

Administration Committee Meeting Minutes  
Productive Living Board  
February 24, 2026

**Attendance**

**Present:**

Members: Melissa Garza, Dave Herman, Lauri Koster

Ms. Chen joined the meeting at approximately 3:50 p.m.

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

**Absent:**

Members: Curt Ittner

I. Call to Order

A quorum was present and due notice had been published.

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

II. Board Action Items

A. Revisions to PLB Personnel Policies and Technology Acceptable Use Policy

1. Personnel Policies

Mr. Herman moved that the Administration Committee approve the revised PLB Personnel Policies as presented. Ms. Koster seconded the motion.

Ms. Herschbach answered questions from the Committee.

The motion passed unanimously.

2. Technology Acceptable Use Policy

Ms. Garza moved that the Administration Committee approve the revised Technology Acceptable Use Policy as presented.

Mr. Herman seconded the motion and the motion passed unanimously.

B. Assigned Fund Balances

Mr. Herman moved that the Administration Committee approve the assigned fund balances for FY'26 as presented. Ms. Koster seconded the motion.

Ms. Herschbach, Mr. Kaufmann and Ms. Meyer answered questions from the Committee.

The motion passed unanimously.

- C. Missouri Elderly and Handicapped Transportation Assistance Program (MEHTAP) Application for July 1, 2026 through June 30, 2027

Ms. Garza moved that the Administration Committee approve the resolution as follows for the application to the Missouri Department of Transportation for MEHTAP funds.

“That the Executive Director is authorized to execute the Agreement on behalf of the Productive Living Board for St. Louis County Citizens with Developmental Disabilities with the Missouri Highways and Transportation Commission for financial assistance through MEHTAP for the fiscal year July 1, 2026 through June 30, 2027.”

Ms. Koster seconded the motion.

Mr. Kaufmann provided information about the MEHTAP application and answered questions from the Committee.

The motion passed unanimously.

III. Committee Information Item

- A. Investment Policies

Mr. Kaufmann discussed the St. Louis County Investment Policy and the PLB Internal Investment Policy and answered questions from the Committee.

IV. New Business

No new business was discussed.

There being no further business before the Committee, the Administration Committee adjourned at approximately 3:55 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, Administration Committee Chairperson.