

PRODUCTIVE LIVING BOARD

ADMINISTRATION COMMITTEE MEETING MINUTES

Office of Productive Living Services
121 Hunter Avenue, Suite 200
St. Louis, MO 63124

March 5, 2007

COMMITTEE MEMBERS PRESENT:

Dennis J. Buhr, Chairman
Cary Hammond
David L. Ruecker

COMMITTEE MEMBERS ABSENT:

Marsha J. Bonds
Eugene H. Fahrenkrog

OTHER BOARD MEMBERS PRESENT:

Timothy R. Barrett, Board Chairman
Sarijane M. Freiman

STAFF MEMBERS PRESENT:

Joyce Prage, CPA, Executive Director
Brian Bond
Jeffrey Bassin
Glen Goldstein
Marilyn Nenninger
Shawn Thomason
Dennis Yarbrough

GUESTS PRESENT:

See Attached

A quorum was present and due notice had been published. Mr. Buhr called the meeting to order at approximately 2:00 p.m.

Board Action Items:

1. Missouri Elderly and Handicapped Transportation Assistance Program (MEHTAP)
Application for July 1, 2007 to June 30, 2008

The Administration Committee recommends that the Board approve the resolution as follows for the application to the Missouri Department of Transportation for MEHTAP funds in the amount of \$192,162:

“That the Chairperson is authorized to execute the Agreement(s) 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 the Missouri Elderly and Handicapped Transportation Assistance Program for the fiscal year July 1, 2007 through June 30, 2008.”

2. Rainbow Village Properties, Inc. – (PLB Loan #'s 1017/75, 1023/75, 1046/75, and 1056/75) – FY'07 Annual Loan Payments on Four Former MOD Properties

Rainbow Village Properties, Inc. has submitted the financial statements for the four former MOD properties for the year ending December 31, 2006. Based upon these financial statements, the Earnings Before Depreciation (a non-cash expense) on these four properties totaled \$3,627.74, with loan payments due of \$29,572.32. Based upon the financial results for the past four fiscal years for these properties, it is unforeseeable that these properties will have annual results that allow them to make the loan payments in entirety.

The Administration Committee recommends that the Board approve that Rainbow Village Properties, Inc.'s 2006 Earnings Before Depreciation for the four former MOD properties be applied on a weighted-average calculation to the outstanding loan balances as follows:

<u>2325 Cherry Lane</u>	<u>PLB Loan # 1017/75</u>	<u>\$ 241.82</u>
<u>2426 Verona</u>	<u>PLB Loan # 1023/75</u>	<u>\$ 2,437.31</u>
<u>9494 Rosebay</u>	<u>PLB Loan # 1046/75</u>	<u>\$ 493.76</u>
<u>7 Cool Meadow</u>	<u>PLB Loan # 1056/75</u>	<u>\$ 454.85</u>

The unpaid portion shall remain part of the outstanding loan balance with a one-year extension of the Maturity Date in accordance with the Modification Agreements.

3. Requests for Waiver of Agency Insurance Coverage Requirements for FY'08

The Administration Committee recommends that the Board approve the requests for waiver of certain agency insurance requirements as attached for:

- Adapt-Ability
- Epilepsy Foundation
- Jamestown New Horizons
- St. Louis Community College
- St. Louis Crisis Nursery
- Therapeutic Horsemanship

4. Document Technician – Job Description and Salary Range

The Administration Committee recommends that the Board approve the job description and salary range for the newly-created staff position of Document Technician.

Committee Action Item:

1. Options for Additional Funding

The Administration Committee approved issuing a Request for Supports for New Consumers in Supported Employment for FY'08. Supported employment providers will indicate the number of new consumers to be supported and the amount of funds needed for FY'08 to support these individuals.

Committee Information Items:

1. PLB Fiscal Year 2008 Operations Budget Assumptions
2. Six-Month Report on Special Projects
3. Agency Board Governance

Mr. Hammond requested that a proposal be developed to provide training on board governance issues to agencies funded by the Productive Living Board.

4. PLB/DMH Data FY'06
5. Survey of Future Employment Needs of Special School District Students

There being no further business before the committee, the Administration Committee adjourned at approximately 3:05 p.m.

Respectfully submitted,

Brian Bond
Director of Administration and Finance
Office of Productive Living Services

The above minutes were reviewed and approved by Dennis Buhr, Chairman of the Administration Committee.

Guests Present

Debbie Boyd
Beth Rose
Becky Greening
Jim Fohey
Laura Perkins

Center for Head Injury Services
Center for Head Injury Services
Life Skills
Life Skills
Judevine Center for Autism