



St. Louis Office for Developmental Disability Resources  
Minutes of the Finance Committee  
May 7, 2020

**Board Members Present:**

William Siedhoff, Chairperson

Patrick Brennan, Treasurer and Committee Chair

David Weber, Board Member

**Board Members Absent:**

None

**Staff Members Present:**

Shaelene Plank, Executive Director

Lisa Briggs, Controller

Jack Neyens, Financial Consultant

Rachel Shapiro, Executive Assistant

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The meeting was called to order at 4:07pm by Patrick Brennan.

1. Shaelene Plank introduced Rachel Shapiro, our new Executive Assistant, who started Monday. This is her first official committee meeting.
2. Shaelene Plank presented a brief summary of changes in current funding / service provision for agencies during COVID-19 pandemic and possible implications for FY2021.
  - a. Possible implications for FY21:
    - i. We may need to look at funding agencies with grants rather than Purchases of Service for the first quarter. The Alliance agreed to try to be consistent in funding methods across the four boards in relation to the pandemic.
    - ii. DD Resources did not apply for the PPP loan because we did not want to take those resources away from other businesses that needed them, but we are utilizing the tax credits for wages for staff utilizing the expanded FMLA.
3. Lisa Briggs presented the February and March 2020 financials. February report that was distributed was correct, but Lisa shared an updated March report on the screen during the call.
  - a. February:
    - i. We have \$14,381,583 as of the end of February, and we need \$3.1 million of that for the remainder of this fiscal year. Staff of 31.
    - ii. TCM billing analysis shows us in the black.
  - b. March:
    - i. Pages 7-11 of the handouts have been replaced with an updated report, which Lisa shared with the group.
    - ii. We have \$14 million as of the end of March. Of that, we need \$2,427,000 for the remainder of the fiscal year. Staff of 31 remains the same. We had hoped to have 32, but Rachel's start date was pushed off to May. Will add her then.
    - iii. Revenues: Non-TCM continues to be over budget, as does the TCM budget.
    - iv. Expenses: We are now only \$312,000 under budget. That will be even lower in April because we are now paying the agencies in April for April (not making them bill us first). Will catch up in June.
    - v. TCM billing analysis shows us in the black.
    - vi. Fifteen payments remaining for the Medicaid billing error.
  - c. **Motion by David Weber** to approve February budget from packet and revised March budget as presented. **Patrick Brennan seconded the motion. All were in favor. Motion passed unanimously.**
4. Lisa Briggs presented the FY 2020 forecast.


- a. Looking at where we think we will end up in June. Revenue should be \$240-250,000 over budget.
  - b. Wages will be under budget. Facilities - will be within \$8,000. Operating will probably be \$120,000 under budget. Funding awards – will come close to budget. If we get emergency requests before the end of the year, there is some money. Transportation – will be over budget (because we paid towards the purchase of a van for Southside Wellness), but that is fine because we have ample SB-3 restricted funding to use for that. Expect all other budgets to zero out except DMH Partnership for Hope, which is still under budget because everyone eligible in the Partnership for Hope does not utilize their full amount available. Other funding should also zero out. Forecast is still \$560-600,000 under budget for the year.
5. Lisa Briggs presented the recommended funding for agencies for FY 2021
- a. List of alphabetical agencies – requests, recommendations, awards.
  - b. We have four transportation providers for the fiscal year.
  - c. Budgeted \$5.7 million for the agencies. Of that, \$346,000 was to new programs and agencies.
6. Lisa Briggs presented budget highlights
- a. Budgeting \$9.845 million (from tax and TIF revenue). TCM revenue \$2.25 million. Interest \$210,000 (based on estimated forecast of our Wells Fargo account). Intergovernmental (mostly DMH money) \$336,000. SB-3 \$430,000 in revenue. Other \$2,400.
  - b. Hard to predict reductions in tax revenues. Lisa spoke with other financial directors in the Alliance, and the largest dip Jefferson county had ever seen in twenty years was 1%. Different regions were budgeting a little lower. We budgeted slightly lower than what the tax forms say it should be for next year.
  - c. Expenses: Biggest expense is what we pay our agencies. Salaries and benefits are the next largest expenses. Depending on the recommendation of the Finance Committee (either 4% or 5% pooled increase for salaries), we are budgeting \$2.56- 2.58 million for annual salaries.
  - d. Summary: Revenue budgeted conservatively considering current economic environment. Forecast is to have \$12.5 million available in cash or CDs.
  - e. Discussion about salary increase policy/process. Shaelene explained that we do performance appraisals on everyone during May and June. Raises go into effect July 1<sup>st</sup>, based on performance appraisal. This year we are not doing a cost-of-living increase (would be too low).
  - f. Discussion about percentage of pooled increase for staff. For budget projection purposes, Lisa used 4% and 5%.
  - g. **Motion by David Weber** to approve FY21 agency budget that accounts for a 5% increase pool. **William Siedhoff seconded the motion. Patrick Brennan called a vote. All in favor. Motion passed unanimously.**
  - h. The Finance Committee will recommend approval of the FY21 budget to the full board in June.

The meeting was adjourned at 5:00pm



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Cynthia Mueller, Secretary



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Date Approved