to assure that diverse suppliers and professionals shall have a fair opportunity to participate in Senior Fund contracts.

*Additional Text to Consider for Section 4: The Senior Fund will make a good faith effort to ensure minority and women-owned businesses have an opportunity to participate in the performance of contracts or in the procurement of goods, equipment, and services financed in whole by the Senior Fund. This includes soliciting bids from minority and women-owned businesses whenever seeking competitive quotes from two or more vendors or implementation of a formal bid process. The use of minority and women-owned business will be tracked by staff and reported on an annual basis to the Senior Fund Executive Committee.*

To: St. Louis City Senior Fund Board

From: Jamie Opsal

Date: September 23, 2021

Re: Staff Report for June 25 – September 23, 2021

### **Administrative**

- The Fiscal Committee met to discuss the Senior Fund procurement policy. Bill Kuehling will make final recommendations on the policy and the Fiscal Committee will present to the Board at the September meeting.
- Staff are in the process of interviewing for a new part-time position for the Senior Fund—Business and Grants Manager. Hope to hire someone by the end of September.

### **Program Support**

- Staff continued working on contracts for grant awards approved by the Board in May and June and are in the process of reviewing final end of year or end of grant reports for Emergency, Fund Defined, and Applicant Defined grants. A summary of grants supported and residents served in FY21 will be reported to the Board at the October meeting.
- Staff and the Program and Grants committee reviewed the funding requests that focused on social isolation that will be presented to the board at the 9/23 meeting. The committee also reviewed a draft protocol for Emergency grants that will be presented to the board in October.
- Staff responded to questions from the Missouri Foundation for Health for the two grants that were submitted to the Opportunity Fund; one for strategic planning with SLAAA and the other for support of the senior levy association. We hope to hear funding decisions in October.

### **Meetings/Networking/Collaborations**

- Staff are working on reports and recommendations for the first phase of the Behavioral Health and Aging Taskforce, co-chaired with reps from MHB, and BHN. Recommendations for next steps will be presented to taskforce members in October; once finalized, they will be shared with Senior Fund board members and other stakeholders.
- Stephanie will be serving as a co-chair for the St. Louis Vacancy Collaborative – Vacancy Prevention Working Group for one year starting in Fall 2021. She is working with collaborative members on potential advocacy for state-level property tax freeze legislation and support for strengthening the home repair network.
- Staff are working with SLAAA and Cynthia Berry to finalize the SLAAA Assessment Data Report. Once finalized, we will share with the board.

Staff participated in several community meetings and events including:

- C19 RRT Steering Committee
- RRT PPE Coordination Meeting
- RRT Community Action Network
- Behavioral Health and Aging Network Task Force
- Missouri Senior Report Advisory Group
- St. Louis County Older Adult Commission
- MO Association for Senior Levy Boards
- American Rescue Plan Working Groups hosted by Missouri Budget Project
- St. Louis Vacancy Collaborative Vacancy Prevention Working Group and Advisory Committee
- Measuring Progress Toward Racial Equity Learning Cohort
- Philanthropy Missouri
- Five Star Food Truck and Recognition of Executive Directors Events
- Rental Assistance Event at STLCC Forest Park
- County Levy Funds Program Staff Peer Network