



St. Louis Office for Developmental Disability Resources
Minutes of the Finance Committee
January 28, 2021

Board Members Present:

William Siedhoff, Chairperson

David Weber, Board Member

Patrick Brennan, Treasurer and Committee Chair

Board Members Absent:

None

Staff Members Present:

Shaelene Plank, Executive Director

Jack Neyens, Financial Consultant

Lisa Briggs, Controller

Rachel Shapiro, Executive Assistant

Guests Present:

Alisha Barnum, Rubin Brown

Rebecca Cagorice, Rubin Brown

Renita Duncan, Rubin Brown

Mindy Krueger, Rubin Brown

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1. The meeting was called to order at 4:04pm by Patrick Brennan. Introductions were made.
 2. FY20 audit/990 (Rubin/Brown team)
 - a. Viewpoints (Renita Duncan, Rubin Brown)
 - i. Rubin Brown announced they will issue a clean audit opinion for FY2020. No modifications necessary. Audit was completed in accordance with GAAP standards.
 - ii. Overall results of operations of a fund basis – report shows that in 2018 we started operating in the black. That trend continued through 2020, and we project a balanced 2021 budget.
 - iii. Ending Fund Balance report shows strong growth each year. At end of FY20 it was almost \$13 million. This money is relatively liquid; 84% is unrestricted.
 - b. Statement of Net Position (Alisha Barnum, Rubin Brown)
 - i. Entire Medicaid liability is in short term. Will no longer be in the financial statements once it is paid off.
 - c. Changes in the Net Pension Liability – Alisha pointed it out because it looks like it was not updated; however, it is based on an actuarial report, and because the actuarial report is in arrears, they used the 2019 report. She confirmed LAGERS is a very healthy plan.
 - d. Long-Term Medicaid Liability – since the liability has been paid down, note #8 will not appear in the FY21 audit.
 - e. COVID 19 (footnote 11) – We do not know the full impact yet; it is ongoing. Did not apply for a Paycheck Protection Loan but did receive additional funding of \$40,429.72 through the CARES Act Provider Relief Fund from HHS.
 - f. Form 990 (Mindy Krueger, Rubin Brown)
 - i. Reconciliation of assets – only difference you will see.
 - ii. Schedule A – most important form in the 990. Public support percentage is 97%. Nothing to worry about. Very high percentage.
 - iii. Schedule D – 990 version of the footnotes of the financial statements.
 - iv. Schedule I – lists all the grants made during the year.
 - v. Schedule O – Governance questions and procedures.
 - g. **David Weber moved to accept and recommend the audit to the full Board. Pat Brennan seconded the motion. All in favor. None opposed. Motion carries.**

- h. **David moved to accept and recommend the 990 to the full Board. Pat Brennan seconded. All in favor. None opposed. Motion carries.**

3. Funded agency COLA for FY22

- a. Lisa proposed that the committee approve a 2% market rate adjustment for our funded agencies for next fiscal year. Would be aligned with PLB. St. Charles is doing 2.5%. Fiscal policy dictates how much we should award. Puts us in area of 5.7-5.8 / year. 2% puts us at 5.759. Leaves room for mid-year one-time funding, capacity building funding. Last year we did 2%. Historically we have used CPI (1.4) and Social Security amounts (1.3). Kiplinger's forecast experts said CPI will be closer to 2.2%. Would like to stay ahead of the game with our agencies. They have been working hard to provide for our constituents. We talked about 3% but Agency Relations felt it would be more beneficial for agencies to have the opportunity for capacity-building grants. We could not do that if we went with 3%.
- b. **Bill Siedhoff moved to approve a 2% market rate adjustment for our funded agencies for next fiscal year. David Weber seconded the motion. All in favor. None opposed. Passes.**

4. December Financials

- a. Lisa presented December financials
 - i. Cash is strong at \$12.5 million. \$3.85 million can be used for next year. We have already started receiving \$2.183 million in tax revenue for this year. Tax revenue for December/January of this year is ahead of December/January of last year. \$85,000 ahead of last year's receipts. As of December, our total revenue was under budget (likely due to timing).
 - ii. TCM revenue continues to be under. We are short two service advocates. It has been challenging for our case managers not to be able to visit in person with consumers. TCM revenue is also low because we had many people using PTO for year-end as well as some health concerns. Will continue to be under budget until we add two more Service Advocates, get more clients, and return to in-person visits.
 - iii. Beneficial to have CARES Act funding which accrued into June because TCM revenue was less than budgeted. Negative \$99,000 revenue to expenses for 1st half of the year.
 - iv. December we were down to six remaining Medicaid liability payments. We have already paid January's payment. Depending on how much cash comes in from the City, we may pay it off early.
 - v. **Pat Brennan moved to approve the December financials. David Weber seconded. All in favor. None opposed. Motion carries.**

5. Quarterly Investment Report

- a. We are required by our policy to share an investment report on a quarterly basis. Next meeting would like to arrange for Brian Cherrick (our representative) to come to present on this subject.
- b. We have been investing only in CDs. Rates are very low. Will make .3% interest versus .1%, which is what new ones are selling for today. Lisa shared information about where our money is invested.
- c. The CD term lengths are short – 12, 18 and 24-months, in hopes the rates will go up. We are only permitted to invest in governmental funds: CDs, treasuries (no stocks and bonds). Must be secured FDIC insured money.

6. 403b report

- a. Our agency began offering a 403b match to employees this past July. We switched our plan to EKON. 28 staff out of 30 are now in the plan. Only eight were enrolled before.
- b. The program had a wonderful impact on staff. Thank you to the Board for deciding to implement this plan.

7. Extension of FFCRA through 3/31/21

- a. The Family First Cares Relief Act ended on Dec 31st. Agencies could choose to extend it to March 31st if they want to, so we decided to do that as we can continue to utilize tax credits.
8. Automatic Door Opener
- a. Informed committee that we are spending some money to install an automatic door opener at our front door. As an agency that serves people with developmental disabilities, we need to do this. Allows door to automatically open. Right now, the buzzer just releases the lock. This change would be a button that opens the door. We will seek a third bid and still need the approval of one of the landlords.
9. **David Weber moved to adjourn the meeting. Bill Siedhoff seconded. All in favor. None opposed. The meeting was adjourned at 4:52pm.**

DocuSigned by:

Cynthia Mueller

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Cynthia Mueller, Secretary

2/16/2021

Date Approved