

Board Meeting Minutes

Productive Living Board

October 13, 2025

Attendance

Present:

Members: Lou Brock, Jasmine Chen, Melissa Garza (remote), Dave Herman, Curt Ittner, Lauri Koster, Scott Malin, Felice McClendon, Amy Wilson

Staff Participants: Becky Herschbach - Executive Director; Don Kaufmann - Director of Finance and Administration; Amy Meyer - Director of Agency and Community Relations; Gabrielle Buenger, Marketing and Communications Coordinator

Invited Guest: Mark Hinsen - Audit Partner, Anders Minkler Huber & Helm LLP

I. Call to Order

A quorum was present and due notice had been published.

Mr. Herman called the meeting to order at approximately 4:00 p.m.

II. Open Forum for Comments from the Public

No comments were made.

III. Executive Director's Report – Becky Herschbach

Ms. Herschbach reported the following.

National Disability Employment Awareness Month

October is National Disability Employment Awareness Month. The theme this year is Celebrating Value and Talent. PLB has provided information via social media on how to create inclusive workplaces. Throughout the month PLB's Employment Partners will be highlighted including the number of people that receive employment supports.

FY'25 Satisfaction Survey Results

The Satisfaction Survey was conducted to collect and analyze information that may inform funding decisions and to ensure PLB is funding quality services. The survey results showed that individuals that completed the survey are very satisfied with their PLB funded services.

St. Louis County Needs Survey

On October 1, the St. Louis County Needs Survey was issued, one version for individuals and families and another for stakeholders. This survey will be used to collect and analyze needs information that will help in the development and funding of services. The results will be shared with the Board in December.

Legislative Updates

MACDDS' Legislative Advocacy Week is October 19-25. PLB will be reaching out to legislators to share the MACDDS legislative priorities for the coming year, highlight success stories, and invite them to engage with PLB and our funded partners.

The priorities include:

1. Safeguarding essential services by preserving property taxes
2. Eliminating the waiver waitlist by fully funding waiver services in the DDD budget
3. Building sustainable solutions by collaborating on systems change

The Gateway Coalition is still finalizing its priorities but have scheduled their annual Legislative Coffee for October 29th.

IV. Website Refresh Update – Gabrielle Buenger

Gabrielle Buenger, Marketing and Communications Coordinator, provided information about PLB’s website update, which will focus on accessibility and the user experience. Ms. Buenger answered questions from the Board.

V. Board Consent Agenda Items

Ms. Wilson moved to approve the Board Consent Agenda items as listed. Mr. Malin seconded the motion and the motion passed unanimously.

- A. Approval of the Monday, July 14, 2025 Productive Living Board Meeting Minutes
- B. Promise Community Homes - Request for Deferral of FY’26 Annual Loan Payments
- C. Lafayette Industries - Request for Deferral of FY’26 Annual Loan Payments
- D. Valley Industries - Request for Deferral of FY’26 Annual Loan Payments
- E. Heartland Industries, Inc. - Request for Deferral of FY’26 Annual Loan Payment

VI. Standing Committee Reports

A. Executive Committee – Dave Herman, Chairperson

Mr. Herman gave a summary of the Executive Committee meeting.

1. 2025 Tax Rates

Mr. Herman moved that the Board ratify the Executive Committee’s decision to request that St. Louis County levy the 2025 tax rates at the current year tax rate ceiling per category as follows:

Residential Real Property .059 per \$100 assessed value
Agricultural Real Property .067 per \$100 assessed value
Commercial Real Property .077 per \$100 assessed value
Personal Property .090 per \$100 assessed value

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

B. Administration Committee – Lauri Koster, Chairperson

1. Administration Committee Meeting - September 4, 2025

Ms. Koster gave a summary of the September 4, 2025 Administration Committee meeting.

a. Approval of the 2025 Employee Compensation and Benefits Review

At the September 4, 2025 Administration Committee meeting, the Committee approved CBIZ to conduct the 2025 Employee Compensation and Benefits Review.

2. Administration Committee Meeting - September 30, 2025

Ms. Koster gave a summary of the September 30, 2025 Administration Committee meeting.

a. Independent Auditors' Report

Ms. Koster moved that the Board accept the June 30, 2025 and 2024 Independent Auditors' Report on Productive Living Board's Financial Statements, Required Supplemental Information and Additional Information. Ms. Wilson 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. Hinsen and Mr. Kaufmann answered questions from the Board.

The motion passed unanimously.

b. Partner Funding Manual Revisions

Ms. Koster moved that the Board approve the revisions to the Partner Funding Manual as presented. Mr. Malin seconded the motion.

Ms. Herschbach and Ms. Meyer answered questions from the Board.

The motion passed unanimously.

C. Employment Services Committee – Melissa Garza, Chairperson

Ms. Garza gave a summary of the Employment Services Committee meeting.

1. Promise Community Homes Capital Funding Extension Request

Ms. Garza moved that the Board approve the extension of PLB Service #4034/45 to October 31, 2025. Mr. Brock seconded the motion and the motion passed unanimously.

2. Sheltered Workshop FY'26 Capital Improvement and Equipment Funding

Ms. Garza moved that the Board approve the Sheltered Workshop FY'26 Capital Improvement and Equipment Funding in an amount not to exceed \$387,738 for the period October 13, 2025 to June 30, 2026. Mr. Brock seconded the motion and the motion passed unanimously.

Total Recommended Appropriation for FY'26:

Canterbury <u>Enterprises</u>	Lafayette <u>North</u>	Lafayette <u>Work Center</u>	Valley <u>Industries</u>	Heartland <u>Industries</u>
\$86,319	\$86,680	\$129,948	\$34,771	\$50,020

VII. New Business
No new business was discussed.

There being no further business before the Board, the meeting adjourned at approximately 4:50 p.m.

Respectfully submitted,

DocuSigned by:

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Melissa Garza, Secretary

As recorded by Kathy Williams, Executive Administrative Assistant.

The above minutes were reviewed and approved by Dave Herman, Chairperson of the Productive Living Board.