



Date: February 2, 2021

Time: 6:00 p.m.

Place: Admin Offices and Zoom Video Conference

Board Present: Ms. Lyn Havin, Mr. Jeff Bock, Ms. Barb Laberer, Mr. Joe McGowan

Board Absent: Mr. David Whitlock

Staff Present: Ms. Lori Schaedler, Ms. Teresa Barylski, Ms. Grace Garlock, Mr. Tom Beck, Ms. Clara Wilson, Mr. Larry Ley, Ms. Sally LaVigne, Ms. Dennis Kramme

Guest: Ms. Kimberlyn MacDonald, Mr. John Wagner

Mr. Joe McGowan, Chair, opened the meeting.

### **Agenda**

MOTION was made by Ms. Barb Laberer, seconded by Ms. Lyn Havin, to approve the February 2, 2021 agenda as presented. Motion carried (3-0).

### **Regular Session Minutes**

MOTION was made by Ms. Lyn Havin, seconded by Ms. Barb Laberer, to approve the January 5, 2021 regular session minutes. Motion carried (3-0).

**Treasurer's Report and Finance Committee** – Mr. Larry Ley presented December 2020 financial reports.

MOTION was made by Ms. Barb Laberer, seconded by Mr. Jeff Bock, to accept the November 2020 financial reports as presented. Motion carried (3-0).

**Executive Director's Report** – Ms. Lori Schaedler presented Covid vaccination progress for staff and individuals served. Covid pay continues for those who are required to quarantine while we await legislation of the possible extension of the FFCRA. Staff who are working in an ISL with a positive resident will continue to receive the Covid Care Hourly Bonus. Empac and Washington High School Special Education virtually toured services at R. Kruse building, and presentations from Early Intervention and Support Services. Empac in turn provided a tour of their facilities. The monthly communication meeting was held with Ms. Kimberlyn MacDonald, Executive Director SB40 and Mr. Larry Ley.

As we prepare for our annual funding request to the SB40 board we are working on the fiscal year 21/22 budget and will be conducting the annual SWOT meeting this month. We are also looking at ways improve efficiencies while maintaining quality services. One consideration is to maximize job duties using technology. Demonstrations are underway for SetWorks and Therap to improve paperless processes in service documentation. A program restructure is also being considered to change ISL managers and lead staff responsibilities. A complete review of employee benefits will begin soon as we move our benefits to a fiscal year instead of a calendar year renewal.

A Tin Man Award was presented to Craig's Tree Service for volunteering their services at Sullivan House. The painting day at Sullivan House was rescheduled for February 18<sup>th</sup> due to inclement weather. The electric will be completed after all interior painting and furniture is finished.

Ms. Schaedler reported that renovations are expected to be complete at our new building and we are anticipating our move to be at the end of February. The HVAC system is inefficient and will need to be replaced soon. Quotes to replace the system are underway and will be presented soon as the electric bill was quite high for a vacant building. We are in contact with Ameren for potential savings on the HVAC system and light fixtures.

**Public Comments** – Mr. Wagner, Minister of First Christian Church, introduced himself and expressed his interest in board membership. Ms. Kimberlyn MacDonald, Executive Director of SB40, introduced herself and stated she will begin attending monthly board meetings of all funded providers.

**Program Reports** – Ms. Clara Wilson, Director of Early Intervention, presented program information. The past quarter 72 families were served, which is 59% of the First Steps families in Franklin County, with home visits, virtual visits, or telephone calls. Most families prefer home visits however there are many who still request virtual or phone services as we navigate through the pandemic. Even though all providers have received their vaccination we will continue all precautionary measures as there is no current guidance as to whether the vaccination prevents asymptomatic transmission to others. Ms. Wilson shared a success story.

**Community Relations Report** – Mr. Larry Ley reported Mr. Kramme's January participation in community activities. We will have a new contact at Mo-DOT for the 5310 program on February 15<sup>th</sup> and we should begin to make headway on the 2019 and 2020 grant awards soon afterward. In 2019 we were awarded 2 lower floored mini-vans, in 2020 a large wide body cutaway van and a high roof conversion van. Our match is expected to be approximately \$15,600 for the 2019 award (Friends Foundation is holding \$8,000 for us and our portion is expected to be \$7,600) and \$28,000 for the 2020 award. The 2021 applications are due March 1, we will assess our vehicle need prior to deadline. We requested \$32,859 for the 20/21 MEHTAP grant and received notice of a \$9,382 award, the Cares Act provides federal funds as part of the 5310 program, information to apply for these funds will be posted on the Mo-DOT website next week. A Donor Education presentation will be scheduled at the beginning of the March meeting

**Old Business** –

Policy change-wage adjustments – Ms. Schaedler stated no further information is available at this time. The results of the recent salary survey will not materialize as the survey was not conducted by a third party. Additional research is needed, and information will be submitted as soon as possible.

**New Business** –

Audit – Mr. Ley presented the agency audit for our Fiscal Year 19/20 conducted by Tochtrop and Associates. A request was made to table the review until the next regular session meeting.

**Items for Next Meeting – None**

MOTION was made by Ms. Barb Laberer, seconded by Ms. Lyn Havin, to go into closed session to discuss Personnel [Sec. 610.021(3)]. Chair Mr. Joe McGowan conducted a roll call vote to go into closed session. Ms. Lyn Havin, Ms. Barb Laberer, Mr. Jeff Bock, and Mr. Joe McGowan all voted in favor. Motion carried.

MOTION to adjourn was made by Ms. Barb Laberer, seconded by Mr. Jeff Bock. Motion carried (3-0).

Meeting adjourned.

Respectfully submitted,



Ms. Lyn Havin

Recorded by,



Ms. Teresa Barylski

**ATTACHMENTS**

- January 5, 2021 Regular Session Minutes
- December 2020 Financial Statement
- Executive Director Report
- Community Relations handout
- ABILITY FY19/20 audit report