

## **PRODUCTIVE LIVING BOARD**

### **BOARD MEETING MINUTES**

Monday, May 8, 2023

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

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

#### **BOARD MEMBER ABSENT**

Curt Ittner

#### **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  
Kim Kopff  
Amy Meyer  
Melanie Noblett  
Shannon Reinert  
Kathy Williams

#### **GUESTS IN ATTENDANCE**

Sixty-five 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.

#### **Employee Recognition**

Ms. Herschbach and Mr. Wallace recognized Glen Goldstein for his 30 years of dedicated service with PLB.

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**Executive Director’s Report – Becky Herschbach**

**Director of Agency and Community Relations**

Ms. Herschbach reported that Amy Meyer has been promoted to Director of Agency and Community Relations upon Kim Kopff’s retirement on July 1.

**Accountant/Auditor**

Melanie Noblett was introduced as the new PLB Accountant/Auditor.

**United Cerebral Palsy Heartland (UCP) Partner Agency Grant Update**

UCP notified PLB that the building remodel project for which the Board approved \$100k in Partner Agency Grant funding has ended due to the building being sold. A request will be presented to the Administration Committee in May to hold the grant funding until a new location can be secured.

**Strategic Planning Update**

Stakeholder interviews and listening sessions are being scheduled. Board Retreats to review the plan will be held in July and August. The final plan will be ready by the September Board meeting.

**Finance Update**

A Banking RFP, which is issued every 5 years, is being developed. The RFP will be presented to the Administration Committee next month and the process will be completed this summer.

**IT Update**

Infrastructure enhancements were successfully completed over the weekend.

**Legislative Updates**

The state’s operating budget was passed by the House and Senate last Friday and has been sent to Governor Parson for signature. The budget includes a provider rate increase in the DMH budget. Vocational Rehabilitation will be fully funded and Sheltered Workshops will get an increase as well if no changes are made.

The Employment First/Ticket to Work bill was passed by the legislature and is headed to the Governor.

**Open Forum for Comments from the Public**

No comments were made.

**Board Consent Agenda Items**

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

- a. Approval of the Monday, March 13, 2023 Productive Living Board Meeting Minutes
- b. Promise Community Homes – Request for Deferral of FY’23 Annual Loan Payments

**Loan Numbers**

PLB Loan #1328/10  
PLB Loan #1303/10  
PLB Loan #1398/10

**Installment Due Dates**

May 10, 2023  
May 13, 2023  
May 15, 2023

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

### **Financial Report**

Mr. Kaufmann reported that the Statement of Revenue and Expenses reflects actual year-to-date revenue of \$20 million, which is \$2.3 million higher than prior year-to-date level of \$17.7 million. The increase over prior year is due to timing of tax collections and increased property tax revenue. Administration expenses of \$1.8 million are slightly below budget of \$1.9 million. \$14.8 million has been expended on Project Services. This represents a \$986,000 decrease over prior year and is less than budgeted. The two primary causes of the reductions are nonrecurring payments of one time grants this year and lower than budgeted utilization of services.

Ms. Kopff discussed service utilization. PLB staff analyze and discuss utilization with agencies throughout the year. Some services have been adjusted to accommodate their current staffing, but individuals continue to receive services. The primary cause of underutilization continues to be the staff crisis that all services are experiencing. Staff are looking at alternative ways to provide support such as remote support and other assistive technology to assist people with maintaining their independence. Ms. Kopff answered questions from the Committee.

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

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

### **Appointment of Nominating Committee**

Mr. Wallace announced that a Nominating Committee will be appointed and will present the slate of officers for FY'24 for approval at the June Board meeting.

### **Standing Committee Reports**

#### **Executive Committee**

#### **Board Action Item**

#### **Projected Non-Binding Tax Rates for 2023**

Ms. Liebman moved that the Board ratify the Committee's decision to approve reporting the following projected non-binding tax rates to the St. Louis County Clerk:

Residential Real Property	\$.064 per \$100 assessed value
Agricultural Real Property	\$.090 per \$100 assessed value
Commercial Real Property	\$.070 per \$100 assessed value
Personal Property	\$.090 per \$100 assessed value

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

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### **Board Information Item**

Productive Living Board Office Vacancy – Appointment of Treasurer

In accordance with PLB Bylaws, Section VIII.7, in the event a vacancy in an office should occur, the Executive Committee shall appoint a replacement who will serve until the next regularly scheduled election.

The Executive Committee approved the appointment of Michele Liebman as Treasurer who will serve until the next regularly scheduled election in June 2023.

### **Administration Committee**

#### **Board Action Items**

403(b) Plan Investment Options

Ms. Liebman moved that the Board approve the 403(b) plan investment options as presented.

Mr. Bolster seconded the motion.

Mr. Kaufmann provided an update on the 403(b) plan investment options.

The motion passed with Ms. Liebman abstaining.

Great Circle Integration with KVC Missouri

Ms. Liebman moved that the Board approve changing PLB's current contract with Great Circle to KVC Missouri due to a change in control of the organization.

Mr. Malin seconded the motion.

Ms. Herschbach provided information on the Great Circle integration with KVC Missouri.

The motion passed unanimously.

Partner Agency Grant Requests

PLB initiated a grant opportunity intended to support the continuity of services while agencies determine the potential need to adjust operations to meet current demand and capacity.

Mr. Kaufmann discussed the Partner Agency Grant requests.

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### **Easterseals Midwest**

Easterseals Midwest has requested \$150,000 to help offset a \$169,000 loss on the In-Home Support service.

Ms. Liebman moved that the Board approve an appropriation for Easterseals Midwest, PLB Service #2003/18, in an amount not to exceed \$150,000 for FY'23 from the Unassigned Fund.

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

### **Sunnyhill**

Sunnyhill has requested \$150,000 to help offset a \$330,000 loss on the Independent Supported Living Assistance (ISLA) service.

Ms. McClendon moved that the Board approve an appropriation for Sunnyhill, PLB Service #1086/40, in an amount not to exceed \$150,000 for FY'23 from the Unassigned Fund.

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

### **Heartland Industries**

Heartland Industries has requested \$53,831 to offset a \$53,831 loss on Sheltered Workshop Operations.

Ms. Koster moved that the Board approve an appropriation for Heartland Industries, PLB Service #3058/14, in an amount not to exceed \$53,831 for FY'23 from the Unassigned Fund.

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

### **Association on Aging with Developmental Disabilities (AADD)**

AADD has requested \$8,229 to offset an \$8,229 loss on the Social Club service for aging adults.

Mr. Bolster moved that the Board approve an appropriation for the Association on Aging with Developmental Disabilities, PLB Service #7010/13, in an amount not to exceed \$8,229 for FY'23 from the Unassigned Fund.

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

### **KVC Missouri (formerly Great Circle)**

KVC Missouri has requested \$50,000 to help offset a \$57,000 loss on the In-Facility and In-Home Support services.

Ms. Garza moved that the Board approve an appropriation for KVC Missouri, PLB Service #2013/16, in an amount not to exceed \$50,000 for FY'23 from the Unassigned Fund.

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

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### **Committee Information Item**

FY'24 Operations Budget Assumptions

The Committee reviewed the FY'24 Operations Budget Assumptions. The Operations and Special Project budgets will be presented to the Board in June.

Mr. Kaufmann discussed the Operations Budget Assumptions.

### **FY'24 Proposed Funding Plan Overview**

Ms. Herschbach provided an overview of the proposed funding plan for Community Services and Employment Services.

### **Community Services Committee**

#### **Board Action Items**

#### **Community Services FY'24 Funding Recommendations**

Community Living FY'24 Services

Mr. Bolster moved that the Board approve the FY'24 appropriations and associated conditions for the Community Living services, from the Unassigned Fund for a total amount not to exceed \$4,911,633.

Mr. Malin seconded the motion.

Ms. Kopff provided an overview of the Community Living services.

The motion passed unanimously.

Community Integration FY'24 Services

Mr. Bolster moved that the Board approve the FY'24 appropriations and associated conditions for the Community Integration services, from the Unassigned Fund for a total amount not to exceed \$2,677,016.

Ms. Garza seconded the motion.

Ms. Kopff provided an overview of the Community Integration services.

The motion passed unanimously.

Professional Services FY'24 Services

Mr. Bolster moved that the Board approve the FY'24 appropriations and associated conditions for Professional Services, from the Unassigned Fund for a total amount not to exceed \$787,253.

Ms. Garza seconded the motion.

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Ms. Kopff provided an overview of the Professional Services.

The motion passed unanimously.

Support Systems FY'24 Services

Mr. Bolster moved that the Board approve the FY'24 appropriations and associated conditions for the Support Systems services, from the Unassigned Fund for a total amount not to exceed \$6,934,597.

Mr. Malin seconded the motion.

Ms. Kopff provided an overview of the Support Systems services.

The motion passed unanimously.

### **St. Louis Arc Request for Additional FY'23 Assigned Funds (PLB Service #1196/36)**

The ISLA Assigned Fund is available to agencies that have a documented need for additional units to support new individuals or existing individuals with increased support needs.

Mr. Bolster moved that the Board approve an additional appropriation for St. Louis Arc, PLB Service #1196/36 in an amount not to exceed \$92,025 for FY'23 from the ISLA Assigned Fund for a revised FY'23 total appropriation of \$931,374.

Mr. Malin seconded the motion.

Ms. Kopff discussed the St. Louis Arc request for additional FY'23 funds.

The motion passed unanimously.

### **Employment Services Committee**

#### **Board Action Items**

#### **Employment Services FY'24 Funding Recommendations**

Employment Training FY'24 Services

Mr. Malin moved that the Board approve the FY'24 appropriations and associated conditions for the Employment Training services, from the Unassigned Fund for a total amount not to exceed \$2,644,431.

Mr. Wallace seconded the motion.

Ms. Kopff provided an overview of the Employment Training services.

The motion passed unanimously.

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#### Employment Services FY'24 Services

Mr. Malin moved that the Board approve the FY'24 appropriations and associated conditions for the Employment Services, from the Unassigned Fund for a total amount not to exceed \$5,529,887.

Mr. Bolster seconded the motion.

Ms. Kopff provided an overview of the Employment services.

The motion passed with Ms. Garza abstaining.

#### Employment Transportation FY'24 Services

Mr. Malin moved that the Board approve the FY'24 appropriations and associated conditions for the Employment Transportation services from the Unassigned Fund for a total amount not to exceed \$1,564,086.

Ms. Chen seconded the motion.

Ms. Kopff provided an overview of the Employment Transportation services and answered a question from the Committee.

The motion passed unanimously.

#### Agency Supports FY'24 Services

Amount Requested:	\$721,885
Sheltered Employment Capital (deferred until FY'24 year-end per policy):	\$696,051
Amount Recommended:	\$ 25,834

Mr. Malin moved that the Board approved the FY'24 appropriations and associated conditions for the Agency Supports services from the Unassigned Fund for a total amount not to exceed \$25,834.

Ms. Garza seconded the motion.

Ms. Kopff provided an overview of the Agency Support services.

The motion passed unanimously.

#### Partnership for Hope for FY'24

Mr. Malin moved that the Board approve the FY'24 appropriation for Partnership for Hope from the Unassigned Fund for a total amount not to exceed \$200,000.

Mr. Bolster seconded the motion.



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Ms. Kopff discussed the Partnership for Hope funding.

The motion passed unanimously.

### **New Business**

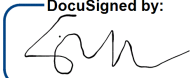
No new business was discussed.

### **Closing Comment**

Mr. Wallace thanked PLB staff and the agencies for their hard work in continuing to provide quality services to the community.

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

Respectfully submitted,

DocuSigned by:  
  
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.