

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

**Tuesday, April 3, 2018**

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

**COMMITTEE MEMBERS PRESENT:**

Mary Beth Monafa, Chairperson  
Scott Malin  
Anne Tolan

**COMMITTEE MEMBERS ABSENT:**

Christine Ney  
Kimberly Tuttle

**STAFF MEMBERS PRESENT:**

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

**GUESTS PRESENT:**

Wendy Sullivan, Easter Seals Midwest  
Rob Libera, Lafayette Industries  
Stacey Elster, Lafayette Industries  
Mary Ann Gehrin, Options for Justice for Persons with Developmental Disabilities  
Mark A. Keeley, St. Louis Arc, Inc.  
Amanda Kehoe, Sunnyhill, Inc.  
John S. Meyer Jr., Capes, Sokol, Goodman & Sarachan, P.C.  
Sheila Greenbaum, Capes, Sokol, Goodman & Sarachan, P.C.

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

**Board Action Items:**

1. Communications Strategy

Glen Goldstein discussed the Communication Activities Timeline and the final Communications Strategy, including FY'19 action items.

Becky Herschbach updated the Committee on the selection of a Marketing/PR firm and distributed proposals from three firms for the Committee's review.

The Administration Committee recommends that the Board accept the Communications Strategy as presented.

2. Family Advocacy and Community Training (F.A.C.T) - PLB Project #6068/10 – Start-up Funds.

Becky Herschbach discussed the status of the new partnership with Family Advocacy and Community Training (F.A.C.T.). The Parent Support Partners will be hired and trained beginning in April, with full implementation occurring in July 2018.

The Administration Committee recommends that the Board approve start-up funds for Family Advocacy and Community Training (F.A.C.T.), PLB Project #6068/10 in an amount not to exceed \$13,600 from the Unassigned Fund for the period of April 15, 2018 through June 30, 2018.

3. Requests for Waiver of Agency Insurance Coverage requirements for FY'19

Don Kaufmann updated the Committee on the insurance waiver requests.

The Administration Committee recommends that the Board approve the requests for waiver of certain agency insurance requirements for the following agencies:

- Jamestown New Horizons
- St. Louis Community College
- St. Luke's Hospital
- SSM Health Care
- Mercy Hospital St. Louis

**Committee Action Item:**

1. Request for Proposals (RFP) for Banking Services for FY'19 to FY'23

PLB Policy requires banking services to be reviewed and an RFP be issued at least every 5 years.

Don Kaufmann discussed criteria used for the banking services RFP and the process for evaluating responses.

The Administration Committee approved issuing the attached RFP for Banking Services for FY'19 to FY'23.

**Board Consent Agenda Item:**

The following items will be included for approval on the April 9, 2018 Board Meeting Consent Agenda.

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

**Loan Numbers**

PLB Loan #1303/10  
PLB Loan #1328/10  
PLB Loan #1398/10

**Instalment Due Date**

May 13, 2018  
May 10, 2018  
May 15, 2018

**Closed Session per Section 610.021(1) RSMo – Communication with Attorney**

**Mr. Malin moved that the Administration Committee adjourn and reconvene in Executive Session per 610.021(1) RSMo – Communication with Attorney.**

**Ms. Tolan seconded the motion; a vote was taken with the following members voting yea: Mr. Malin, Ms. Monafo, and Ms. Tolan.**

There being no further business before the Committee, the Administration Committee adjourned at approximately 11:15 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 Monafo, Chairperson of the Administration Committee.