

PRODUCTIVE LIVING BOARD
ADMINISTRATION COMMITTEE MINUTES

Thursday, June 28, 2018

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

COMMITTEE MEMBERS PRESENT

Anne Tolan
Scott Malin
Christine Ney

COMMITTEE MEMBERS ABSENT

Mary Beth Monafo, Chairperson

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 (See Attached)

A quorum was present and due notice had been published. Ms. Tolan called the meeting to order at approximately 1:15 p.m.

Board Information Item

1. Committee Restructure

At the Administration Committee meeting on June 4, 2018, the Committee postponed making a decision on the proposed committee restructure to allow time for further discussion.

The Administration Committee discussed the proposed committee restructure and determined that the current committee structure would remain in place. An Ad Hoc Communications Committee will be created and its activity will be reviewed after one year.

Board Action Items

1. Revisions to PLB Bylaws

Becky Herschbach discussed the proposed recommendation to revise the responsibilities of the Executive and Administration Committees, as outlined in the Bylaws, to better align with the current activities of both committees.

The Administration Committee will 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.

2. Personal Financial Disclosure Resolution

As a political subdivision, Productive Living Board members are required to submit a personal financial disclosure form to the Missouri Ethics Commission on an annual basis. Section 105.485.4 RSMo gives political subdivisions the option of adopting a resolution to use their own method of disclosing conflicts of interest and personal financial disclosures.

The Administration Committee recommends that the Board approve the adoption of the Resolution as presented, that will allow Productive Living Board to use the Conflicts of Interest Policy as stated in Section XV of the Productive Living Board Bylaws as their method of disclosing conflicts of interest.

Board Consent Agenda Items

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

1. Rainbow Village Properties, Inc. – Request for Deferral of FY’19 Annual Loan Payments

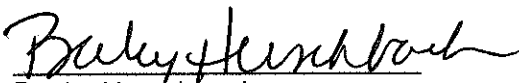
<u>Loan Number</u>	<u>Installment Due Date</u>
Loan #1375/10	July 21, 2018
Loan #1377/10	July 21, 2018
Loan #1331/10	August 8, 2018
Loan #1350/10	August 14, 2018
Loan #1295/10	September 8, 2018

2. Lafayette Industries North, Inc. – Request for Deferral of FY’19 Annual Loan Payment – (PLB Loan #3099/75)

<u>Loan Number</u>	<u>Installment Due Date</u>
Loan #3099/75	September 30, 2018

There being no further business before the Committee, the Administration Committee adjourned at approximately 1:25 p.m.

Respectfully submitted,


Becky Herschbach
Executive Director

As recorded by Kathy Williams, Executive Administrative Assistant

The above minutes were reviewed and approved by Anne Tolan, Administration Committee member.

Guests Present

Suzanne Yardley	Easter Seals Midwest
Karen Trower	Heartland Industries
Stacey Elster	Lafayette Industries
Rob Libera	Lafayette Industries
Karen Schuster	LifeBridge Partnership
Ray Halagera	Paraquad, Inc.
Brian Hubler	St. Louis Arc, Inc.
Amanda Kehoe	Sunnyhill, Inc.