

PRODUCTIVE LIVING BOARD
ADMINISTRATION COMMITTEE MINUTES

Thursday, February 1, 2018

121 Hunter Avenue, Suite 200
St. Louis, Missouri 63124

COMMITTEE MEMBERS PRESENT:

Mary Beth Monafo, Chairperson
Scott Malin
Christine Ney
Anne Tolan
Kimberly Tuttle

STAFF MEMBERS PRESENT:

Becky Herschbach, Executive Director
Jennifer Boedeker
Glen Goldstein
Donald J. Kaufmann
Kathy Williams

GUESTS PRESENT: (See Attached)

A quorum was present and due notice had been published. Ms. Monafo called the meeting to order at approximately 10:45 a.m.

Board Action Items:

1. Missouri Elderly and Handicapped Transportation Assistance Program (MEHTAP)
Application for July 1, 2018 through June 30, 2019

The Administration Committee recommends that the Board approve the resolution as follows for the application to the Missouri Department of Transportation for MEHTAP funds in the amount of \$630,464:

“That the Chairman is authorized to execute the Agreement(s) on behalf of the Productive Living Board for St. Louis County Citizens with Developmental Disabilities with the Missouri Highways and Transportation Commission for financial assistance through the Missouri Elderly and Handicapped Transportation Assistance Program for the fiscal year July 1, 2018 through June 30, 2019.”

2. Strategic Plan Updates

Becky Herschbach reviewed the 2016 Strategic Plan goals and progress on strategic priorities and presented current strategic priorities, progress indicators and FY18/19 activities.

The Administration Committee recommends that the Board approve the Strategic Plan updates as presented.

3. PLB-United Way 211 Community Connector Project

The Community Connector project was approved by the Board in November 2017. Becky Herschbach stated that the contract for the pilot project will be signed in early February, which will allow PLB and United Way to move forward with next steps, including posting the positions, crafting a marketing strategy and preparing work stations at PLB.

Don Kaufmann discussed the start-up costs associated with the PLB-United Way 211 Community Connector Project.

Anne Tolan noted the importance of a strong marketing strategy to ensure the community is aware of this new resource.

The Administration Committee recommends that the Board approve an increase in the Special Projects Budget for start-up costs for the PLB-United Way 211 Community Connector Project in an amount not to exceed \$75,400 from the Assigned Fund for the period of February 12, 2018 through June 30, 2018.

Scott Malin left the meeting at approximately 11:20 a.m.

Board Information Items:

1. Communications Strategy

Glen Goldstein discussed the draft Communications Strategy and obtained Committee support for the objectives, key audiences and strategies. A completed strategy will be presented in the spring.

2. Agency Financial Review Process Update

Don Kaufmann reported that modifications have been made to the agency financial review process to streamline the process but still ensure strong fiduciary oversight.

3. The Center for Specialized Services Financial Review Update

Don Kaufmann updated the Committee on The Center for Specialized Services financial review. A follow-up meeting was held with the agency and significant progress has been noted, particularly in days of available cash on hand.

4. Executive Director Performance Review Process Revisions

Becky Herschbach reported that plans to expand the Executive Director Performance Review process are underway and that Don Kaufmann will have a report for the Committee's review by April.

Board Consent Agenda Items:

The following items will be included for approval on the February 12, 2018 Board Meeting Consent Agenda.

1. Rainbow Village Properties, Inc. – Request for Deferral of FY'18 Annual Loan Payments

Loan Numbers

PLB Loan #1385/10

PLB Loan #1388/10

PLB Loan #1309/10

Installment Due Date

January 14, 2018

February 12, 2018

February 23, 2018

2. Lafayette Industries North, Inc. – Request for Deferral of FY'18 Annual Loan Payment

Loan Number

PLB Loan #/3132/82

Installment Due Date

February 1, 2018

There being no further business before the Committee, the Administration Committee adjourned at approximately 11:40 a.m.

Respectfully submitted,



Becky Herschbach
Executive Director

As recorded by Kathy Williams, Executive Administrative Assistant

The above minutes were reviewed and approved by Mary Beth Monafó, Chairperson of the Administration Committee.

Guests Present

Jean Marshall	Easter Seals Midwest
Karen Trower	Heartland Industries, Inc.
Stacey Elster	Lafayette Industries
Karen Schuster	LifeBridge Partnership
Mike Rea	Rainbow Village Properties, Inc.
Sue Fleming	Recreation Council
Mark A. Keeley	St. Louis Arc, Inc.
Amanda Kehoe	Sunnyhill, Inc.
Adrian Bracy	YWCA Metropolitan St. Louis