



Productive Living Board
Administration Committee Meeting Minutes
September 1, 2026 3:00 p.m.

Attendance

Present:

Members: Curt Ittner, Melissa Garza, Lauri Koster, Amy Wilson, Jasmine Chen

Staff Participants: Becky Herschbach – Executive Director; Don Kaufmann - Director of Finance and Administration; Amy Meyer - Director of Agency and Community Relations; Glen Goldstein - Chief Information and Technology Officer

Guests: Barry Larson LCSW - President, Bridges Community Support Services, Inc.
David Kramer - Chief Executive Officer, Center for Human Services

I. Call to Order

A quorum was present and due notice had been published. Mr. Ittner called the meeting to order at approximately 3:00 p.m. Ms. Chen joined at 3:11 p.m.

II. Board Action Item

A. Bridges Community Support Services and Center for Human Services Merger

Ms. Wilson moved that the Administration Committee approve continuing PLB's current contract with Bridges Community Support Services with Center for Human Services, should a change in control of the organization occur. Ms. Koster seconded.

Ms. Herschbach shared Bridges Community Support Services (Bridges) has been a trusted partner with PLB since 2013. PLB has supported their ISLA, Pre-ISLA, SHADE, Counseling, and ILAF services. Barry Larson, the president of Bridges is seeking to retire and selected the Center for Human Services (CHS) as a partner who can continue operating Bridges services. There are no anticipated changes in services. CHS and Bridges will be presenting the details of the merger at the September 14, 2026, Board Meeting. The merger is expected to be completed at the end of September.

Board members asked about leadership succession and general operations. Mr. Kramer, CEO of CHS, and Mr. Larson, President of Bridges, answered their questions. Board members also asked about Bridges' service history and utilization rates. Mr. Kaufmann and Ms. Meyer provided details regarding funding utilization and numbers of individuals served, reporting that both have shown increases in the last fiscal year.

The motion passed unanimously.

III. Board Information Item

A. Employee 403(b) Options

Mr. Kaufmann reviewed the 403(b) investment options and shared that no changes to the plan were necessary.

Mr. Kaufmann answered a number of questions from the Board, such as regarding risk tolerance-based plans, employee participation rate, and management fees.

IV. New Business

No new business was discussed.

There being no further business before the committee, the Administration Committee adjourned at approximately 3:40 p.m.

Respectfully Submitted,

A handwritten signature in cursive script, reading "Becky Herschbach".

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.