

Board Meeting Minutes

Productive Living Board

Monday, June 10, 2024 at 4:00 PM CDT

Attendance

Present:

Members: Jasmine Chen (remote), Dave Herman, H Ittner, Michele Liebman, Scott Malin, Bob Wallace

Staff Participants: Becky Herschbach - Executive Director; Don Kaufmann - Director of Finance and Administration; Amy Meyer - Director of Agency and Community Relations

Absent:

Members: Melissa Garza, Lauri Koster, Felice McClendon

I. Call to Order

A quorum was present and due notice had been published.

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

II. Open Forum for Comments from the Public

No comments were made.

III. Agency Overview – Samara Lillioja, YWCA Program Specialist

Samara Lillioja, YWCA Program Specialist presented information about the YWCA and the PLB funded SHADE program.

IV. Executive Director's Report – Becky Herschbach

Alliance Updates

The Alliance met to discuss priorities for the coming year. This year the Alliance will be focusing on:

- Analyzing the data we require and optimizing how it is being used
- Examining our efforts to be culturally responsive
- Enhancing processes
- Exploring regional projects

In addition, the Alliance will seek feedback from agencies on the Partner Funding Manual which will be updated over the summer.

Board Member Tours

This month, St. Louis Arc is hosting an Open House for the Alliance Boards, and Valley Industries is hosting a PLB tour.

Agency and Community Relations

The Agency and Community Relations Team is on track to complete 60 service visits this fiscal year. These visits provide opportunities to ensure the service provided fits within the guidelines, to talk with the person receiving services so we can get their perspective on the service, and to share resources if needs are identified.

Fiscal Year End

The fiscal year ends June 30. Anders will complete their initial fieldwork in June. Final invoice date for agencies is July 31.

Board Chairperson Recognition

Ms. Herschbach recognized Bob Wallace for his two years of service as Board Chairperson and thanked him for his leadership during the creation of PLB's new Vision, Mission and Strategic Priorities.

V. Employee Recognition

Mr. Wallace thanked Lillie Gray for 28 years of service and congratulated her on her upcoming retirement.

VI. Board Consent Agenda Items

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

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

- Approval of the Monday, May 13, 2024 Productive Living Board Meeting Minutes
- Approval of the Requests for Deferral of FY'24 Annual Loan Payments

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

Mr. Kaufmann reported that the Statement of Revenue and Expenses illustrates Revenue is \$25.9 million, which is \$2 million higher than budget. Administration expenses are \$114 thousand below budget. \$17.3 million has been expended on Project Services. This represents a \$1.2 million increase over prior year. Mr. Kaufmann answered questions from the Board.

Mr. Ittner moved to accept the financial report as presented.

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

VIII. Standing Committee Reports

A. Administration Committee – Michele Liebman, Chairperson

1. FY'25 PLB Operations Budget

Ms. Liebman moved that the Board approve the Productive Living Board's annual Operations Budget for FY'25 as submitted. Mr. Malin seconded the motion.

Mr. Kaufmann provided information about the FY'25 PLB Operations Budget.

The motion passed unanimously.

2. FY'25 PLB Special Projects Budget

Mr. Malin moved that the Board approve the Productive Living Board's annual Special Projects Budget for FY'25 as submitted. Mr. Herman seconded the motion.

Mr. Kaufmann provided information about the FY'25 PLB Special Projects Budget.

The motion passed unanimously.

3. Agency Insurance Waivers

Mr. Wallace moved that the Board approve the requests for waiver of specified insurance requirements for the following agencies:

- St. Luke's Hospital
- Mercy Hospital St. Louis

Mr. Malin seconded the motion.

Mr. Kaufmann discussed the insurance waiver requests and answered questions from the Board.

The motion passed unanimously.

4. FY'25 Grant Opportunities

a. One-time Funding

Mr. Malin moved that the Board approve the FY'25 One-time Funding Opportunity as presented. Mr. Herman seconded the motion.
Ms. Herschbach discussed the One-time Funding Opportunity and answered questions from the Board.
The motion passed unanimously.

b. Partner Agency Ongoing Funding

Mr. Ittner moved that the Board approve the FY'25 Ongoing Funding Opportunity as presented. Ms. Liebman seconded the motion.
Ms. Herschbach discussed the Partner Agency Ongoing Funding Opportunity.
The motion passed unanimously.

B. Community Services Committee – Jasmine Chen, Chairperson

1. St. Louis Arc Request for Additional FY'25 ISLA Appropriation

Ms. Chen moved that the Board approve an additional appropriation for St. Louis Arc, PLB Service #1196/36 in an amount not to exceed \$84,606 for FY'25 from the Unassigned Fund for a revised FY'25 total appropriation of \$1,194,558. Mr. Malin seconded the motion.
Ms. Meyer discussed the additional funding request.
The motion passed unanimously.

C. Employment Services Committee - Bob Wallace, Board Chairperson

1. St. Louis Arc Request for Additional FY'25 Supported Employment Appropriation

Mr. Wallace moved that the Board approve an additional appropriation for St. Louis Arc, PLB Service #3004/10 in an amount not to exceed \$129,071 for FY'25 from the Unassigned Fund for a revised FY'25 total appropriation of \$766,891. Mr. Ittner seconded the motion.
Ms. Meyer discussed the additional funding request.
The motion passed unanimously.

IX. 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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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.