

PRODUCTIVE LIVING BOARD

BOARD MEETING MINUTES

Monday, October 9, 2023

BOARD MEMBERS IN ATTENDANCE

Bob Wallace, Chairperson
Michele Liebman, Vice Chairperson
Lauri Koster, Treasurer
William Bolster
Melissa Garza
Curt Ittner
Felice McClendon

BOARD MEMBERS ABSENT

Scott Malin, Secretary
Jasmine Chen

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
Emily Love
Amy Meyer
Melanie Noblett
Shannon Reinert
Kathy Williams

GUESTS IN ATTENDANCE

Thirty-four 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.

Executive Director's Report – Becky Herschbach

National Disability Employment Awareness Month

October is National Disability Employment Awareness month. There will be a series of Facebook posts on the PLB Facebook page regarding the agencies that provide employment services and the contributions and successes of the people they support.

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Summer Work Experience Program (SWEP)

Ms. Herschbach provided an overview of SWEP, an employment collaboration that PLB funds for students aged 16-21, and its 142 participants this year. Employees were paid \$12/hr. during the 8 week program. 87% of participants completed the program and 3 were offered employment.

Partnership for Hope Waiver (PfH)

Ms. Herschbach provided an overview of PfH and updated the Board regarding funded services. 74 individuals received PfH funding in FY'23. 47 of the 74 received transportation services, 18 received special medical equipment and home modifications, 14 received personal care, and 12 received other services such as respite, therapy, and day habilitation. PLB has appropriated \$169,077 of the \$200,000 available.

Legislation

St. Louis County Council has been in deliberations regarding the approval of a real property tax credit for seniors, authorized through Senate Bill 190. At least four Missouri counties have approved a version of this legislation, including St. Charles County. St. Louis County Bill 176 will be up for approval in the coming weeks.

Bi-State's Budget Bill 209, which ensures no less than \$1,033,172 in Transportation Trust funds for PLB Sheltered Employment Transportation, is also up for approval. This amount is consistent with last year.

Open Forum for Comments from the Public

No comments were made.

Agency Overview – Susan Fleming, Executive Director and Peggy Welker, St. Louis County Coordinator from the Recreation Council presented information about the Recreation Council and PLB funded services.

Board Consent Agenda Items

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

- a. Approval of the Monday, September 11, 2023 Productive Living Board Meeting Minutes
- b. Promise Community Homes - Request for Deferral of FY'24 Annual Loan Payments

Loan Numbers

Loan #1313/10
Loan #1383/10

Installment Due Dates

October 31, 2023
November 17, 2023

- c. Valley Industries - Request for Deferral of FY'24 Annual Loan Payment

Loan Number

Loan #3128/75

Installment Due Date

November 2, 2023

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

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Financial Report – Don Kaufmann, Director of Finance and Administration

Due to PLB's annual year-end audit, there was no financial report.

Standing Committee Reports

Administration Committee

Board Action Items

1. Independent Auditors' Report

Ms. Liebman moved that the Board accept the June 30, 2023 and 2022 Independent Auditors' Report on Productive Living Board's Financial Statements, Required Supplemental Information and Additional Information.

Ms. Koster 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. Mr. Hinsen answered questions from the Board.

The motion passed unanimously.

2. Partner Funding Manual Revisions

Mr. Wallace moved that the Board approve the revisions to the Partner Funding Manual as presented.

Mr. Bolster seconded the motion.

Ms. Herschbach discussed the Partner Funding Manual revisions and answered questions from the Board.

Ms. Garza requested additional time to review the Partner Funding Manual.

Ms. Garza moved to table the motion to approve the revisions to the Partner Funding Manual.

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

3. United Cerebral Palsy Heartland (UCP) Partner Funding Request

On June 12, 2023 the Board approved 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. Wallace moved that the Board approve an appropriation for UCP Heartland in an amount not to exceed \$100,000 from the Assigned Fund.

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Mr. Bolster seconded the motion.

Ms. Herschbach discussed the UCP request. Clint Bolser, Executive Director of UCP Heartland answered questions from the Board.

The motion passed unanimously.

4. Assigned Fund Balances

Ms. Liebman moved that the Board approve the assigned fund balances for FY'24 as presented.

Mr. Bolster seconded the motion.

Mr. Kaufmann provided information about the assigned funds and the proposed balances and answered questions from the Board.

The motion passed unanimously.

Board Information Item

1. Request for Proposals (RFP) for Independent Audit Services for FY'24 through FY'28

PLB Policy requires Independent Audit Services to be reviewed and an RFP be issued at least every 5 years.

The Administration Committee approved issuing an RFP for Independent Audit Services for FY'24 through FY'28.

Employment Services Committee

Board Action Items

1. Sheltered Workshop FY'24 Capital Improvement and Equipment Funding

Each year PLB staff reviews the Capital Improvement and Equipment Projects with the St. Louis County Sheltered Workshops. Funds are appropriated based on the Capital Improvement and Equipment Policy. The recommended funding for each workshop is outlined below.

Mr. Kaufmann discussed the Sheltered Workshop Capital Improvement and Equipment Funding process.

Canterbury Enterprises, Inc.

Ms. McClendon moved that the Board approve the FY'24 Capital Improvement and Equipment appropriation for Canterbury Enterprises, Inc., PLB Project #3098/10 in an amount not to exceed \$66,685 from the Unassigned Fund for the period of October 9, 2023 through June 30, 2024.

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

Lafayette Industries North, Inc.

Ms. McClendon moved that the Board approve the FY'24 Capital Improvement and Equipment appropriation for Lafayette Industries North, Inc., PLB Project #3099/10 in an amount not to exceed \$80,742 from the Unassigned Fund for the period of October 9, 2023 through June 30, 2024.

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

Lafayette Work Center

Ms. McClendon moved that the Board approve the FY'24 Capital Improvement and Equipment appropriation for Lafayette Work Center, PLB Project #3100/10 in an amount not to exceed \$197,667 from the Unassigned Fund for the period of October 9, 2023 through June 30, 2024.

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

Valley Industries

Ms. McClendon moved that the Board approve the FY'24 Capital Improvement and Equipment appropriation for Valley Industries, PLB Project #3102/10 in an amount not to exceed \$149,163 from the Unassigned Fund for the period of October 9, 2023 through June 30, 2024.

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

Heartland Industries, Inc.

Ms. McClendon moved that the Board approve the FY'24 Capital Improvement and Equipment appropriation for Heartland Industries, Inc., PLB Project #3103/10 in an amount not to exceed \$158,802 from the Unassigned Fund for the period of October 9, 2023 through June 30, 2024.

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

Executive Committee

Board Action Item

Each year, all political subdivisions must submit a computation of reassessment to St. Louis County.

Mr. Wallace moved that the Board ratify the Executive Committee's decision to request that St. Louis County levy the 2023 tax rates at the current year tax rate ceiling per category as follows:

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| | |
|----------------------------|--|
| Residential Real Property | .064 per hundred dollar assessed value |
| Agricultural Real Property | .069 per hundred dollar assessed value |
| Commercial Real Property | .081 per hundred dollar assessed value |
| Personal Property | .090 per hundred dollar assessed value |

Ms. Liebman seconded the motion.

Mr. Kaufmann provided information about the 2023 tax rate computation.

The motion passed unanimously.

New Business

No new business was discussed.

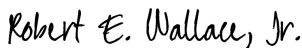
Board Member Recognition

Mr. Wallace, Ms. Leibman and Ms. Herschbach recognized Bill Bolster, whose term has ended. They shared their gratitude for his years of service with PLB and acknowledged Bill for his contributions to supporting individuals with developmental disabilities and their families.

Mr. Bolster thanked the Board and the agencies for the work that they do and for the opportunity to serve on the Board.

There being no further business before the Board, the meeting adjourned at approximately 5:25 p.m.

Respectfully submitted,

DocuSigned by:

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Robert Wallace, Board Chairperson

As recorded by Kathy Williams, Executive Administrative Assistant

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