

Administration Committee Meeting Minutes

Productive Living Board

May 27, 2025

Attendance

Present:

Members: Dave Herman, Curt Ittner, Lauri Koster, Scott Malin

Other Board Members Present: Lou Brock, Melissa Garza, Amy Wilson

Staff Participants: Becky Herschbach - Executive Director; Don Kaufmann - Director of Finance and Administration; Glen Goldstein - Chief Information and Technology Officer

Absent:

Members: Jasmine Chen

I. Call to Order

A quorum was present and due notice had been published.

Ms. Koster called the meeting to order at approximately 3:15 p.m.

II. Board Action Items

A. FY'26 PLB Operations Budget

Mr. Herman moved that the Administration Committee approve the Productive Living Board's annual Operations Budget for FY'26 as submitted. Mr. Ittner seconded the motion.

Mr. Kaufmann provided an overview of the FY'26 Operations Budget and answered questions from the Committee.

Mr. Goldstein provided information about the boardroom equipment upgrades and answered questions from the Committee.

The motion passed unanimously.

B. FY'26 PLB Special Projects Budget

Mr. Malin moved that the Administration Committee approve the Productive Living Board's annual Special Projects Budget for FY'26 as submitted. Mr. Herman seconded the motion.

Mr. Kaufmann provided an overview of the FY'26 Special Projects Budget and answered questions from the Committee.

The motion passed unanimously.

C. Agency Insurance Waivers

Mr. Ittner moved that the Administration Committee approve the waiver requests for specified insurance requirements for the following agencies:

- St. Luke's Hospital
- Mercy Hospital St. Louis

Mr. Malin seconded the motion.

Mr. Kaufmann discussed the requests for waivers and answered questions from the Committee.

The motion passed unanimously.

III. Board Consent Agenda Items

Ms. Koster noted that the consent agenda items will be included for approval at the June Board meeting.

- A. Promise Community Homes – Request for Deferral of FY'25 Annual Loan Payments
- B. Lafayette Industries North, Inc. – Request for Deferral of FY'25 Annual Loan Payment

IV. New Business

No new business was discussed.

There being no further business before the Committee, the Administration Committee adjourned at approximately 4:00 p.m.

Respectfully Submitted,



Becky Herschbach
Executive Director

As recorded by Kathy Williams, Executive Administrative Assistant.

The above minutes were reviewed and approved by Lauri Koster, Chairperson of the Administration Committee.