

PRODUCTIVE LIVING BOARD

BOARD MEETING MINUTES

Monday, June 12, 2023

BOARD MEMBERS IN ATTENDANCE

Bob Wallace, Chairperson
Michele Liebman, Vice Chairperson/Treasurer
Scott Malin, Secretary
William Bolster
Jasmine Chen
Melissa Garza
Curt Ittner
Lauri Koster
Felice McClendon

STAFF MEMBERS IN ATTENDANCE

Becky Herschbach, Executive Director
Gabrielle Buenger
Tonya Dolenz
Jake Goeke
Glen Goldstein
Lillie Gray
Keith Harris
Debra Holland
Donald Kaufmann
Kim Kopff
Amy Meyer
Melanie Noblett
Shannon Reinert
Kathy Williams

GUESTS IN ATTENDANCE

Twenty-four guests were present.

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

Results of Agency Funding Cycle and Partner Funding Manual Survey

Ms. Herschbach provided an overview of the results of the Agency Funding Cycle Survey. Agencies reported that their experience with the application went very smoothly and the customer service the agencies received was timely and helpful. The processes will continue to be fine-tuned, using feedback from the agencies, to make things as intuitive and seamless as possible.

Feedback on the Partner Funding Manual was all positive, with no suggestions for changes.

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Alliance Funding Cycle Process Debrief

Each year, Alliance staff participate in a Funding Cycle Process Debrief to discuss the funding cycle process and the information received from the agency survey. This year, areas for improvement included updating the trainings for various levels of experience with the portal and adding a “State of the Alliance” networking meeting.

Financial Update

The fiscal year is coming to a close. Anders will be doing preliminary fieldwork next week. Final invoice date for agencies is July 31.

Digital Day

PLB is partnering with St. Louis Arc, Missouri Assistive Technology, and Missouri Developmental Disabilities Council to host Digital Day on June 22 at the St. Louis Arc. It is designed to help individuals with IDD, their families, and agency staff, learn more about how to ensure everyone has access to digital technology and understands how to safely use it.

Open Forum for Comments from the Public

Mark Keeley, President and CEO of St. Louis Arc, read a letter congratulating Kim Kopff on her retirement and thanking her for her commitment to people with intellectual and developmental disabilities and their families for the past five decades. Mr. Keeley outlined the many ways that Kim’s career was devoted to improving the lives of people with intellectual and developmental disabilities and the impact that will continue for many years to come. The letter is attached to these minutes.

Agency Overview – Erin Suelmann, Executive Director of Down Syndrome Association of Greater St. Louis (DSAGSL), presented information about DSAGSL and PLB funded services and answered questions from the Board.

Board Consent Agenda Items

Ms. Chen moved that the Board approve the consent agenda items as listed.

- a. Approval of the Monday, May 8, 2023 Productive Living Board Meeting Minutes
- b. Promise Community Homes – Request for Deferral of FY’23 Annual Loan Payments

| <u>Loan Numbers</u> | <u>Installment Due Dates</u> |
|---------------------|------------------------------|
| PLB Loan #1403/10 | June 16, 2023 |
| PLB Loan #1405/10 | June 16, 2023 |
| PLB Loan #1407/10 | June 16, 2023 |
| PLB Loan #1414/10 | June 21, 2023 |
| PLB Loan #1301/10 | June 30, 2023 |

- c. Lafayette Industries North, Inc. – Request for Deferral of FY’23 Annual Loan Payment

| <u>Loan Number</u> | <u>Installment Due Date</u> |
|--------------------|-----------------------------|
| Loan #3127/82 | June 30, 2023 |

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

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Financial Report

Mr. Kaufmann reported that the Statement of Revenue and Expenses reflects actual year-to-date revenue of \$21.9 million, which is close to budget and prior year. While revenue is similar on a year-to-date basis, it is still anticipated that it will exceed prior year and budget, to potentially reach \$25 million. Administration expenses of \$2 million are slightly below budget of \$2.1 million. \$16.1 million has been expended on Project Services. This represents a \$1.5 million decrease over the previous year and is less than budgeted. The two primary causes of the reduced spending are non-recurring payments of one time grants this year and lower than budgeted utilization of services. Utilization of funded services is at 61% of appropriations versus 70% this time last year.

Ms. Liebman moved that the Board accept the financial report as presented.

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

Board Information Item

Partner Agency Grant Progress Report

Ms. Kopff presented the Partner Agency Grant Final Report and answered questions from the Board.

Standing Committee Reports

Nominating Committee

Board Action Item

Nomination of Officers for FY'24

Mr. Bolster moved that the Board approve the following slate of officers for FY'24.

| | |
|------------------|-----------------|
| Chairperson | Bob Wallace |
| Vice Chairperson | Michele Liebman |
| Secretary | Scott Malin |
| Treasurer | Lauri Koster |

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

Administration Committee

Board Action Items

FY'24 PLB Operations Budget

Ms. Liebman moved that the Board approve the Productive Living Board's annual Operations Budget for FY'24 as submitted.

Mr. Ittner seconded the motion.

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Mr. Kaufmann discussed the FY'24 Operations Budget.

The motion passed unanimously.

FY'24 PLB Special Projects Budget

Ms. Liebman moved that the Board approve the Productive Living Board's annual Special Projects Budget for FY'24 as submitted.

Mr. Malin seconded the motion.

Mr. Kaufmann discussed the FY'24 Special Projects Budget.

The motion passed unanimously.

Agency Insurance Waivers

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

- St. Luke's Hospital
- SSM Health Care
- Mercy Hospital St. Louis

Mr. Ittner seconded the motion.

Mr. Kaufmann discussed the insurance waiver requests.

The motion passed with Ms. Garza abstaining.

United Cerebral Palsy Heartland (UCP) Partner Agency Grant

Ms. Liebman moved that the Board approve establishing an Assigned Fund set-aside in the amount of \$100,000 for UCP to request capital assistance for a new location in FY'24.

Mr. Bolster seconded the motion.

Ms. Herschbach discussed the UCP Assigned Fund Request and answered questions from the Board.

The motion passed unanimously.

Community Services Committee

Board Action Item

St. Louis Arc Request for Additional FY'24 Appropriation (PLB Service #1196/36)

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Mr. Bolster moved that the Board approve an additional appropriation for St. Louis Arc, PLB Service #1196/36 in an amount not to exceed \$136,577 for FY'24 from the Unassigned Fund for a revised FY'24 total appropriation of \$1,026,287.

Ms. Liebman seconded the motion.

Ms. Kopff discussed the additional funding request.

The motion passed unanimously.

New Business

No new business was discussed.


Closed Session per Section 610.021(13) RSMo - Personnel

Mr. Ittner moved that the Board Meeting of the Productive Living Board adjourn and reconvene in Closed Session per Section 610.021(13) RSMo – Personnel. Mr. Bolster seconded the motion.

A roll call vote was taken with the following members voting aye: Mr. Bolster, Ms. Chen, Mr. Ittner, Ms. Garza, Ms. Koster, Ms. Liebman, Mr. Malin, Ms. McClendon, and Mr. Wallace.

There being no further business before the Board, the meeting adjourned at approximately 5:00 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.