

PRODUCTIVE LIVING BOARD
ADMINISTRATION COMMITTEE MEETING
MINUTES

Monday, April 24, 2023

COMMITTEE MEMBERS IN ATTENDANCE

Michele Liebman, Chairperson
Scott Malin
Bob Wallace

COMMITTEE MEMBER ABSENT

William Bolster

STAFF MEMBERS IN ATTENDANCE

Becky Herschbach, Executive Director
Jennifer Boedeker
Tonya Dolenz
Jake Goeke
Glen Goldstein
Lillie Gray
Keith Harris
Debra Holland
Donald Kaufmann
Kim Kopff
Amy Meyer
Kathy Williams

GUESTS IN ATTENDANCE

17 guests were in attendance.

A quorum was present and due notice had been published.

Ms. Liebman called the meeting to order at approximately 10:30 a.m.

Board Action Items

1. 403(b) Plan Investment Options

Mr. Malin moved that the Administration Committee approve the 403(b) plan investment options as presented.

Mr. Wallace seconded the motion.

Mr. Kaufmann reviewed the 403(b) plan investment options and answered questions from the Committee.

The motion passed with Ms. Liebman abstaining.

2. Great Circle Integration with KVC Missouri

Ms. Liebman moved that the Administration Committee approve changing PLB's current contract with Great Circle to KVC Missouri due to a change in control of the organization.

Mr. Wallace seconded the motion.

Ms. Herschbach provided information about the Great Circle integration with KVC Missouri and answered questions from the Committee.

The motion passed unanimously.

3. Partner Agency Grant Requests

PLB initiated a grant opportunity intended to support the continuity of services while agencies determine the potential need to adjust operations to meet current demand and capacity.

Mr. Kaufmann discussed the Partner Agency Grant requests and answered questions from the Committee.

3.1 **Easterseals Midwest**

Easterseals Midwest has requested \$150,000 to help offset a \$169,000 loss on the In-Home Support service.

Mr. Malin moved that the Administration Committee approve an appropriation for Easterseals Midwest, PLB Service #2003/18, in an amount not to exceed \$150,000 for FY'23 from the Unassigned Fund.

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

3.2 **Sunnyhill**

Sunnyhill has requested \$150,000 to help offset a \$330,000 loss on the Independent Supported Living Assistance (ISLA) service.

Mr. Wallace moved that the Administration Committee approve an appropriation for Sunnyhill, PLB Service #1086/40, in an amount not to exceed \$150,000 for FY'23 from the Unassigned Fund.

Mr. Malin seconded the motion.

Mr. Kaufmann answered questions from the Committee about the Sunnyhill request.

The motion passed unanimously.

3.3 **Heartland Industries**

Heartland Industries has requested \$53,831 to offset a \$53,831 cash loss on Sheltered Workshop Operations.

Mr. Malin moved that the Administration Committee approve an appropriation for Heartland Industries, PLB Service #3058/14, in an amount not to exceed \$53,831 for FY'23 from the Unassigned Fund.

Mr. Wallace seconded the motion.

Mr. Kaufmann answered questions from the Committee about the Heartland Industries request.

The motion passed unanimously.

3.4 **Association on Aging with Developmental Disabilities (AADD)**

AADD has requested \$8,229 to offset an \$8,229 loss on the Social Club service for aging adults.

Ms. Liebman moved that the Administration Committee approve an appropriation for the Association on Aging with Developmental Disabilities, PLB Service #7010/13, in an amount not to exceed \$8,229 for FY'23 from the Unassigned Fund.

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

3.5 **KVC Missouri (formerly Great Circle)**

KVC Missouri has requested \$50,000 to help offset a \$57,000 loss on the In-Facility and In-Home Support services.

Mr. Wallace moved that the Administration Committee approve an appropriation for KVC Missouri, PLB Service #2013/16, in an amount not to exceed \$50,000 for FY'23 from the Unassigned Fund.

Mr. Malin seconded the motion.

Mr. Kaufmann answered questions from the Committee about the KVC Missouri request.

The motion passed unanimously.

II. Committee Information Item

1. FY'24 Operations Budget Assumptions

Mr. Kaufmann discussed the Operations Budget Assumptions and answered questions from the Committee.

Mr. Goldstein discussed the Programmer/Analyst staff position that will be added to replace contracted programming services.

III. Board Consent Agenda Items

The following items will be included for approval on the May 8, 2023, Board Meeting Consent Agenda

Promise Community Homes – Request for Deferral of FY'23 Annual Loan Payments

<u>Loan Numbers</u>	<u>Installment Due Dates</u>
Loan #1328/10	May 10, 2023
Loan #1303/10	May 13, 2023
Loan #1398/10	May 15, 2023

IV. New Business

No new business was discussed.

There being no further business before the Committee, the Administration Committee adjourned at approximately 11:00 a.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.