

Board Meeting Minutes

Productive Living Board

March 9, 2026

Attendance

Present:

Members: Lou Brock, 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

Invited Guest: Brian Sabin, Capes Sokol

Absent:

Members: Jasmine Chen, Melissa Garza

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. Agency Overview

JR Johnson, Assistant Director of Transition Services at St. Louis Arc, provided an overview of NextED, a PLB funded service for young adults age 18-30, who are interested in learning the skills necessary for living independently. He was joined by Mitchell, a NextEd participant, who shared his positive experience with the service.

IV. Executive Director's Report – Becky Herschbach

Ms. Herschbach reported on the following items.

Disability Rights Legislative Day

The PLB team travelled to the Capitol on February 25 to participate in the Disability Rights Legislative Day. They participated in the rally and spoke with legislators.

DD Awareness Month

March is DD Awareness Month, the month to celebrate individuals with developmental disabilities and the importance of fostering a society where people with disabilities are empowered to engage in their communities. This is an opportunity to talk with those who are less familiar with DD and connect them to resources if they would like to learn more.

Legislative Updates

Tax bills continue to be a focus in Jefferson City. Representative Wendy Hausman has filed House Bill 3467, which will allow SB40 Boards to ask voters to approve a sales tax

of up to one-half of one percent on retail sales. The Joint Resolution to add work requirements to MO Healthnet (Medicaid) passed the House and is now in the Senate. House Joint Resolutions seeking voter approval to eliminate the income tax were voted out of committee.

Senate Bill 3 that was passed last year included a requirement that a freeze or 5% cap on real property tax bill increases for most counties in the state will be placed on the ballot in April. It impacts our Alliance partners in Jefferson County and St. Charles County. Senators from 18 counties in the state, including St. Louis County, chose not to change the current law at this time, so this does not affect PLB.

Association Updates

MACDDS, the statewide association of SB40 Boards, has hired a PR firm. Chemistry PR and Multimedia will craft messaging and materials to educate legislators and voters regarding the importance of property taxes in funding services for people with developmental disabilities.

PLB has joined the Missouri Special Districts Association, which focuses specifically on education and advocacy regarding the importance of special district services, preserving local control, and revenue sustainability.

Conference Announcements

The Gateway Coalition is hosting its annual Direct Support Person Conference on April 9 at the Ameristar Casino Conference Center. PLB provides funding for the event, which provides training opportunities for Direct Support Staff and celebrates their work. Conference handouts were provided.

The Association on Aging with Developmental Disabilities Annual Conference is scheduled for May 11 and 12 at the St. Charles Convention Center. PLB provides funding to assist individuals and families from St. Louis County in attending the conference. Information can be found on their website – agingwithdd.org.

Other Updates

Agency funding requests for FY'27 were due on February 13th. Funding committee meetings are on Wednesday, April 29th at the Clark Family Library and attendance in person by our funded partners is required.

Ms. Herschbach encouraged the Board to complete the annual Board survey they received last week by March 20.

Ms. Herschbach introduced Jill Zeller, the new Manager of Executive Projects and Board Relations. Jill will be coordinating strategic initiatives, managing a variety of projects, and supporting the Board members.

Mr. Herman thanked Kathy Williams for her 17 years of service and wished her well on her retirement.

V. Board Consent Agenda Items

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

- A. Approval of the Monday, December 8, 2025 Productive Living Board Meeting Minutes
- B. Approval of the Friday, February 20, 2026 Productive Living Board Retreat 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 \$16.1 million. This is \$419 thousand higher than the prior year and \$422 thousand below budget. Year-end revenue is expected to be at budgeted levels. Administration expenses were \$1.5 million, which is \$44 thousand below budget. \$17.4 million has been expended on Project Services. This is a \$3.9 million increase over prior year primarily due to \$2.3 million in one-time funding for St. Louis Arc's The Nexus apartments and a budgeted increases in service expenditures.

Mr. Kaufmann explained how the \$2.3 million expenditure for Arc is recorded on PLB's financial statements. The loan is recorded as an asset (Note Receivable) on the Balance Sheet and does not appear on the Statement of Revenue over Expenses.

Mr. Ittner moved to accept the financial report as presented. Mr. Malin seconded the motion and the motion passed unanimously.

Standing Committee Reports

A. Administration Committee

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

1. Revised PLB Bylaws

Ms. Koster moved that the Board approve the revised PLB Bylaws as presented at the December 8, 2025 Board meeting. Ms. Wilson seconded the motion and the motion passed unanimously.

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

a. Personnel Policies

Ms. Koster moved that the Board approve the revised PLB Personnel Policies as attached. Mr. Brock seconded the motion and the motion passed unanimously.

b. Technology Acceptable Use Policy

Ms. Koster moved that the Board approve the revised Technology Acceptable Use Policy as attached. Mr. Malin seconded the motion and the motion passed unanimously.

3. Assigned Fund Balances

Ms. Koster moved that the Board approve the assigned fund balances for FY'26 as attached. Mr. Brock seconded the motion and the motion passed unanimously.

4. Missouri Elderly and Handicapped Transportation Assistance Program (MEHTAP) Application for July 1, 2026 through June 30, 2027

Ms. Koster moved that the Board approve the resolution as follows for the application to the Missouri Department of Transportation for MEHTAP funds. That the Executive Director is authorized to execute the Agreement on behalf of the Productive Living Board for St. Louis County Citizens with Developmental Disabilities with the Missouri Highways and Transportation Commission for financial assistance through MEHTAP for the fiscal year July 1, 2026 through June 30, 2027.

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

VII. Committee Information Item

A. Investment Policies

Mr. Herman noted that Don Kaufmann provided information about the St. Louis County Investment Policy and the PLB Internal Investment Policy at the Administration Committee Meeting.

VIII. 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,


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Melissa Garza, Secretary

As recorded by Jill Zeller, Manager of Executive Projects and Board Relations.

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