

**PRODUCTIVE LIVING BOARD**  
**VOCATIONAL SERVICES COMMITTEE CONFERENCE CALL**  
**MINUTES**

**Thursday, May 27, 2010**

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

**COMMITTEE MEMBERS PRESENT:**

Sarijane M. Freiman  
Keidra McNutt

**COMMITTEE MEMBER PRESENT VIA CONFERENCE CALL:**

Cary Hammond, Committee Chairman

**OTHER BOARD MEMBERS PRESENT:**

David L. Ruecker  
Marsha J. Bonds

**STAFF MEMBERS PRESENT:**

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

**GUESTS PRESENT:**

Debbie Gillespie, Adapt-Ability, Inc.  
Amy Ficklen, Adapt-Ability, Inc.  
Caroline Fullerton, Adapt-Ability, Inc.  
Charlie Fischer, Canterbury Enterprises  
Judy Grainger, Life Skills  
Jim Guyre, Valley Industries

A quorum was called and due notice had been published. Ms. Prage conducted a telephone conference call with the committee members on Thursday, May 27, 2010. Mr. Hammond called the meeting to order at approximately 2:30 p.m.

**Board Action Items:**

1. Sheltered Workshop Building and Equipment Funds Transfer Requests

**The Vocational Services Committee recommends that the Board approve the request from Valley Industries, Inc. to transfer 25% of their FY'11 Building and Equipment Fund, from PLB Project #3102/10, to their FY'11 Operations Fund, PLB Project #3054/12, in the amount of \$53,758.**

- **The Committee's approval of this request is not to be interpreted as a commitment to approve future requests of this nature.**

**The Vocational Services Committee recommends that the Board approve the request from Canterbury Enterprises, Inc. to transfer 25% of their FY'11 Building and Equipment Fund Request (\$84,464) from their accumulated Building and Equipment Fund balance, PLB Project #3098/10, to their FY'11 Operations Fund, PLB Project #3053/12, in the amount of \$21,116.**

- **The Committee's approval of this request is not to be interpreted as a commitment to approve future requests of this nature.**

2. Paraquad, Inc. – FY'10 Request for Additional Units (PLB Project #7017/10)

Paraquad, Inc. has submitted a request for an additional 100 units for FY'10 to support 4 consumers who transferred from St. Louis County Department of Human Services, Volunteer Plus, PLB Project #7007/10. St. Louis County Department of Human Services discontinued services in April 2010.

**The Vocational Services Committee recommends that the Board approve an additional appropriation for Paraquad, Inc., PLB Project #7017/10, in the amount of \$2,061 (100 units @ \$20.61) from the Discretionary Fund for the period of April 1, 2010 through June 30, 2010, bringing the total FY'10 appropriation for this project to \$14,427.**

3. Paraquad, Inc.– FY'11 Request for Additional Units (PLB Project #7017/10)

Paraquad, Inc. has submitted a request for an additional 425 units for FY'11 to maintain supports for the 4 consumers who transferred from St. Louis County Department of Human Services, Volunteer Plus project in FY'10.

**The Vocational Services Committee recommends that the Board approve an additional appropriation for Paraquad, Inc., PLB Project #7017/10, in the amount of \$8,760 (425 units @ \$20.61) from the Discretionary Fund for the period of July 1, 2010 through June 30, 2011, bringing the total FY'11 appropriation for this project to \$21,126, with the following contingencies:**

- **The agency is required to update its FY'11 consumer goal.**

- **The agency is required to update its FY'11 project outcomes to include the additional consumers to be served.**
- **The agency is required to update its FY'11 project budget to include the cost of additional units of service to be provided.**

There being no further business, the Vocational Services Committee adjourned at approximately 2:40 p.m.

Respectfully submitted,

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Kim Kopff  
Director of Program Services and Quality  
Office of Productive Living Services

As recorded by Lillie Gray, Secretary

The above minutes were reviewed and approved by Cary Hammond, Chairman of the Vocational Services Committee.