

Administration Committee Meeting Minutes

Productive Living Board

July 1, 2025

Attendance

Present:

Members: Melissa Garza, Dave Herman, Curt Ittner

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

Absent:

Members: Jasmine Chen, Lauri Koster

I. Call to Order

A quorum was present and due notice had been published.

Mr. Herman called the meeting to order at approximately 3:30 p.m.

II. Committee Action Item

A. Request for Proposals (RFP) for Compensation Study

Ms. Garza moved that the Administration Committee approve issuing the Compensation Study RFP. Mr. Ittner seconded the motion.

Mr. Kaufmann discussed the compensation study RFP. Mr. Kaufmann and Ms. Herschbach answered questions from the Committee.

The motion passed unanimously.

III. Board Information Item

A. Loan Payment Annual Deferral Process

Mr. Kaufmann provided information about the history of PLB loans and discussed the current and future loan payment deferral process. Mr. Kaufmann answered questions from the Committee.

IV. Board Consent Agenda Items

A. Promise Community Homes – Request for Deferral of FY'26 Annual Loan Payments

Mr. Herman noted that the consent agenda items will be included for approval at the July Board meeting.

V. New Business

No new business was discussed.

There being no further business before the Committee, the Administration Committee adjourned at approximately 3:45 p.m.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Becky Herschbach".

Becky Herschbach
Executive Director

As recorded by Kathy Williams, Executive Administrative Assistant.

The above minutes were reviewed and approved by Dave Herman, Board Chairperson.