

**PRODUCTIVE LIVING BOARD**

**ADMINISTRATION COMMITTEE  
MEETING MINUTES**

**Tuesday, June 8, 2010**

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

**COMMITTEE MEMBERS PRESENT:**

David L. Ruecker, Board Chairman  
Marsha J. Bonds  
Sarijane M. Freiman

**COMMITTEE MEMBERS ABSENT:**

Dennis J. Buhr  
Cary Hammond

**STAFF MEMBERS PRESENT:**

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

**GUESTS PRESENT:**

Rob Libera, Lafayette Work Center  
Craig Strohbeck, Pathways to Independence

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

**Board Action Items:**

1. FY'11 PLB Operations Budget

**The Administration Committee recommends that the Board approve the Productive Living Board's annual operations budget for fiscal year 2011 as submitted.**

2. FY'11 PLB Special Projects Budget

**The Administration Committee recommends that the Board approve the Productive Living Board's annual special projects budget for fiscal year 2011 as submitted.**

3. 403(b) Plan Investment Options

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

4. Current and Future Service Needs Assessment

**The Administration Committee recommends that the Board accept the Current and Future Needs Assessment, June 2010.**

5. FY'11 COLA Increase for PLB Funded Projects

**The Administration Committee recommends that the Board approve a cost of living adjustment (COLA) of up to 3% for FY'11 projects. Individual project increases will be recommended based on the following criteria:**

- **OPLS staff will apply the funding guidelines in the PLB Funding Manual: A Guide to the PLB's Policies and Procedures, Purchase of Service.**
- **The unit cost should not exceed the agency's annual independent audited unit cost, plus the approved COLA. There may be some projects whose current contracted unit cost is greater than their most recent audited unit cost for the service, and OPLS staff will utilize this information to maintain or reduce unit costs.**
- **The negotiation of a PLB unit cost will take into consideration other unit costs in the County for similar services. OPLS staff will hold or reduce unit costs where there is a significant discrepancy between different agencies' unit costs for the same service.**
- **OPLS staff may consider an agency's request to increase the number of units provided instead of an increase in the current PLB unit rate.**
- **All FY'11 unit rates are subject to verification by OPLS financial review. FY'11 unit rates may be retroactively adjusted to July 1, 2010 if the approved FY'11 unit rate exceeds the verified audited unit cost adjusted by the PLB COLA.**

There being no further business before the Committee, the Administration Committee adjourned at approximately 10:35 a.m.

Respectfully submitted,

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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 David L. Ruecker, Board Chairman.