



“Working Together to Help People Help Themselves”

PUBLIC NOTICE-AGENDA
BOARD OF TRUSTEES MEETING
THURSDAY, AUGUST 24, 2023 – 5:30 PM
1501 WEST BEAUREGARD, SAN ANGELO, TEXAS 76901
TELECONFERENCE LINE: 833-8815-7671 ACCESS CODE: 828054

Board of Trustees Present: Cary Houston Jana Harrison
Don McKee Drew Peterson
Jeff Gibson Linda Kujawski
Dr. Tim Davenport-Herbst

Board of Trustees VIA Zoom: None available

Board of Trustees Absent: Dr. Sangeeta Singg

Sheriff Absent: Jeff Garner, Reagan County
Burleigh Locklar, Tom Green County

Center Attorney Present: Jeff Chandler

1. Call the meeting to order, invocation, certification of a quorum

At approximately 5:31 Mr. Houston, Chair, called the meeting to order and recognized a quorum present. Dr. Davenport-Herbst gave the invocation.

2. Public comments will be limited to three (3) minutes

No public comments

3. Employee of the Month for August

Gregory J. Rowe, CEO, recognized Kara Townley as the RISE award recipient for the month of August. Ms. Townley is the Case Manager Lead for the Mental Health Adult Outpatient Clinic.

4. Consider the Minutes of the July 27, 2023 Board Meeting

On a motion of Ms. Kujawski, seconded by Ms. Harrison, the Board of Trustees unanimously voted to approve the minutes of July 27, 2023, meeting as presented. Ms. Spieker abstained from voting due to her absence at the meeting. Motion Carried.

6. Monthly Report of the Finance Committee

- Review of the Financial Statements - Reviewed the June and July financial statements.

Month	Revenue	Expenses	Margin-Actual	Margin-Budget
July	\$1,332,692	\$1,247,045	\$85,647	\$61,437
June	\$1,434,049	\$1,403,399	\$30,650	\$167,688

- Review the Request for Bids for Cellular Service and Cell Phones – recommend acceptance of the low bid of T-Mobile.
- Review the TIPS Quote for the Dr. Lloyd Downing Campus Renovations – recommend acceptance of the TIPS vendor JAJ Property Services, LLC.
- Review the TIPS Quote for the purchasing of office and conference chairs – recommend acceptance of the bid submitted by Total Office Solutions of West Texas.
- Review the bid for seal coat and striping of Dr. Lloyd Downing Behavioral Health Campus and the Family and Youth Guidance Center – recommend acceptance of the bid submitted by R&R Construction.
- Review and discussion of the 2024 Operating Budget – recommend approval of the FY2024 Operating and Staffing Budget: Projected Revenues at \$14,203,751; Projected Expenses at \$14,702,970 and Margin/To Reserves \$524,219.
- Review of the 1115 Medicaid Waiver Programs – Charity Care Pool (CCP) & Directed Payment Program (DPP) – Information only.
- Review of the Engagement Letter with Scott, Fincher & Company, Independent Financial Auditing Firm – recommend acceptance of the Engagement Letter.
- Review the membership dues to the Texas Council of Community Centers – recommend approval of the membership dues.
- Review of the Chief Executive Officer’s Expenses - Total July expenses were \$38.62.

On a motion of Ms. Spieker, seconded by Mr. Gibson, the Board of Trustees unanimously voted to accept the report as presented. Motion carried.

6. Consider the TIPS Quote for the Dr. Lloyd Downing Behavioral Health Campus Renovations

On a motion of Mr. McKee, seconded by Dr. Davenport-Herbst, the Board of Trustees unanimously voted to accept the bid submitted by JAJ Property Services, LLC, TIPS Contract Number 23010402, in the amount of \$178,700 to be paid out of the Center’s fund balance. Motion carried.

7. Consider the TIPS Quote for the Purchasing of Office and Conference Chairs

On a motion of Mr. McKee, seconded by Dr. Davenport-Herbst, the Board of Trustees unanimously voted to accept the bid submitted by Total Office Solution of West Texas in the amount of \$50,503.49 to be paid out of the Center’s fund balance. Though it is not the lowest bid, it is the lowest bid that provides installation, and it is a local vendor. The Center does not have the availability in its staff to assemble 235 chairs. Motion carried.

8. Consider the Request for Bids for Cellular Service and Cell Phones

On motion of Mr. McKee, seconded by Dr. Davenport-Herbst, the Board of Trustees unanimously voted to accept the bid submitted by T-Mobile in the amount of \$37,435.44 to be paid out of the Center's fund balance. Motion carried.

9. Consider the Bid for Seal Coat and Striping of Dr. Lloyd Downing Behavioral Health Campus and the Family and Youth Guidance Center

On a motion of Mr. McKee, seconded by Dr. Davenport-Herbst, the Board of Trustees unanimously voted to accept the bid submitted by R&R Construction in the amount of \$36,314.25 for the Magdalen Campus and \$7,987.50 for the Oakes Campus total amount \$44,301.75 to be paid out of the Center's fund balance. Motion carried.

10. Consider the FY2024 Operating Budget and Staffing Budget

On a motion of Mr. McKee, seconded by Mr. Gibson, the Board of Trustees unanimously voted to approve the budget with the following: \$14,203,751 projected revenues; \$14,702,970 projected expenses with margin/to reserves \$524,219. The Planning and Network Advisory Committee reviewed the budget, and no recommendations were made. Motion carried.

11. Consider the Engagement Letter with Scott, Singleton, Fincher & Company, Independent Financial Auditing Firm

On a motion of Ms. Spieker, seconded by Mr. Peterson, the Board of Trustees unanimously voted to accept the engagement letter in the amount of \$44,500 includes the preparation of the IRS form 990. Motion carried.

12. Report of the Planning and Network Advisory Committee

On a motion of Ms. Kujawski, seconded by Mr. Peterson, the Board of Trustees unanimously voted to accept the report as presented. Motion carried.

The following items were considered for input:

- Review and input of the FY 2024 Operating Budget
- Review and input of Contracts – recommend continuation of 9 IDD contracts
- Review and input of a proposed Diversion Center for Behavioral Health

13. Consider Proclamation of September as Suicide Prevention Awareness Month

On a motion of Ms. Spieker, seconded by Ms. Kujawski, the Board of Trustees unanimously voted to adopt the proclamation. Motion carried.

14. Consider Board Policy 3.08.00.00 Affirmative Action Plan – Fair Housing and Equal Employment

On a motion of Ms. Spieker, seconded by Mr. Gibson, the Board of Trustees unanimously voted to approve the updated policy. Motion carried.

15. Consider Board Policy 3.09.04.00 Risk Management Safety Accident Prevention Program

On a motion of Ms. Spieker, seconded by Mr. Gibson, the Board of Trustees unanimously voted to approve the update policy. Motion carried.

16. Consider the FY 2024 Membership Dues of the Texas Council of Community Centers

On a motion of Ms. Harrison, seconded by Ms. Kujawski, the Board of Trustees unanimously voted to approve the membership and dues in the amount of \$28,958. Motion carried.

17. Consider the Report of the Chief Executive Officer regarding current Center Operations

On a motion of Mr. Gibson, seconded by Ms. Spieker, the Board of Trustees unanimously voted to accept the report as presented. Motion carried.

18. Consider the Resignation Letter submitted by Trustee, Diana Spieker, effective at the end of her term October 31, 2023 and Reappointments to the Board of Trustees

On a motion of Dr. Davenport-Herbst, seconded by Ms. Kujawski, the Board of Trustees unanimously voted to accept the resignation with deep appreciation. Motion carried.

Five appointments will be made to the Board of Trustees by November 1, 2023.

19. Corporate Compliance Oversight – Practical Guidance for Health Care Governing Boards on Compliance Oversight

The Commission's Office of Inspector General (OIG) shall conduct performance audits and require financial audits to be conducted. The plan is to ensure the Board of Trustees is fully educated on the OIG audits & governing boards oversight. In the next several months board meetings will need to include time for training. Information only.

20. Consider next meeting Thursday, August 24, 2023, at 5:30 pm and Adjournment

At approximately 6:45 pm, the Board of Trustees adjourned the meeting. Motion carried.

All agenda items are subject to action and do not have to be taken in the same order as shown on meeting notice. As authorized by Section 551.071 of the Texas Government Code, the Board of Trustees reserves the right to adjourn into Executive Session at any time during the course of this meeting to seek legal advice from its Attorney about any matters listed on the agenda.