

PRODUCTIVE LIVING BOARD
ADMINISTRATION COMMITTEE MINUTES

Monday, June 4, 2018

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

COMMITTEE MEMBERS PRESENT

Mary Beth Monafo, Chairperson
Scott Malin
Christine Ney
Anne Tolan

OTHER BOARD MEMBER PRESENT

Tom Curran

STAFF MEMBERS PRESENT

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

GUESTS PRESENT

Jean Marshall, Easter Seals Midwest
Rob Libera, Lafayette Industries
Stacey Elster, Lafayette Industries
Mary Ann Gehrin, Options for Justice
Amanda Kehoe, Sunnyhill, Inc.

A quorum was present and due notice had been published. Ms. Monafo called the meeting to order at approximately 12:45 p.m.

Board Action Items

1. FY'19 PLB Operations Budget

Don Kaufmann presented an overview of the FY'19 Operations Budget including the anticipated FY'19 revenue and expenses. The FY'19 Operations Budget is \$1,881,100 which is 8.6% of forecasted revenue.

The Administration Committee recommends that the Board approve the Productive Living Board's annual Operations Budget for FY'19 as submitted.

2. FY'19 PLB Special Projects Budget

Don Kaufmann discussed the items that are included in the FY'19 Special Projects Budget. The Special Projects Budget is \$108,500 which is 0.5% of projected revenue.

The Administration Committee recommends that the Board approve the Productive Living Board's annual Special Projects Budget for FY'19 as submitted.

3. Banking RFP Proposal

Don Kaufmann discussed the banking services proposals and the evaluation process.

The Administration Committee recommends that the Board approve continuing PLB's banking relationship with Commerce Bank for services for FY'19 through FY'23.

4. Partnership for Hope Renewal

Kim Kopff and Becky Herschbach discussed the results of the three year Partnership for Hope pilot project and the recommendation for continued participation and increased funding in FY'19.

The Administration Committee recommends that the Board approve the FY'19 appropriation for PLB Project #9900/10, Partnership for Hope Waiver, from the Unassigned Fund for a total amount not to exceed \$200,000.

5. PTO/Personnel Policy Updates

Don Kaufmann discussed the proposed Paid Time Off (PTO) program and revisions to the Personnel Policies.

The Administration Committee recommends that the Board approve the revised PLB Personnel Policies as presented.

6. Revised Job Descriptions

Don Kaufmann discussed the revisions to staff job descriptions.

The Administration Committee recommends that the Board approve the revised job descriptions as presented.

7. Bylaw Revisions for Committee Restructure

Becky Herschbach discussed the proposed committee restructure. The committee restructure is recommended to better align with current areas of focus in the strategic plan, increase meeting consistency and ensure efficient use of Board members' time.

Ms. Tolan moved that the Administration Committee provide notice to the Board Secretary that at the next scheduled Board meeting, the Committee will recommend amendments and revisions to the PLB Bylaws as presented.

Mr. Malin seconded the motion.

The Administration Committee discussed the recommended committee restructure. Several questions were raised. It was decided that the Committee will review the proposed revisions in more detail and will postpone a decision until the next Administration Committee meeting.

Ms. Tolan moved to postpone the Administration Committee's recommendation to amend and revise the PLB Bylaws until further discussion can take place at the next Administration Committee meeting.

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

Board Consent Agenda Items:

The following items will be included for approval on the June 11, 2018 Board Meeting Consent Agenda.

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

<u>Loan Number</u>	<u>Installment Due Date</u>
Loan #1301/10	June 30, 2018
Loan #1306/10	June 16, 2018
Loan #1403/10	June 16, 2018
Loan #1405/10	June 16, 2018
Loan #1407/10	June 16, 2018

2. Lafayette Industries North, Inc. – Request for Deferral of FY'18 Annual Loan Payment – (PLB Loan #3127/82)

<u>Loan Number</u>	<u>Installment Due Date</u>
Loan #3127/82	June 30, 2018

There being no further business before the Committee, the Administration Committee adjourned at approximately 1:35 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 Monafo, Chairperson of the Administration Committee.