

PRODUCTIVE LIVING BOARD
ADMINISTRATION COMMITTEE MEETING
MINUTES

Tuesday, November 28, 2023

COMMITTEE MEMBERS IN ATTENDANCE

Michele Liebman – Chairperson
Jasmine Chen
Scott Malin
Bob Wallace

COMMITTEE MEMBER ABSENT

Lauri Koster

OTHER BOARD MEMBER IN ATTENDANCE

Curt Ittner
Dave Herman
Melissa Garza

STAFF MEMBERS IN ATTENDANCE

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

GUESTS IN ATTENDANCE

Twenty-three 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.

I. Board Action Items

1. FY'25 Cost of Living Adjustment (COLA) for PLB Funded Services

Mr. Malin moved that the Administration Committee approve a COLA of up to 4% for services in FY'25.

Mr. Wallace seconded the motion.

Mr. Kaufmann provided information about the 4% COLA adjustment for FY'25 and answered questions from the Committee.

The motion passed unanimously.

2. The Center for Head Injury Services Merger with RISE, Inc.

Mr. Wallace moved that the Administration Committee approve changing PLB's current contract with The Center for Head Injury Services to RISE, Inc. should a change in control of the organization occur.

Mr. Malin seconded the motion.

Ms. Herschbach provided information regarding the merger. Gerald Nebeker, RISE, Inc. President and Founder, Mindi Mitchell, RISE, Inc. COO, and Mark Stallmann, The Center for Head Injury Services Board member, provided an overview of RISE and why a merger is being considered 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 December 11, 2023 Board Meeting Consent Agenda.

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

<u>Loan Numbers</u>	<u>Installment Due Dates</u>
Loan #1358/10	December 19, 2023
Loan #1360/10	December 19, 2023
Loan #1364/10	December 19, 2023
Loan #1366/10	December 19, 2023
Loan #1367/10	December 19, 2023
Loan #1369/10	December 19, 2023
Loan #1371/10	December 19, 2023
Loan #1322/10	December 21, 2023
Loan #1385/10	January 14, 2024
Loan #1388/10	February 12, 2024
Loan #1411/10	February 15, 2024
Loan #1342/10	March 13, 2024
Loan #1299/10	March 30, 2024

b. Heartland Industries, Inc. – Request for Deferral of FY'24 Annual Loan Payment

<u>Loan Number</u>	<u>Installment Due Date</u>
Loan #3103/75	December 30, 2023

c. Valley Industries – Request for Deferral of FY'24 Annual Loan Payment

<u>Loan Number</u>	<u>Installment Due Date</u>
Loan #3130/42	December 21, 2023

III. New Business

No new business was discussed.

There being no further business before the Committee, the Administration Committee adjourned at approximately 4:30 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.