

PRODUCTIVE LIVING BOARD

**ADMINISTRATION COMMITTEE
MEETING MINUTES**

Tuesday, October 28, 2008

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

COMMITTEE MEMBERS PRESENT:

David L. Ruecker, Committee Chairman
Sarijane M. Freiman
Cary Hammond

COMMITTEE MEMBER ABSENT:

Dennis J. Buhr

OTHER BOARD MEMBER PRESENT:

Marsha J. Bonds, Board Chairperson

STAFF MEMBERS PRESENT:

Joyce Prage, CPA, Executive Director
Brian Bond
Glen Goldstein
Kim Kopff
Shawn Thomason

GUESTS PRESENT:

Mark A. Keeley, St. Louis Arc
Craig Byrd, United Cerebral Palsy Easter Seals Missouri, Inc.
Gretchen Davis

A quorum was present and due notice had been published. Mr. Ruecker called the meeting to order at approximately 9:10 a.m.

Board Action Items:

1. FY'10 COLA Increase for PLB Funded Projects

The Administration Committee recommends that the Board approve a cost of living adjustment (COLA) of up to 5.4% for renewal projects for FY'10. 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.**

Pending the outcome of 2009 reassessments, the Board will need to evaluate all factors regarding whether the FY'10 COLA remains part of the Base Level of Access for years beyond FY'10.

2. Amendments and Revisions to PLB Bylaws

The Administration Committee hereby provides notice to the Board Secretary that at the next scheduled Board meeting the committee will recommend amendments and revisions to the PLB Bylaws as presented.

3. Revised Board and Committee Policies

The Administration Committee recommends that the Board approve the revised Board and Committee Policies as presented.

4. Revised Funding Manual

The Administration Committee recommends the Board approve the revised sections of the PLB Funding Manual as presented.

5. Revised PLB Quality Enhancement/Service Excellence System Operational Manual

The Administration Committee recommends that the Board approve the revised sections of the PLB Quality Enhancement/Service Excellence System Operational Manual as presented.

6. Revised Service Agreement

The Administration Committee recommends that the Board approve the revised PLB Service Agreement as presented.

7. 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.

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8. Surplus Equipment

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.

9. St. Louis Coalition of Service Providers Request for Fidelity Bond reduction

The Administration Committee recommends that the Board deny the St. Louis Coalition of Service Providers request for reduction of the fidelity bond requirement.

Committee Information Items:

1. Quality Enhancement/Service Excellence System Fiscal Year 2008 report

2. FY'09 Reduction in SB3 Funds

There being no further business before the Committee, the Administration Committee adjourned at approximately 9:35 a.m.

Respectfully submitted,

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

As recorded by Gretchen Davis

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