

PRODUCTIVE LIVING BOARD

**ADMINISTRATION COMMITTEE
MEETING MINUTES**

Monday, May 5, 2008

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

COMMITTEE MEMBERS PRESENT:

Timothy R. Barrett
Eugene H. Fahrenkrog
Cary Hammond
David L. Ruecker

COMMITTEE MEMBER ABSENT:

Marsha J. Bonds, Committee Chairperson

STAFF MEMBERS PRESENT:

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

GUESTS PRESENT:

Becky Greening, Life Skills
Rob Libera, Lafayette Work Center, Inc.
Mark Keeley, St. Louis Arc, Inc.

A quorum was present and due notice had been published. Mr. Barrett called the meeting to order at approximately 9:05 a.m.

Board Action Items:

1. FY'09 PLB Operations Budget

The Administration Committee recommends that the Board approve the Productive Living Board's annual operations budget for fiscal year 2009 as submitted.

2. FY'09 PLB Special Projects Budget

The Administration Committee recommends that the Board approve the Productive Living Board's annual special projects budget for fiscal year 2009 as submitted.

3. Technology Set-Aside

The Administration Committee recommends that the Board approve a technology set-aside from the Discretionary Fund for FY'09 in the amount of \$70,000.

Committee Information Item:

1. Review of Investment Policies

PLB Bylaws require that the Administration Committee review the PLB's Investment Policies at least annually. The Board approved the PLB's Internal Investment Policy on February 13, 2006, and reviewed it in FY'07. The Internal Investment Policy governs funds in the PLB's custody. The St. Louis County Fund Investment Advisory Committee met and reviewed the St. Louis County, Missouri, Investment and Portfolio Policy on December 19, 2006. This Policy governs the PLB's pooled funds in the custody of St. Louis County. Per the Assistant Treasurer, the St. Louis County Fund Investment Advisory Committee has not made any changes to the Policy since December 2006. Staff has reviewed the PLB Internal Investment Policy and no changes are recommended.

There being no further business before the Committee, the Administration Committee adjourned at approximately 9:15 a.m.

Respectfully submitted,

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

As recorded by Marilyn Nenninger, Executive Administrative Assistant

The above minutes were reviewed and approved by Timothy R. Barrett of the Administration Committee.