

PRODUCTIVE LIVING BOARD

**ADMINISTRATION COMMITTEE
MEETING MINUTES**

Thursday, November 5, 2009

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

COMMITTEE MEMBERS PRESENT:

Dennis J. Buhr, Chairman
Marsha J. Bonds
David L. Ruecker

COMMITTEE MEMBERS ABSENT:

Sarijane M. Freiman
Cary Hammond

STAFF MEMBERS PRESENT:

Joyce Prage, CPA, Executive Director
Brian Bond
Glen Goldstein
Kim Kopff
Amy Meyer
Jennifer Schicker
Kathy Williams

GUESTS PRESENT:

Debbie Gillespie, Adapt-Ability, Inc.
Robert Libera, Lafayette Work Center
Craig Strohbeck, Pathway for Independence
Kathy Meath, 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. FY'11 COLA for PLB Funded Projects

The Administration Committee recommends that the Board not approve a Cost of Living Adjustment (COLA) for renewal projects for FY'11. Individual project recommendations will be based on the following criteria:

- **OPLS staff will apply the funding guidelines of the FY'11 PLB Funding Manual: A Guide to the PLB's Policies and Procedures.**

- **The unit rate should not exceed the agency's annual independent audited unit cost. There may be some projects whose current contracted unit rate is greater than their most recent audited unit cost for the service, and OPLS staff will utilize this information to maintain or reduce unit rates.**
- **The determination of a PLB unit rate will take into consideration other unit rates in the County for similar services. OPLS staff will hold or reduce unit rates where there is a significant discrepancy between different agencies' unit rates for a similar service.**

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 PLB Personnel Policies, II. CLASSIFICATION OF PERSONNEL

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

4. Revised Board and Committee Policies

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

5. Revised Administrative Policies

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

6. Revised Staff Policies

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

7. Revised PLB Funding Manual

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

8. Lafayette Industries North, Inc. – FY'10 Annual Loan Payment – PLB Loan #3099/75

The Administration Committee recommends that the Board approve Lafayette Industries North, Inc.'s request for modification of PLB Loan #3099/75. The unpaid installment due September 30, 2009 shall remain part of the outstanding loan balance with a one-year extension of the Maturity Date in accordance with the Loan Agreement.

9. YMCA - Request for waiver of policy – (PLB Project #6019/10, #6048/10, 6061/11)

The Administration Committee recommends that the Board approve the YMCA's request for waiver of policy regarding reporting their PLB projects audited unit cost on the YMCA's fiscal year, December 31 and allow the YMCA to report their PLB projects audited unit cost on the PLB's fiscal year, June 30.

10. Software Acquisition and Upgrades

The Administration Committee recommends that the Board approve an amount not to exceed \$5,500 from the Discretionary Fund to purchase encryption, data archival and updated security software.

Board Information Items:

1. Quality Enhancement/Service Excellence System Fiscal Year 2009 report
2. Revised Projected Tax Revenue

In accordance with Missouri statute, the PLB fixed the ad valorem property tax rates by September 1, 2009. Post Board of Equalization Assessed Valuations were received from the County subsequent to the PLB fixing the 2009 tax rates, and reflect a \$704M reduction in assessed values, which results in a projected decrease of \$572,266 of tax revenue that will be collected during FY'10.

There being no further business before the Committee, the Administration Committee adjourned at approximately 10:25.

Respectfully submitted,

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.