

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

**Monday, April 30, 2018**

St. Louis County Library Headquarters  
Auditorium  
1640 South Lindbergh Boulevard  
St. Louis, Missouri 63131

**COMMITTEE MEMBERS PRESENT:**

Mary Beth Monafo, Chairperson  
Scott Malin  
Anne Tolan

**COMMITTEE MEMBER ABSENT:**

Christine Ney

**STAFF MEMBERS PRESENT:**

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

**GUESTS PRESENT: (See Attached)**

A quorum was present and due notice had been published. Ms. Monafo called the meeting to order at approximately 2:45 p.m.

**Board Action Items:**

1. Quality Enhancement/Service Excellence System

Anna Zelinske presented information about the current QE/SE system and the proposed redesign. The current system has the ability to measure and ensure policy compliance and accountability, but there is not a strong way to measure and report the impact the service is having on the lives of the individuals served. The redesign will ensure that individuals are meeting their personal goals and the funds invested in the project have a positive impact on the lives of individuals.

The Administration Committee recommends that the Board approve the use of a modified version of the Quality Enhancement/Service Excellence System during FY'19 to allow time for a redesign of the current system.

2. PR Consulting Proposal

Becky Herschbach provided information about the PR Consulting proposal from Standing Partnership, the firm that will assist with the execution of the Communication Strategy.

The Administration Committee recommends that the Board approve the proposal from Standing Partnership for PR Consulting to initiate PLB's Communications Strategy for an amount not to exceed \$33,075. Funding for this project will be transferred from funds previously appropriated but not utilized in the Special Projects Budget for the Needs Assessment (\$28,000) for FY'18, and the remainder will be included in the Special Projects Budget request for FY'19.

**Committee Information Items:**

1. PLB FY'19 Operations Budget Assumptions

Don Kaufmann discussed the Operations Budget Assumptions.

2. Investment Policies

2.1 Review of PLB Internal Investment Policies

PLB Bylaws require that the Administration Committee review the PLB's Investment Policies at least annually. The Board adopted the PLB's Internal Investment Policy in February 2006. The policy was revised in November 2008. No revisions are recommended at this time.

2.2 St. Louis County Investment Policies

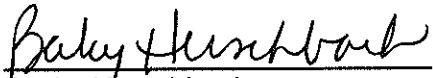
In October 2017 the St. Louis County Investment Advisory Committee reviewed the St. Louis County, Missouri, Investment and Portfolio Policy. The policy was approved with no revisions. This Policy governs the PLB's pooled funds in the custody of St. Louis County.

3. PLB Committee Restructure

Becky Herschbach reviewed the functions of the current PLB committees and presented a plan for restructuring the committees. A recommendation for committee restructure will be presented at the next Administration Committee meeting.

There being no further business before the Committee, the Administration Committee adjourned at approximately 3:15 p.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**

Jane Skinner	Easter Seals Midwest
Jean Marshall	Easter Seals Midwest
Dee Froneberger	Heartland Industries
Karen Trower	Heartland Industries
Stacey Elster	Lafayette Industries
Rhonda Hembree	St. Louis Arc, Inc.
Mark A. Keeley	St. Louis Arc, Inc.
Terry Crow	Valley Industries
Cathy Swengrosh	Valley Industries
Benroy Shimotani	Valley Industries
Jim Guyre	Valley Industries