

PRODUCTIVE LIVING BOARD

**ADMINISTRATION COMMITTEE
MEETING MINUTES**

Wednesday, May 5, 2010

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

COMMITTEE MEMBERS PRESENT:

Dennis J. Buhr, Committee Chairman
David L. Ruecker
Sarijane M. Freiman

COMMITTEE MEMBERS ABSENT:

Marsha J. Bonds
Cary Hammond

STAFF MEMBERS PRESENT:

Joyce Prage, CPA, Executive Director
Kim Kopff
Amy Meyer
Jennifer Schicker
Sheila Simmons
Kathy Williams

GUESTS PRESENT:

Mark A. Keeley, St. Louis ARC

A quorum was present and due notice had been published. Mr. Buhr called the meeting to order at approximately 10:00 a.m.

Board Action Items:

1. 403(b) Plan Investment Policy Statement

The Administration Committee recommends that the Board approve the 403(b) plan investment policy statement as presented.

2. PLB Personnel and Operational Policies

The Administration Committee recommends that the Board approve the revised sections of the PLB Personnel and Operational Policies as presented.

3. Technology Set-Aside

The Administration Committee recommends that the Board approve a technology set-aside from the Discretionary Fund for FY'11 in the amount of \$70,000.

4. Revised PLB Funding Manual

The Administration Committee recommends that the Board approve the revised section of the PLB Funding Manual as presented to be effective immediately.

Committee Information Item:

1. Review of St. Louis County Investment Policies

PLB Bylaws require that the Administration Committee review the PLB's Investment Policies at least annually. The St. Louis County Investment Advisory Committee approved the revised St. Louis County, Missouri, Investment and Portfolio Policy on May 1, 2009. There have been no revisions to the policy since May 1, 2009. This Policy governs the PLB's pooled funds in the custody of St. Louis County.

There being no further business before the Committee, the Administration Committee adjourned at approximately 10:15 a.m.

Respectfully submitted,

Joyce Prage, CPA
Executive Director
Office of Productive Living Services

As recorded by Kathy Williams, Executive Administrative Assistant

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