

PRODUCTIVE LIVING BOARD
ADMINISTRATION COMMITTEE MEETING
MINUTES

Tuesday, November 29, 2022

COMMITTEE MEMBERS IN ATTENDANCE

Michele Liebman, Chairperson
Ben Clark
Scott Malin
Mary Beth Monafo
Bob Wallace

STAFF MEMBERS IN ATTENDANCE

Becky Herschbach, Executive Director
Gabrielle Buenger
Tonya Dolenz
Jake Goeke
Glen Goldstein
Lillie Gray
Debra Holland
Don Kaufmann
Kim Kopff
Amy Meyer
Shannon Reinert
Andrew Williams
Kathy Williams

GUESTS IN ATTENDANCE

Six 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. Assigned Fund Balances

Mr. Wallace moved that the Administration Committee approve the assigned fund balances for FY'23 as presented.

Mr. Malin seconded the motion.

Mr. Kaufmann provided information about the assigned funds and the proposed balances. Mr. Kaufmann and Mr. Goldstein answered questions from the Committee.

The motion passed unanimously.

2. Employee Compensation Review

Ms. Monafo moved that the Administration Committee accept the updated salary ranges based on the midpoint recommended in the Compensation Market Analysis conducted by AAIM Employer's Association.

Mr. Wallace seconded the motion.

Mr. Kaufmann provided details about the Market Analysis process and the recommended salary range changes from the study and answered questions from the Committee.

The motion passed unanimously.

3. Mini and Partner Agency Grant Extension Requests

Three requests for extensions of contract end dates were received. The extensions will allow the agencies to achieve their targeted outcomes.

Ms. Kopff provided information about the extension requests.

L'Arche St. Louis

L'Arche St. Louis received \$15,000 to complete kitchen renovations and purchase equipment to create an accessible kitchen.

Mr. Wallace moved that the Administration Committee approve the extension of the contract end date for L'Arche St. Louis, PLB Service #9351/10 to May 31, 2023.

Ms. Monafo seconded the motion and the motion passed unanimously.

Down Syndrome Association of Greater St. Louis

Down Syndrome Association of Greater St. Louis received \$73,200 for the renovation of their office building to increase service space.

Mr. Malin moved that the Administration Committee approve the extension of the contract end date for Down Syndrome Association of Greater St. Louis, PLB Service #9352/10 to June 30, 2023.

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

St. Louis Arc

St. Louis Arc received \$100,000 to replace windows at the Family Center.

Mr. Clark moved that the Administration Committee approve the extension of the contract end date for St. Louis Arc, PLB Service #9355/10 to June 30, 2023.

Ms. Monafo seconded the motion and the motion passed unanimously.

II. Board Consent Agenda Items

The following items will be included for approval on the December 12, 2022 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>
Loan #1358/10	December 19, 2022
Loan #1360/10	December 19, 2022
Loan #1364/10	December 19, 2022
Loan #1366/10	December 19, 2022
Loan #1367/10	December 19, 2022
Loan #1369/10	December 19, 2022
Loan #1371/10	December 19, 2022
Loan #1322/10	December 21, 2022
Loan #1385/10	January 14, 2023
Loan #1388/10	February 12, 2023
Loan #1411/10	February 15, 2023
Loan #1309/10	February 23, 2023
Loan #1342/10	March 13, 2023
Loan #1299/10	March 30, 2023

b. Heartland Industries, Inc. – Request for Deferral of FY’23 Annual Loan Payment

<u>Loan Number</u>	<u>Installment Due Date</u>
Loan #3103/75	December 30, 2022

c. Valley Industries – Request for Deferral of FY’23 Annual Loan Payment

<u>Loan Number</u>	<u>Installment Due Date</u>
Loan #3130/42	December 21, 2022

d. Lafayette Industries North, Inc. – Request for Deferral of FY’23 Annual Loan Payment

<u>Loan Number</u>	<u>Installment Due Date</u>
Loan #3132/82	February 1, 2023

III. New Business

No new business was discussed.

There being no further business before the Committee, the Administration Committee adjourned at approximately 4:25 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Becky Herschbach".

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.