

## **PRODUCTIVE LIVING BOARD**

### **BOARD MEETING MINUTES**

Monday, December 11, 2023

#### **BOARD MEMBERS IN ATTENDANCE**

Bob Wallace, Chairperson  
Michele Liebman, Vice Chairperson  
Lauri Koster, Treasurer  
Scott Malin, Secretary  
Melissa Garza  
Dave Herman  
Curt Ittner  
Felice McClendon

#### **BOARD MEMBER ABSENT**

Jasmine Chen

#### **STAFF MEMBERS IN ATTENDANCE**

Becky Herschbach, Executive Director  
Jennifer Boedeker  
Gabrielle Buenger  
Tonya Dolenz  
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-eight guests were in attendance.

A quorum was present and due notice had been published.

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

#### **Executive Director's Report – Becky Herschbach**

##### **FY'25 Funding Application Cycle**

Ms. Herschbach reported that the funding application cycle for FY'25 will be starting soon. Trainings are the week of January 22 and applications are due February 16. Staff will provide funding recommendations to the Service Committees in April, and funding decisions will be made at the May Board meeting.

Productive Living Board Meeting Minutes  
Monday, December 11, 2023  
Page 2 of 5

### **Legislation**

On November 28 the Gateway Coalition of Service Providers hosted a Legislative Coffee for St. Louis County and St. Louis City legislators. Seven legislators were in attendance. The Gateway Coalition consists of over 35 local agencies who network and collaborate on education and advocacy efforts. PLB provides funding for the Coalition conference, training, and education.

The Gateway Coalition’s priorities were shared, which include:

- Increase funding to the Division of Developmental Disabilities so providers can recruit and maintain staff.
- Keep local property tax levies intact.
- Increase funding for Targeted Case Management.

### **Annual Report and Snapshot**

Ms. Herschbach discussed the 2023 Annual Report and Snapshot, which have been added to the PLB website.

### **Finance**

The Finance team continues to conduct agency financial reviews that occur at least once every three years, during which a thorough examination of the financials, including administrative practices, is completed with agency staff. In addition, they are reviewing June fiscal year-end audits, which are due this month and six-month financials, which are due in January.

### **Open Forum for Comments from the Public**

No comments were made.

### **Quality and Accountability Report Overview – Amy Meyer, Director of Agency and Community Relations**

Ms. Meyer presented highlights from the FY’23 Quality and Accountability Report and answered questions from the Board. The report includes information on each service category, the number of individuals served, outcome highlights, and success stories.

### **Board Consent Agenda Items**

Mr. Malin moved that the Board approve the consent agenda items as listed.

- a. Approval of the Monday, October 9, 2023 Productive Living Board Meeting Minutes
- b. 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

Productive Living Board Meeting Minutes  
Monday, December 11, 2023  
Page 3 of 5

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

- c. 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

- d. 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

- e. Lafayette Industries North, Inc. – Request for Deferral of FY'24 Annual Loan Payment

<u>Loan Number</u>	<u>Installment Due Date</u>
Loan #3132/82	February 1, 2024

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

**Financial Report – Don Kaufmann, Director of Finance and Administration**

Mr. Kaufmann reported that the Statement of Revenue and Expenses reflects actual Revenue of \$8.7 million, as budgeted. This is \$544,000 higher than the prior year-to-date level of \$8.2 million. A revenue increase was budgeted due to higher assessed valuations. Administration expenses of \$927,000 are \$29,000 below budget. \$7.5 million has been expended on Project Services. This represents a \$909,000 increase over prior year.

Ms. Koster moved that the Board accept the financial report.

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

**Standing Committee Reports**

**Administration Committee**

**Board Action Items**

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

Ms. Liebman moved that the Board approve a COLA of up to 4% for services in FY'25.

Mr. Malin seconded the motion.

Mr. Kaufmann provided information about the proposed 4% COLA for FY'25.

Productive Living Board Meeting Minutes  
Monday, December 11, 2023  
Page 4 of 5

The motion passed unanimously.

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

Ms. Liebman moved that the Board 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.

Ms. Garza seconded the motion.

Ms. Herschbach provided information regarding the merger and answered questions from the Board.

The motion passed unanimously.

**Community Services Committee**

**Board Action Item**

1. Variety the Children's Charity of St. Louis (Variety) Request for FY'24 Assigned Funds

The Adaptive Equipment/Assistive Technology Assigned Fund is available to agencies that have a documented need for additional funding to meet current demand.

Ms. Koster moved that the Board approve an additional appropriation for Variety, PLB Service #8045/10/11 in an amount not to exceed \$200,000 for FY'24 from the Adaptive Equipment/Assistive Technology Assigned Fund for a revised FY'24 total appropriation of \$308,120.

Mr. Ittner seconded the motion.

Ms. Meyer discussed Variety's Adaptive Equipment funding request and answered questions from the Board.

The motion passed unanimously.

**Board Action Item**

**Partner Funding Manual**

At the October 9, 2023 Board meeting, approval of the FY'25 Partner Funding Manual was postponed to allow for additional time for review.

Mr. Ittner moved that the Board approve the Partner Funding Manual as presented.

Mr. Malin seconded the motion.

Ms. Herschbach discussed the Partner Funding Manual revisions.

The motion passed unanimously.

Productive Living Board Meeting Minutes  
Monday, December 11, 2023  
Page 5 of 5

## **New Business**

No new business was discussed.

There being no further business before the Board, the meeting adjourned at approximately 4:30 p.m.

Respectfully submitted,

DocuSigned by:

*Scott Malin*

140868A78587409  
Scott Malin, Secretary

As recorded by Kathy Williams, Executive Administrative Assistant

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