

Board Meeting Minutes

Productive Living Board
December 8, 2025

Attendance

Present:

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

Staff Participants: Becky Herschbach - Executive Director; Don Kaufmann - Director of Finance and Administration

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

Ms. Herschbach read a letter from Rob Libera, Executive Director of Lafayette Industries. Mr. Libera will be retiring from his position as Executive Director and CEO of Lafayette Industries at the end of the year and thanked the agencies, the Workshop Executive Directors, and the PLB Board and staff for their commitment to improving the lives of St. Louis County citizens with IDD. A copy of the letter is attached to these minutes.

III. Agency Overview - Delta Gamma Center (DGCKids)

Lisa Rohr, Senior Director of Programs at DGCKids provided information about the services DGCKids provides for children who are blind or have a visual impairment. Maggie VandeWaarsenburg spoke about her experience as a parent of a child that receives services from DGCKids and her daughter's positive experiences in the programs.

IV. Executive Director's Report - Becky Herschbach

Ms. Herschbach reported the following and answered questions from the Board.

Annual Report and Snapshot

The Annual Report and Snapshot are now available. These are two tools used to demonstrate that PLB is a good steward of resources and to help educate people regarding PLB and its partnerships in the community. The Annual Report provides an overview of the meaningful ways tax dollars have been used and the difference the services are making in people's lives. The Snapshot concisely defines what PLB does and the impact of funding. Both documents will be located on the PLB website, along with the annual Audit Report, another tool that helps ensure accountability and transparency.

Senior Tax impact

St. Louis County posted the senior tax freeze credit totals. The impact on PLB's budget is a reduction in revenue of \$195 thousand, slightly lower than estimated. Increases in other areas of revenue will potentially offset that reduction.

V. Board Consent Agenda Items

Ms. McClendon 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, October 13, 2025 Productive Living Board Meeting Minutes
- B. Approval of the Wednesday, December 3, 2025 Productive Living Board Special Board Meeting Minutes

VI. Financial Report – Don Kaufmann, Director of Finance and Administration

Mr. Kaufmann reported that the Statement of Revenue and Expenses reflects revenue of \$9.3 million. This is \$536 thousand higher than prior year and \$514 thousand below budget. The variance from prior year and budget is due to the timing of St. Louis County recording of revenue transactions. Administration expenses were \$935 thousand, which is \$28 thousand below budget.

\$10.8 million has been expended on Project Services. This is a \$2.9 million increase over prior year primarily due to \$2.3 million in one-time funding for St. Louis Arc's The Nexus apartment and a budgeted increase in service expenditures.

VII. Standing Committee Reports

A. Administration Committee

Ms. Koster gave a summary of the Administration Committee meeting.

1. FY'27 Cost of Living Adjustment (COLA) for PLB Funded Services

Ms. Koster moved that the Board approve a COLA of up to 3% for services in FY'27. Mr. Ittner seconded the motion and the motion passed unanimously.

2. Revisions to PLB Bylaws

Ms. Koster moved that the Board provide notice to the Board Secretary that at the next scheduled Board meeting the Committee will recommend revisions to the PLB Bylaws as presented. Mr. Malin seconded the motion.

Channing Burd, Legal Counsel from Capes Sokol, and Ms. Herschbach answered questions from the Board.

The motion passed unanimously.

B. Community Services Committee

Ms. Chen gave a summary of the Community Services Committee meeting.

1. Promise Community Homes - Request for Funding for Down Payment Assistance and Renovations

a. Request for Funding for Down Payment Assistance

Ms. Chen moved that the Board approve a down payment assistance loan for Promise Community Homes, PLB Service #9376 to purchase a home. PLB funding is not to exceed \$93,600 from the Unassigned Fund for the period of December 8, 2025 through June 30, 2026. Ms. Koster seconded the motion and the motion passed unanimously.

b. Request for Funding for Renovations

Ms. Chen moved that the Board approve a grant to Promise Community Homes, PLB Service #9377 for renovations in an amount not to exceed \$52,000 from the Unassigned Fund for the period of December 8, 2025 through June 30, 2026. Mr. Ittner seconded the motion and the motion passed unanimously.

VIII. Board Action Items

A. Employee Compensation Review

Mr. Herman moved that the Board accept the updated salary ranges recommended in the Compensation Review conducted by CBIZ. The ranges are in alignment with the Board's goal for a total employee compensation package that averages at the 50th percentile as compared to market data. Mr. Malin seconded the motion and the motion passed unanimously.

B. Revisions to PLB Personnel Policies and Technology Acceptable Use Policy

1. Personnel Policies

Mr. Herman moved that the Board approve the revised PLB Personnel Policies as attached. Ms. Koster seconded the motion.

Ms. Herschbach noted that, as requested by the Administration Committee, the Personnel Policies were reviewed by Legal Counsel from McCarthy, Leonard, and Kaemmerer and that Cooper Lohkamp, a representative of the firm, was present to answer questions. Ms. Herschbach answered questions from the Board.

Mr. Herman moved to table the approval of the revised PLB Personnel Policies for further review. Ms. Chen seconded the motion and the motion passed unanimously.

2. Technology Acceptable Use Policy

Mr. Herman moved that the Board approve the revised Technology Acceptable Use Policy as attached. Ms. Koster seconded the motion.

Ms. Herschbach noted that Cooper Lohkamp was available should there be questions regarding the Technology Acceptable Use Policy.

Mr. Herman moved to table the approval of the revised Technology Acceptable Use Policy for further review. Mr. Ittner seconded the motion and the motion passed unanimously.

IX. New Business
No new business was discussed.

X. Closing Comments

Mr. Herman wished everyone Happy Holidays and thanked PLB and Agency staff for the work that they do throughout the year.

Ms. McClendon thanked Ms. Rohr and Ms. VandeWaarsenburg for their presentation about DGCKids and the services that they provide.

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

Respectfully submitted,

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.

Attachment to December 8, 2025 Board Meeting Minutes

A note from Rob Libera Executive Director of Lafayette Industries as he retires.

Although I'll be around next year and will still be attending the meetings, I wanted to thank the Board, my fellow colleagues, my fellow Agency colleagues, and especially the PLB Staff for their unwavering commitment to improving the lives of St. Louis County citizens with IDD.

Counting in the people working in Sheltered Workshops, St. Louis County (and therefore the Eastern Alliance) has the most people with full-time employment than anywhere in the State--and perhaps any County in the Country.

Thank you PLB Board, and thank you Staff for being a shared value partner in improving the Quality and Dignity of so many lives. The Staff does a great job of balancing responsibility to perform oversight and compliance, yet encourage, innovate, and support the Agencies they fund, all to ensure the best possible program and options are available for those we all serve.

Thank you fellow Workshop Managers-Jim Guyre, Charlie Fischer, Kit Brewer, and Mike Macauley. Thank you fellow agencies for providing the care needed in housing, transportation, and life enhancement; and thanks to all agencies who have supported Sheltered employment in times of challenge for that option, with special thanks to Mark Keeley and St. Louis Arc for your support in the face of national pressure.

I look forward to continuing the Mission of making St. Louis County and the Eastern Alliance the best place to live, work, and maximize life experiences for persons with IDD.