

Administration Committee Meeting Minutes

Productive Living Board

Feb 27, 2024 at 3:30 PM CST

Attendance

Present:

Members: Lauri Koster, Michele Liebman, Scott Malin, Bob Wallace

Other Board Members Present: Curt Ittner (remote)

I. Call to Order

A quorum was present and due notice had been published.

Ms. Liebman called the meeting to order at approximately 3:30 p.m.

II. Board Action Items

A. Personnel Policy Revisions

Mr. Wallace moved that the Administration Committee approve the revised PLB Personnel Policies as presented.

Ms. Koster seconded the motion.

Ms. Herschbach provided information about the Personnel Policy revisions and answered questions from the Committee.

The motion passed unanimously.

B. Independent Audit Services Proposals

Ms. Koster moved that the Administration Committee approve the proposal from Anders for independent audit services for FY'24 through FY'28.

Mr. Wallace seconded the motion.

Mr. Kaufmann discussed the Audit Services proposals and answered questions from the Committee.

The motion passed unanimously.

C. Adaptive Equipment and Assistive Technology Assigned Fund

Mr. Malin moved that the Administration Committee approve an additional \$54,560 be added to the Adaptive Equipment and Assistive Technology Assigned Fund.

Mr. Wallace seconded the motion.

Ms. Herschbach discussed the Adaptive Equipment and Assistive Technology Assigned Fund.

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 3:50 p.m.

Respectfully submitted,



Becky Herschbach
Executive Director

As recorded by Kathy Williams, Executive Administrative Assistant

The above minutes were reviewed and approved by Michele Liebman, Chairperson of the Administration Committee.