

**PRODUCTIVE LIVING BOARD**  
**ADMINISTRATION COMMITTEE MEETING**  
**MINUTES**

**Tuesday, September 26, 2023**

**COMMITTEE MEMBERS IN ATTENDANCE**

William Bolster  
Lauri Koster  
Scott Malin

**COMMITTEE MEMBERS ABSENT**

Michele Liebman, Chairperson  
Bob Wallace

**STAFF MEMBERS IN ATTENDANCE**

Becky Herschbach, Executive Director  
Gabby Buenger  
Jake Goeke  
Glen Goldstein  
Lillie Gray  
Keith Harris  
Debra Holland  
Donald Kaufmann  
Emily Love  
Amy Meyer  
Melanie Noblett  
Kathy Williams

**GUESTS IN ATTENDANCE**

Eight guests were in attendance.

A quorum was present and due notice had been published.

Mr. Bolster called the meeting to order at approximately 3:30 p.m.

**I. Board Action Items**

1. Independent Auditors' Report

Mr. Malin moved that the Administration Committee accept the June 30, 2023 and 2022 Independent Auditors' Report on Productive Living Board's Financial Statements, Required Supplemental Information and Additional Information.

Mr. Bolster seconded the motion.

Mark Hinsen from Anders presented highlights from the PLB Audit Report. The report identified no audit findings or issues and noted PLB's efficient processes and controls. Mr. Kaufmann answered questions from the Committee.

The motion passed unanimously.

2. Partner Funding Manual Revisions

Ms. Koster moved that the Administration Committee approve the revisions to the Partner Funding Manual as presented.

Mr. Malin seconded the motion.

Ms. Meyer and Mr. Kaufmann provided information about the revisions to the Partner Funding Manual.

The motion passed unanimously.

3. United Cerebral Palsy Heartland (UCP) Partner Funding Request

On June 12, 2023 the Board approved 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. Malin moved that the Administration Committee approve an appropriation for UCP Heartland in an amount not to exceed \$100,000 from the Assigned Fund.

Ms. Koster seconded the motion.

Ms. Meyer updated the Committee on the UCP Heartland request. Lori Burch from UCP answered questions from the Committee.

The motion passed unanimously.

4. Assigned Fund Balances

Ms. Koster moved that the Administration Committee approve the assigned fund balances for FY'24 as presented.

Mr. Malin seconded the motion.

Mr. Kaufmann provided information about the assigned funds and the proposed balances.

The motion passed unanimously.

**II. Committee Action Item**

1. Request for Proposals (RFP) for Independent Audit Services for FY'24 through FY'28

Mr. Malin moved that the Administration Committee approve issuing the RFP for Independent Audit Services for FY'24 through FY'28.

Mr. Bolster seconded the motion.

Mr. Kaufmann discussed the Independent Audit Services RFP and answered questions from the Committee.

The motion passed unanimously.

### III. Board Consent Agenda Items

The following items will be included for approval on the October 9, 2023 Board Meeting Consent Agenda.

- a. Promise Community Homes - Request for Deferral of FY'24 Annual Loan Payments

**Loan Numbers**

Loan #1313/10

Loan #1383/10

**Installment Due Dates**

October 31, 2023

November 17, 2023

- b. Valley Industries - Request for Deferral of FY'24 Annual Loan Payment

Loan #3128/75

November 2, 2023

### IV. New Business

No new business was discussed.

There being no further business before the Committee, the Administration Committee adjourned at approximately 4:00 p.m.

Respectfully submitted,



Becky Herschbach  
Executive Director

As recorded by Kathy Williams, Executive Administrative Assistant

The above minutes were reviewed and approved by William Bolster, Administration Committee Member.