

# Administration Committee Meeting Minutes

Productive Living Board

September 30, 2025

## Attendance

### Present:

Members: Melissa Garza (remote), Dave Herman, Curt Ittner, Lauri Koster

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

### Absent:

Members: Jasmine Chen

### Invited Guests:

Mark Hinsen – Audit Partner, Anders Minkler Huber & Helm LLP

Raven Lawhorn - Audit Manager, Anders Minkler Huber & Helm LLP

#### I. Call to Order

A quorum was present and due notice had been published.

Ms. Koster called the meeting to order at approximately 4:00 p.m.

#### II. Board Action Items

##### A. Independent Auditors' Report

Mr. Ittner moved that the Administration Committee accept the June 30, 2025 and 2024 Independent Auditors' Report on Productive Living Board's Financial Statements, Required Supplemental Information and Additional Information. Mr. Herman seconded the motion.

Mr. Hinsen and 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. Hinsen and Ms. Lawhorn 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 revisions to the Partner Funding Manual.

The motion passed unanimously.

#### III. Board Consent Agenda Items

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

B. Lafayette Industries North, Inc. - Request for Deferral of FY'26 Annual Loan Payments

- C. Valley Industries - Request for Deferral of FY'26 Annual Loan Payments
- D. Heartland Industries, Inc. – Request for Deferral of FY'26 Annual Loan Payment

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

Ms. Herschbach discussed finishing all loan deferrals for the remainder of the fiscal year in preparation for the new automatic deferral of loan payments beginning later in the year. Ms. Herschbach and Mr. Kaufmann 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 4:20 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.