

**PRODUCTIVE LIVING BOARD**

**ADMINISTRATION COMMITTEE  
MEETING MINUTES**

**Tuesday, September 8, 2009**

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

**COMMITTEE MEMBERS PRESENT:**

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

**OTHER BOARD MEMBER PRESENT:**

Darlene Sredl

**STAFF MEMBERS PRESENT:**

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

**INVITED GUEST:**

Dennis Purkis, Anders Minkler & Diehl LLP

**GUESTS PRESENT:** (See attached)

A quorum was present and due notice had been published. Mr. Buhr called the meeting to order at approximately 10:30 a.m.

**Board Action Items:**

1. Independent Auditors' Report

**The Administration Committee recommends that the Board receive the June 30, 2009 and 2008 Independent Auditors' Report on Productive Living Board's Financial Statements, and Required Supplemental Information and Additional Information.**

2. PLB 403(b) Plan Document

**The Administration Committee recommends that the Board adopt the enclosed Productive Living Board 403(b) Plan Adoption Agreement Number 1 as prepared by the Hartford and reviewed by PLB legal counsel.**

3. Destruction of Records

**The Administration Committee recommends that the Board approve the destruction of records as listed on the attached record destruction log per PLB Board Policy, Section II.5 Policy on Records and Retention and 109.260 RSMo. – Public and Business Records.**

4. 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 Action Item:**

1. Needs Assessment RFP

**The Administration Committee approved issuing the Request for Proposals (RFP) for a Needs Assessment.**

There being no further business before the Committee, the Administration Committee adjourned at approximately 11:00 a.m.

Respectfully submitted,

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Brian Bond  
Director of Finance  
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.

**Guests Present**

Debbie Gillespie  
Charlie Fischer  
Ed Rigsby, Jr.  
Rob Libera  
Nicole Johnson  
Rachael Devries  
Craig Strohbeck  
Beth Moeller  
Tim Bradbury  
Craig Byrd  
Dee Froneyberger

Adapt-Ability Inc.  
Canterbury Enterprises  
Edgewood Children Center  
Lafayette Work Center  
Life Skills  
Life Skills  
Pathways to Independence  
St. Louis Arc  
St. Louis Arc  
UCP Easter Seals Missouri, Inc.  
W.A.C Industries, Inc.