

Board Meeting Minutes

Productive Living Board

October 14, 2024 4:00 pm

Attendance

Present:

Members: Jasmine Chen (remote), Melissa Garza, Dave Herman, Curt Ittner, Lauri Koster, Scott Malin, Felice McClendon, Amy Wilson

Absent:

Members: Lou Brock

Staff Participants: Becky Herschbach - Executive Director; Don Kaufmann - Director of Finance and Administration

Invited Guest: Mark Hinsen - Anders Minkler Huber & Helm LLP

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 pm.

II. Executive Director's Report – Becky Herschbach

Agency Updates – Ms. Herschbach provided an update on agency leadership changes, events, and awards.

October is National Disability Employment Awareness Month – PLB provided information via social media on creating inclusive workplaces and highlighted the number of people receiving employment supports from PLB funded partners.

PLB 45th Anniversary – PLB is celebrating its 45th anniversary. All in attendance were invited to stay after the Board meeting for a celebration.

End of Year Reporting – Ms. Herschbach updated the Board on end of year reporting and other accountability processes currently underway.

IT – PLB provides Help Desk services for the Alliance. In FY 2024, there were just over 600 agency users, almost 350,000 visits to the online portal by funded agency staff, and 216,891 visits to the Alliance Workspace by Alliance staff.

III. Open Forum for Comments from the Public

No comments were made.

IV. Board Consent Agenda Items

Mr. Ittner moved to approve the Board Consent Agenda items as listed. Mr. Malin seconded the motion and the motion passed unanimously.

Approval of the Monday, July 8, 2024 Productive Living Board Meeting Minutes

Promise Community Homes - Request for Deferral of FY'25 Annual Loan Payments

<u>Loan Numbers</u>	<u>Installment Due Dates</u>
Loan #1393/10	September 19, 2024
Loan #1395/10	September 19, 2024
Loan #1379/10	September 22, 2024
Loan #1381/10	September 22, 2024
Loan #1017/75	September 30, 2024
Loan #1023/00	September 30, 2024
Loan #1046/75	September 30, 2024
Loan #1056/75	September 30, 2024
Loan #1313/10	October 31, 2024
Loan #1383/10	November 17, 2024

Lafayette Industries North, Inc. Request for Deferral of FY'25 Annual Loan Payment

<u>Loan Number</u>	<u>Installment Due Date</u>
Loan #3099/75	September 30, 2024

Valley Industries - Request for Deferral of FY'25 Annual Loan Payment

<u>Loan Number</u>	<u>Installment Due Date</u>
Loan #3128/75	November 2, 2024

V. Standing Committee Reports

A. Executive Committee

1. 2024 Tax Rates

Mr. Herman moved that the Board ratify the Executive Committee's decision to request that St. Louis County levy the 2024 tax rates at the current year tax rate ceiling per category as follows:

Residential Real Property	.064 per \$100 assessed value
Agricultural Real Property	.082 per \$100 assessed value
Commercial Real Property	.081 per \$100 assessed value
Personal Property	.090 per \$100 assessed value

Ms. Garza seconded the motion.

Mr. Kaufmann provided information about the 2024 tax rate computation. The motion passed unanimously.

2. Productive Living Board Officer Vacancy

The Executive Committee approved Dave Herman as Chairperson and Melissa Garza as Secretary who will serve until the next regularly scheduled election.

B. Administration Committee

1. Independent Auditors' Report

Ms. Koster moved that the Board accept the June 30, 2024 and 2023 Independent Auditors' Report on Productive Living Board's Financial Statements, Required Supplemental Information and Additional Information. Mr. Malin seconded the motion.

Mark Hinsen from Anders presented highlights from the PLB Audit Report. The report identified no audit findings or issues and noted PLB's efficient processes and controls.

The motion passed unanimously.

2. Partner Funding Manual Revisions

Ms. Koster moved that the Board approve the revisions to the Partner Funding Manual as presented. Ms. Garza seconded the motion.

Ms. Herschbach discussed the revisions to the Partner Funding Manual.

The motion passed unanimously.

3. Assigned Fund Balances

Ms. Koster moved that the Board approve the assigned fund balances for FY'25 as presented. Mr. Malin seconded the motion.

Mr. Kaufmann discussed the FY'25 assigned fund balances and answered questions from the Committee.

The motion passed unanimously.

C. Community Services Committee

1. FY'25 Ongoing Service Adjustments

Mr. Ittner moved that the Board approve the Ongoing Service Adjustments in an amount not to exceed \$177,735 for the period of October 14, 2024 to June 30, 2025. Ms. Koster seconded the motion.

Mr. Kaufmann discussed the recommended Ongoing Service Adjustments.

The motion passed unanimously.

2. One-time Funding Approvals

Mr. Ittner moved that the Board approve the One-time Funding projects in an amount not to exceed \$2,860,195 for the period October 14, 2024 to June 30, 2025. Mr. Malin seconded the motion.

Ms. Herschbach discussed the One-time Funding requests and answered questions from the Committee.

The motion passed unanimously.

3. Promise Community Homes – Request for Funding for Renovations and Repairs

Ms. Koster moved that the Board approve a grant to Promise Community Homes for renovations and repairs in an amount not to exceed \$100,000 from the PLB Housing Development Fund. Ms. Garza seconded the motion.

Mr. Kaufmann discussed the request for renovations and repairs and answered questions from the Committee

The motion passed unanimously.

D. Employment Services Committee

1. FY'25 Ongoing Service Adjustments

Mr. Malin moved that the Board approve the Ongoing Service Adjustment in an amount not to exceed \$96,617 for the period October 14, 2024 to June 30, 2025. Ms. Garza seconded the motion.

Mr. Kaufmann discussed the recommended Ongoing Service Adjustment.

The motion passed unanimously.

2. One-time Funding Approvals

Mr. Malin moved that the Board approve the One-time Funding projects in an amount not to exceed \$608,806 for the period October 14, 2024 to June 30, 2025. Ms. Wilson seconded the motion.

Ms. Herschbach discussed the One-time Funding requests.

The motion passed unanimously.

3. Sheltered Workshop FY'25 Capital Improvement and Equipment Funding

Mr. Malin moved that the Board approve the Sheltered Workshop FY'25 Capital Improvement and Equipment Funding in an amount not to exceed \$763,012 for the period October 14, 2024 to June 30, 2025. Ms. Garza seconded the motion.

Mr. Kaufmann discussed the recommended funding.

The motion passed unanimously.

VI. New Business

No new business was discussed.

There being no further business before the Board, the meeting adjourned at approximately 4:40 p.m.

Respectfully submitted,

DocuSigned by:


Melissa Garza
Board Secretary

As recorded by Kathy Williams, Executive Administrative Assistant.

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