

**PRODUCTIVE LIVING BOARD**  
**ADMINISTRATION COMMITTEE**  
**MEETING MINUTES**

**Friday, November 9, 2007**

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

**COMMITTEE MEMBERS PRESENT:**

Marsha J. Bonds, Chairperson  
Timothy R. Barrett  
Cary Hammond  
David L. Ruecker

**COMMITTEE MEMBER ABSENT:**

Eugene H. Fahrenkrog

**OTHER BOARD MEMBERS PRESENT:**

Dennis J. Buhr, Board Chairman  
Debbie Bentele

**STAFF MEMBERS PRESENT:**

Joyce Prage, CPA, Executive Director  
Brian Bond  
Glen Goldstein  
Marilyn Nenninger  
Shawn Thomason  
Dennis Yarbrough

**GUESTS PRESENT:**

Mark A. Keeley, St. Louis Arc  
Jeanne Marshall, Judevine Center  
Debbie Gillespie, Adapt-Ability  
Becky Greening, Life Skills

A quorum was present and due notice had been published. Ms. Bonds called the meeting to order at approximately 3:10 p.m.

**Board Action Items:**

1. Updated Funding Manual

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

2. Updated Quality Enhancement/Service Excellence Manual

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

3. FY'09 COLA Increase for PLB Funded Projects

**The Administration Committee recommends that the Board approve a cost of living adjustment (COLA) of up to 2.6% for renewal projects for FY'09. Individual project increases will be recommended based on the following criteria:**

- **OPLS staff will apply the funding guidelines in the PLB Funding Manual: 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 are some projects whose current contracted unit cost is greater than the most recent audited unit cost for the service. 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 cost.**

**Committee Information Item:**

1. Quality Enhancement/Service Excellence System FY'07 Satisfaction Survey

**Closed Session per Section 610.021(1) RSMo – Legal Action**

**Mr. Ruecker moved that the Administration Committee adjourn and reconvene in Closed Session per 610.021(1) RSMo – Legal Action.**

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

There being no further business before the Committee, the Administration Committee adjourned at approximately 3:20 p.m.

Respectfully submitted,

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

The above minutes were reviewed and approved by Marsha J. Bonds, Chairperson of the Administration Committee.