

Administration Committee Meeting Minutes

Productive Living Board

Tuesday, May 28, 2024 at 4:00 PM CDT

Attendance

Present:

Members: Michele Liebman, Jasmine Chen (remote), Lauri Koster, Bob Wallace

Other Board Members Present: Dave Herman

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

Absent:

Members: Scott Malin

I. Call to Order

A quorum was present and due notice had been published.

Ms. Liebman called the meeting to order at 4:07 p.m.

II. Board Action Items

A. FY'25 PLB Operations Budget

Ms. Koster moved that the Administration Committee approve the Productive Living Board's annual Operations Budget for FY'25 as submitted. Mr. Wallace seconded the motion.

Mr. Kaufmann provided an overview of the FY'25 Operations Budget and answered questions from the Committee.

The motion passed unanimously.

B. FY'25 PLB Special Projects Budget

Mr. Wallace moved that the Administration Committee approve the Productive Living Board's annual Special Projects Budget for FY'25 as submitted. Ms. Koster seconded the motion.

Mr. Kaufmann provided an overview of the FY'25 Special Projects Budget and answered questions from the Committee.

The motion passed unanimously.

C. Agency Insurance Waivers

Ms. Koster moved that the Administration Committee approve the requests for waiver of specified insurance requirements for the following agencies:

- St. Luke's Hospital
- Mercy Hospital St. Louis

Mr. Wallace seconded the motion.

Mr. Kaufmann discussed the requests for waivers and answered questions from the Committee. Ms. Liebman noted that this is a routine annual request that is always approved and requested other means for addressing the waivers be examined.

The motion passed unanimously.

D. FY'25 Grant Opportunities

1. One-time Funding

Mr. Wallace moved that the Administration Committee approve the FY'25 One-time Funding Opportunity as presented. Ms. Koster seconded the motion.

Ms. Herschbach presented the One-time Funding Opportunity and answered questions from the Committee. Up to \$2 million per year for three years will be available to new and existing partners. Priority areas include transportation projects that increase access to the community, outreach projects that increase awareness of and accessibility to services, housing projects that foster independent living, and other current or emerging needs.

The motion passed unanimously.

2. Partner Agency Ongoing Funding

Ms. Koster moved that the Administration Committee approve the FY'25 Ongoing Funding Opportunity as presented. Mr. Wallace seconded the motion.

Ms. Herschbach presented the Ongoing Funding Opportunity and answered questions from the Committee. Up to \$900,00 in annual funding is available for currently funded partners that have a PLB reimbursement rate of less than 80% of their actual cost.

The motion passed unanimously.

III. Board Consent Agenda Items

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

IV. New Business

No new business was discussed.

There being no further business before the Committee, the Administration Committee adjourned at approximately 5:00 p.m.

Respectfully Submitted,



Becky Herschbach

Executive Director

As recorded by Kathy Williams, Executive Administrative Assistant

The above minutes were reviewed and approved by Michele Liebman, Chairperson of the Administration Committee.