

## **Administration Committee Meeting Minutes**

Productive Living Board

October 7, 2024 at 1:00 PM

### **Attendance**

#### **Present:**

Members: Jasmine Chen (remote), Dave Herman, Curt Ittner, Lauri Koster, Scott Malin (remote)

Staff Participants: Becky Herschbach - Executive Director; Don Kaufmann - Director of Finance and Administration

Invited Guest: Raven Lawhorn - Audit and Assurance Manager, Anders

### **I. Call to Order**

A quorum was present and due notice had been published.

Ms. Koster called the meeting to order at approximately 1:00 p.m.

### **II. Board Action Items**

#### **A. Independent Auditors' Report**

Mr. Ittner moved that the Administration Committee accept the June 30, 2024 and 2023 Independent Auditors' Report on Productive Living Board's Financial Statements, Required Supplemental Information and Additional Information. Mr. Herman seconded the motion.

Ms. Lawhorn from Anders presented highlights from the PLB Audit Report. The report identified no audit findings or issues and noted PLB's efficient processes and controls. Mr. Kaufmann answered questions from the Committee.

The motion passed unanimously.

#### **B. Partner Funding Manual Revisions**

Mr. Herman moved that the Administration Committee approve the revisions to the Partner Funding Manual as presented. Mr. Ittner seconded the motion.

Ms. Herschbach discussed the process used to revise the Partner Funding Manual and the notable revisions for FY'26.

The motion passed unanimously.

#### **C. Assigned Fund Balances**

Mr. Herman moved that the Administration Committee approve the assigned fund balances for FY'25 as presented. Mr. Ittner seconded the motion.

Mr. Kaufmann provided information about the assigned funds and the proposed balances.

The motion passed unanimously.

**III. Board Consent Agenda Items**

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

**IV. New Business**

No new business was discussed.

There being no further business before the Committee, the Administration Committee adjourned at approximately 1:20 p.m.

Respectfully Submitted,



Becky Herschbach  
Executive Director

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