

PRODUCTIVE LIVING BOARD
ADMINISTRATION COMMITTEE MEETING
MINUTES

Tuesday, February 28, 2023

COMMITTEE MEMBERS IN ATTENDANCE

Michele Liebman, Chairperson
Scott Malin
Mary Beth Monafo
Bob Wallace

COMMITTEE MEMBER ABSENT

Ben Clark

OTHER BOARD MEMBERS IN ATTENDANCE

Jasmine Chen
Lauri Koster

STAFF MEMBERS IN ATTENDANCE

Becky Herschbach, Executive Director
Jennifer Boedeker
Gabrielle Buenger
Jake Goeke
Glen Goldstein
Keith Harris
Debra Holland
Don Kaufmann
Kim Kopff
Amy Meyer
Shannon Reinert
Kathy Williams

GUESTS IN ATTENDANCE

Thirteen guests were in attendance.

A quorum was present and due notice had been published.

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

Board Information Item

Mini and Partner Agency Grant Progress Report

Ms. Kopff updated the Committee on the progress of the FY'22 Mini and Partner Agency Grants. Ms. Kopff discussed the number of grants that were funded and the purpose of the grants and answered questions from the Committee.

I. Board Action Items

1. Partner Agency Grant Extension Requests

Two requests for extensions of contract end dates were received. The extensions will allow the agencies to achieve their targeted outcomes.

Ms. Kopff provided information about the extension requests.

The Center for Specialized Services

The Center for Specialized Services received \$39,093 for multiple projects including record scanning, strategic planning, rebranding, and computer purchases.

Ms. Monafo moved that the Administration Committee approve the extension of the contract end date for The Center for Specialized Services, PLB Service #9356/10 to June 30, 2023.

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

Easterseals Midwest

Easterseals Midwest received \$89,148 to re-establish volunteer sites for pre-employment and community-based programs, and to support the LINK employment skills training program.

Mr. Malin moved that the Administration Committee approve the extension of the contract end date for Easterseals Midwest, PLB Service #9346/10 to June 30, 2023.

Ms. Monafo seconded the motion and the motion passed unanimously.

2. Personnel Policy Revisions

Mr. Wallace moved that the Administration Committee approve the revised PLB Personnel Policies as presented.

Ms. Monafo seconded the motion.

Mr. Kaufmann provided information about the Personnel Policy revisions.

The Administration Committee discussed the revisions. A decision was made to postpone approval of the policy revisions until additional information is received and reviewed. The Personnel Policy revisions will be presented for consideration by the full Board.

Mr. Wallace moved to postpone approval of the Personnel Policy Revisions until additional information is received and reviewed.

Ms. Liebman seconded the motion to postpone and the motion passed unanimously.

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 Kathy Williams, Executive Administrative Assistant

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