

PRODUCTIVE LIVING BOARD

**ADMINISTRATION COMMITTEE
MEETING MINUTES**

Tuesday, June 3, 2009

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

COMMITTEE MEMBERS PRESENT:

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

OTHER BOARD MEMBERS PRESENT:

Marsha J. Bonds
Eugene H. Fahrenkrog

STAFF MEMBERS PRESENT:

Joyce Prage, CPA, Executive Director
Brian Bond
Glen Goldstein
Kim Kopff
Kathy Williams

GUESTS PRESENT:

Rob Libera, Lafayette Work Center
Judy Grainger, Life Skills
Sue Peterson, Project, Inc.
Mark A. Keeley, St. Louis Arc

A quorum was present and due notice had been published. Mr. Ruecker called the meeting to order at approximately 9:30 a.m.

Board Action Items:

1. Independent Audit Services for FY 2009 through FY 2013

The Administration Committee recommends that the Board approve the proposal from Anders, Minkler & Diehl, LLP for independent audit services for FY 2009 through FY 2013.

2. Job Descriptions

The Administration Committee recommends that the Board approve the attached job descriptions.

3. FY'10 PLB Operations Budget

The Administration Committee recommends that the Board approve the Productive Living Board's annual operations budget for fiscal year 2010 as submitted.

4. FY'10 PLB Special Projects Budget

The Administration Committee recommends that the Board approve the Productive Living Board's annual special projects budget for fiscal year 2010 as submitted.

5. PLB Personnel Policies

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

6. Review of Investment Policies

The Administration Committee recommends that the Board accept the St. Louis County Investment and Portfolio Policy revised May 1, 2009.

7. 403(b) Plan Investment Options

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

8. Technology Set-Aside

The Administration Committee recommends that the Board approve a technology set-aside from the Discretionary Fund for FY'10 in the amount of \$70,000.

9. Surplus furnishings

The Administration Committee recommends that the Board approve the attached list of equipment and furnishings as surplus. These items will be made available to agencies funded by the PLB.

Committee Information Item:

1. Insurance review

Closed Session per Section 610.021(3) RSMo – Personnel and Section 610.021(1) RSMo – Legal Action

Ms. Freiman moved that the Administration Committee adjourn and reconvene in Closed Session per 610.021(3) RSMo – Personnel and 610.021(1) RSMo – Legal Action.

Mr. Buhr seconded the motion; a roll call vote was taken with the following members voting yea: Mr. Ruecker, Mr. Buhr, Ms Freiman and Mr. Hammond.

There being no further business before the Committee, the Administration Committee adjourned at approximately 10:00 a.m.

Respectfully submitted,

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

As recorded by Kathy Williams, Executive Administrative Assistant

The above minutes were reviewed and approved by David L. Ruecker, Chairman of the Administration Committee.