

PRODUCTIVE LIVING BOARD
ADMINISTRATION COMMITTEE MEETING
MINUTES

Tuesday, September 27, 2022

COMMITTEE MEMBERS IN ATTENDANCE

Michele Liebman, Chairperson
Scott Malin
Mary Beth Monafo
Bob Wallace

COMMITTEE MEMBER ABSENT

Ben Clark

STAFF MEMBERS IN ATTENDANCE

Becky Herschbach, Executive Director
Jennifer Boedeker
Gabrielle Buenger
Jake Goeke
Glen Goldstein
Lillie Gray
Debra Holland
Don Kaufmann
Kim Kopff
Amy Meyer
Kathy Williams

GUESTS IN ATTENDANCE

Twelve guests were in attendance.

A quorum was present and due notice had been published.

Ms. Liebman called the meeting to order at approximately 3:30 p.m.

I. Board Action Items

1. Independent Auditor's Report

Ms. Monafo moved that the Administration Committee accept the June 30, 2022 and 2021 Independent Auditors' Report on Productive Living Board's Financial Statements, Required Supplemental Information and Additional Information.

Mr. Wallace seconded the motion.

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

The motion passed unanimously.

2. Partner Funding Manual Revisions

Mr. Malin moved that the Administration Committee approve the revisions to the Partner Funding Manual as presented.

Mr. Wallace seconded the motion.

Ms. Herschbach provided information about the revisions to the Partner Funding Manual. Ms. Kopff and Ms. Herschbach answered questions from the Committee.

The motion passed unanimously.

3. Mini Grant Extension Request

One request for extension of contract end date was received. The extension will allow the agency to achieve their targeted outcome.

Artists First

Artists First received \$15,000 to provide 1:1 support for 10 individuals to participate in the Artists First Portfolio Program.

Mr. Wallace moved that the Administration Committee approve the extension of the contract end date for Artists First, PLB Service #9291/10 to April 30, 2023.

Ms. Monafo seconded the motion.

Ms. Kopff discussed the Artists First extension request.

The motion passed unanimously.

II. Board Consent Agenda Items

The following items will be included for approval on the October 10, 2022 Board Meeting Consent Agenda.

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

Loan Numbers

Loan #1313/10
Loan #1383/10

Installment Due Dates

October 31, 2022
November 17, 2022

- b. Valley Industries - Request for Deferral of FY'23 Annual Loan Payment

Loan Number

Loan #3128/75

Installment Due Date

November 2, 2022

III. 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 Michele Liebman, Chairperson of the Administration Committee.