

## Administration Committee Meeting Minutes

Productive Living Board

September 4, 2025

### Attendance

#### Present:

Members: Melissa Garza, Dave Herman, Curt Ittner, Lauri Koster

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

#### Absent:

Members: Jasmine Chen

I. Call to Order

A quorum was present and due notice had been published.

Ms. Koster called the meeting to order at approximately 1:30 p.m.

II. Committee Action Item

A. Approval of the 2025 Employee Compensation and Benefits Review

Mr. Ittner moved that the Administration Committee approve CBIZ to conduct the 2025 Employee Compensation and Benefits Review. Mr. Herman seconded the motion.

Ms. Herschbach discussed the proposals that were received, the criteria used to review the proposals and the staff recommendation for CBIZ. Ms. Herschbach answered questions from the Committee.

The motion passed unanimously.

III. New Business

No new business was discussed.

There being no further business before the Committee, the Administration Committee adjourned at approximately 1:45 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.