

Administration Committee Meeting Minutes

Productive Living Board

5/26/2026 3:30 PM

Attendance

Present:

Members: Lauri Koster, Chairperson; Curt Ittner, Melissa Garza, Dave Herman

Other Board Members Present: Lou Brock

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

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 3:30.

II. Board Action Items

A. FY'27 PLB Operations Budget

Mr. Herman moved that the Administration Committee approve the Productive Living Board's annual Operations Budget for FY'27 as submitted. Mr. Ittner seconded the motion.

Mr. Kaufmann provided an overview of the FY'27 Operations Budget. The Board asked questions about revenue, salaries, benefits, professional contracts, and how the FY'27 budget compared to previous years. Mr. Kaufmann answered the Board's questions.

The motion passed unanimously.

B. FY'27 PLB Special Projects Budget

Ms. Garza moved that the Administration Committee approve the Productive Living Board's annual Special Projects Budget for FY'27 as submitted. Mr. Herman seconded the motion.

Mr. Kaufmann provided an overview of the FY'27 Special Projects Budget. The Board asked about utilization of the Education for Individuals and Families fund.

Ms. Meyer answered questions.

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 and Mercy Hospital St. Louis. Mr. Herman seconded the motion.

Mr. Kauffman discussed the requests for waivers.

The motion passed unanimously.

D. Independent Supported Living Assistant (ISLA) Request for Additional Funding

1. UCP Heartland Request for Assigned Funds FY'26

Mr. Herman moved that the Administration Committee approve an additional appropriation for UCP Heartland PLB Service #1091/36 in an amount not to exceed \$9,449 for FY'26 from the ISLA Assigned Fund for a revised FY'26 total appropriation of \$146,260. Ms. Garza seconded the motion.

Ms. Meyer discussed the funding request.

The motion passed unanimously.

2. UCP Heartland Request for Unassigned Funds FY'27

Mr. Ittner moved that the Administration Committee approve an additional appropriation for UCP Heartland PLB Service #1091/36 in an amount not to exceed \$58,395 for FY'27 from the Unassigned Fund for a revised FY'27 total appropriation of \$199,311. Ms. Garza seconded the motion.

Ms. Meyer discussed the funding request. The motion passed unanimously.

III. Board Discussion Items

A. Strategic Planning

Ms. Herschbach shared that the 2023 Strategic Framework was created to guide the work of the board long term, with annual review of the strategic initiatives. Updates to the initiatives need to be made reflecting the progress that has occurred as well as to identify new initiatives based on current needs and opportunities.

Staff recommends that instead of contracting with a consultant to create a new strategic plan, a greater impact can be made by PLB staff updating the current initiatives, followed by consultants assisting with plan implementation as needed. Ms. Herschbach answered questions from the Committee such as whether a new plan would be better to address environmental factors at the federal level, if new initiatives can be added to the existing plan (such as the development of a heat map), and why it was originally thought a new plan was needed. Committee members supported staff's recommendation.

IV. New Business

No new business was discussed. There being no further business before the Committee, the Administration Committee adjourned at approximately 4:25 p.m.

Respectfully Submitted,



Becky Herschbach Executive Director

As recorded by Jill Zeller, Manager of Executive Projects and Board Relations.

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