

PRODUCTIVE LIVING BOARD
ADMINISTRATION COMMITTEE MEETING
MINUTES

Tuesday, May 30, 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
Gabrielle Buenger
Tonya Dolenz
Jake Goeke
Glen Goldstein
Lillie Gray
Keith Harris
Debra Holland
Donald Kaufmann
Kim Kopff
Amy Meyer
Melanie Noblett
Shannon Reinert
Kathy Williams

GUESTS IN ATTENDANCE

Eleven guests were in attendance.

A quorum was present and due notice had been published.

Ms. Liebman called the meeting to order at approximately 3:45 p.m.

I. Board Action Items

1. FY'24 PLB Operations Budget

Mr. Wallace moved that the Administration Committee approve the Productive Living Board's annual Operations Budget for FY'24 as submitted.

Mr. Malin seconded the motion.

Mr. Kaufmann discussed the FY'24 Operations Budget.

The motion passed unanimously.

2. FY'24 PLB Special Projects Budget

Mr. Malin moved that the Administration Committee approve the Productive Living Board's annual Special Projects Budget for FY'24 as submitted.

Ms. Liebman seconded the motion.

Mr. Kaufmann discussed the FY'24 Special Projects Budget. Ms. Herschbach and Ms. Kopff answered questions from the Committee.

The motion passed unanimously.

3. Agency Insurance Waivers

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

- St. Luke's Hospital
- SSM Health Care
- Mercy Hospital St. Louis

Mr. Wallace seconded the motion.

Mr. Kaufmann discussed the insurance waiver requests.

The motion passed unanimously.

4. United Cerebral Palsy Heartland (UCP) Partner Agency Grant

Mr. Malin moved that the Administration Committee approve establishing an Assigned Fund set-aside in the amount of \$100,000 for UCP to request capital assistance for a new location in FY'24.

Mr. Wallace seconded the motion.

Ms. Herschbach discussed the UCP Assigned Fund Request and answered questions from the Committee.

The motion passed unanimously.

II. Board Consent Agenda Items

The following items will be included for approval on the June 12, 2023 Board Meeting Consent Agenda.

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

<u>Loan Numbers</u>	<u>Installment Due Dates</u>
PLB Loan #1403/10	June 16, 2023
PLB Loan #1405/10	June 16, 2023
PLB Loan #1407/10	June 16, 2023

PLB Loan #1414/10	June 21, 2023
PLB Loan #1301/10	June 30, 2023

- b. Lafayette Industries North, Inc. – Request for Deferral of FY'23 Annual Loan Payment

<u>Loan Number</u>	<u>Installment Due Date</u>
Loan #3127/82	June 30, 2023

III. 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 Michele Liebman, Chairperson of the Administration Committee.