

Administration Committee Meeting Minutes
Productive Living Board
September 29, 2026

Attendance

Present:

Members: Curt Ittner, Lauri Koster, Amy Wilson

Other Board Members Present: Dave Herman (Remote)

Staff Participants: Becky Herschbach - Executive Director; Don Kaufmann - Director of Finance and Administration, Amy Meyer – Director of Agency and Community Relations

Absent: Jasmine Chen, Melissa Garza

Guests: Mark Hinsen – Partner, Anders Minkler Huber & Helm LLP

I. Call to Order

A quorum was present and due notice had been published.

Mr. Ittner called the meeting to order at 3:30 p.m.

II. Board Action Items

A. Independent Auditors' Report

Ms. Wilson made a motion to accept the June 30, 2026, and 2025 Independent Auditors' Report on Productive Living Board's Financial Statements, Required Supplemental Information and Additional Information. Ms. Koster seconded the motion.

Mr. Kaufmann introduced Mark Hinsen, who presented highlights from the PLB Audit Report. The report identified no audit findings or issues, and Mr. Hinsen noted PLB's responsiveness and efficiency. Mr. Hinsen and Mr. Kaufmann answered questions from the Committee.

The motion passed unanimously.

B. Partner Funding Manual Revisions

Ms. Koster moved that the Administration Committee approve the revisions to the Partner Funding Manual as presented. Ms. Wilson seconded the motion.

Ms. Meyer discussed the revisions to the Partner Funding Manual.

Ms. Meyer and Mr. Kaufmann answered questions from the committee.

The motion passed unanimously.

III. New Business

No new business was discussed.

There being no further business before the Committee, the Administration Committee adjourned at approximately 3:54 p.m.

Respectfully Submitted,

A handwritten signature in cursive script, reading "Becky Herschbach". The ink is dark and the signature is fluid.

Becky Herschbach

Executive Director

As recorded by Jill Zeller, Manager of Executive Projects and Board Relations.

The above minutes were reviewed and approved by Curt Ittner, Administration Committee Chairperson.