

PRODUCTIVE LIVING BOARD
ADMINISTRATION COMMITTEE MINUTES

Thursday, November 1, 2018

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

COMMITTEE MEMBERS PRESENT

William Bolster, Chairperson
Tom Curran
Scott Malin
Mary Beth Monafó

COMMITTEE MEMBER ABSENT

Anne Tolan

STAFF MEMBERS PRESENT

Becky Herschbach, Executive Director
Jennifer Boedeker
Debra Holland
Glen Goldstein
Donald Kaufmann
Kim Kopff
Kathy Williams

GUESTS PRESENT: (See Attached)

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

Board Action Items:

1. Quality Enhancement/Service Excellence Report

Kim Kopff presented the highlights of the Quality Enhancement/Service Excellence Report.

The Administration Committee recommends that the Board accept the FY'18 Quality Enhancement/Service Excellence Report.

2. 403(b) Plan Investment Options

Don Kaufmann reviewed the 403(b) plan investment options.

The Administration Committee recommends that the Board approve the 403(b) plan investment options as presented.

3. FY'20 COLA Increase for PLB Funded Projects

Don Kaufmann discussed the recommendation for the COLA adjustment.

The Administration Committee recommends that the Board approve a cost of living adjustment (COLA) of up to 3% for renewal projects for FY'20. Individual project increases will be recommended based on the following criteria:

- PLB staff will apply the funding guidelines in the PLB Funding Manual: A Guide to the PLB's Policies and Procedures, Purchase of Service.
- The unit rate should not exceed the agency's annual independent audited unit cost, plus the approved COLA. There may be some projects whose current contracted unit rate is greater than their most recent audited unit cost for the service, and PLB staff will utilize this information to maintain or reduce unit rates.
- PLB staff may consider an agency's request to increase the number of units provided, instead of an increase in the current PLB unit rate.

4. Assigned Fund Balances

Don Kaufmann discussed the FY'19 assigned fund balances.

The Administration Committee recommends that the Board approve the assigned fund balances for FY'19 as presented.

5. Surplus Furnishings

The Administration Committee recommends that the Board approve the list of equipment and furnishings as surplus. These items will be made available to agencies funded by the PLB.

6. Capacity Building Grant for One-time Funding

Kim Kopff discussed the Capacity Building Grant including the priority areas and the process for funding.

The Administration Committee recommends that the Board approve issuing Capacity Building Grants for One-time Funding in the total amount of \$1,800,000 from the Unassigned Fund for an appropriation not to exceed \$50,000 per agency.

7. SB40 Alignment Consulting

Becky Herschbach provided information about the proposed continuation of consulting services with Insight Partners for the regional SB40 Boards' alignment and integration. Becky and the Committee discussed the three phases of the project; exploration, discovery and implementation. A copy of the Integration Overview and Budget outlining the ongoing funding commitment for the integration of the technology systems was also provided to the Committee.

The Administration Committee recommends that the Board accept the proposal from Insight Partners and approve an appropriation to fund PLB's portion of the proposed budget in an amount not to exceed \$10,000 from the Unassigned Fund to a new PLB Special Projects Budget Line Item for SB40 Alignment and Integration Consultation Services. This amount allows for overages that may occur.

8. PLB Office Space Restructure

Becky Herschbach outlined current and future space requirements and discussed the proposed office modifications.

The Administration Committee recommends that the Board approve the office expansion and improvements as presented.

Committee Action Item:

1. Request for Proposals (RFP) for Independent Audit Services for FY'19 through FY'23

The Administration Committee approved issuing the RFP for Independent Audit Services for FY'19 through FY'23.

Board Consent Agenda Items:

The following items will be included for approval on the November 13, 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 #1383/10	November 17, 2018
Loan #1322/10	December 21, 2018
Loan #1358/10	December 19, 2018
Loan #1360/10	December 19, 2018
Loan #1362/10	December 19, 2018
Loan #1364/10	December 19, 2018
Loan #1366/10	December 19, 2018
Loan #1367/10	December 19, 2018
Loan #1369/10	December 19, 2018
Loan #1371/10	December 19, 2018

2. Heartland Industries, Inc. – Request for Deferral of FY'19 Annual Loan Payment

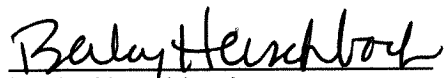
<u>Loan Number</u>	<u>Installment Due Date</u>
Loan #3103/75	December 30, 2018

3. Valley Industries – Request for Deferral of FY'19 Annual Loan Payment

<u>Loan Number</u>	<u>Installment Due Date</u>
Loan #3130/42	December 21, 2018

There being no further business before the Committee, the Administration Committee adjourned at approximately 11:30 a.m.

Respectfully submitted,



Becky Herschbach
Executive Director

As recorded by Kathy Williams, Executive Administrative Assistant

The above minutes were reviewed and approved by William Bolster, Chairperson of the Administration Committee.

Guests Present

Charlie Fischer	Canterbury Enterprises, Inc.
Dee Froneberger	Heartland Industries
Karen Trower	Heartland Industries
Stacey Elster	Lafayette Work Center, Inc.
Alesia Roccia	Lafayette Work Center, Inc.
Tim Roccia	Lafayette Work Center, Inc.
Karen Schuster	LifeBridge Partnership
Paul Lenhart	Mercy Hospital St. Louis
Dana Brodeur	Mercy Hospital St. Louis
Dennis Yarbrough	Rainbow Village Properties, Inc.
Michael Rea	Rainbow Village Properties, Inc.
Noel Bader	Rainbow Village Properties, Inc.
Mark A. Keeley	St. Louis Arc.
Amanda McDonald	St. Lukes's Hospital
Jim Guyre	Valley Industries