

PRODUCTIVE LIVING BOARD
ADMINISTRATION COMMITTEE MINUTES

Thursday, March 1, 2018

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

COMMITTEE MEMBERS PRESENT:

Mary Beth Monafó, Chairperson
Scott Malin
Christine Ney
Anne Tolan

COMMITTEE MEMBER ABSENT:

Kimberly Tuttle

OTHER BOARD MEMBER PRESENT:

William Bolster

INVITED GUEST:

Sheila Greenbaum, Capes Sokol

STAFF MEMBERS PRESENT:

Becky Herschbach, Executive Director
Jennifer Boedeker
Glen Goldstein
Donald J. Kaufmann
Kim Kopff
Kathy Williams
Anna Zelinske

GUESTS PRESENT: (See Attached)

A quorum was present and due notice had been published. Ms. Monafó called the meeting to order at approximately 10:40 a.m.

Board Action Item:

1. Revised PLB Service Agreement

Ms. Tolan moved that the Administration Committee recommend that the Board approve the revised PLB Service Agreement as presented.

Mr. Malin seconded the motion.

Becky Herschbach reported on the proposed changes to the Service Agreement.

Sheila Greenbaum, PLB legal counsel and the Committee members discussed the proposed revisions. The Committee members agreed that clarification was required and that further revisions may be needed.

Mr. Malin suggested that the motion to approve the revisions to the Service Agreement be tabled for further discussion and clarification.

Ms. Tolan moved that the approval of the revised PLB Service Agreement be postponed until the next Administration Committee meeting.

Mr. Malin seconded the motion to postpone and the motion passed unanimously.

Committee Information Items:

1. Executive Director 360 Performance Survey Process

Don Kaufmann presented the proposed process for the Executive Director 360 performance surveys. The Committee will review the surveys in more detail and will work with staff to finalize the process.

2. QE/SE Process Update

Kim Kopff informed the Board of plans to review and redesign the QE/SE System in FY'19. This priority is identified in the current strategic plan, and is related to balancing compliance measures with the ability to demonstrate the impact of its investments. Modifying the traditional QE/SE monitoring procedures for one year will provide staff the time required to devote to this project. Staff will present plans for modifying the current procedures at the next Administration Committee meeting for Board consideration and approval.

Board Consent Agenda Items:

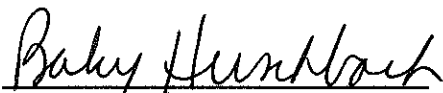
The following items will be included for approval on the March 12, 2018 Board Meeting Consent Agenda.

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

<u>Loan Numbers</u>	<u>Installment Due Date</u>
PLB Loan #1342/10	March 13, 2018
PLB Loan #1299/10	March 30, 2018

There being no further business before the Committee, the Administration Committee adjourned at approximately 11:20 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

Heather Cowan
Donna Gunning
Karen Trower
Stacey Elster
Rob Libera
Mark A. Keeley
Jim Guyre

Center for Specialized Services
Center for Specialized Services
Heartland Industries
Lafayette Industries
Lafayette Industries
St. Louis Arc, Inc.
Valley Industries