



FINANCE COMMITTEE MINUTES

DATE: October 28, 2019
TIME: 12:00 p.m.
PLACE: 1430 Collier St. – Board Room
Austin, Texas 78704

MEMBERS PRESENT: Tom Young, Cynthia Ramos

MEMBER ABSENT: Luanne Southern

Center staff were in attendance.

The meeting was called to order by Mr. Young at 12:00 p.m.

I. CITIZENS' COMMENTS

None.

II. APPROVAL OF FINANCE COMMITTEE MINUTES

No changes were noted to the minutes of the September 19, 2019 meeting. They stand approved as submitted.

III. DISCUSS AND TAKE APPROPRIATE ACTION ON CASH & INVESTMENT REPORTS FOR SEPTEMBER, 2019

Mr. Young made a motion to recommend to the Board the acceptance of the Cash and Investment Report for September, 2019.

Ms. Ramos seconded.

Mr. Weden reviewed the Cash and Investment Report for September 2019 stating the interest earned in 9/2019 was \$32,197 and total market and book value at end of month was \$23,973,211. He also stated there were no significant changes for the month. A comparison of FY 2019 vs. FY 2020 cash and investment amounts was reviewed. Discussion followed.

All were in favor. Motion carried.

IV. DISCUSS AND TAKE APPROPRIATE ACTION ON FINANCIAL STATEMENTS AND AMENDMENTS (IF APPLICABLE) FOR THE PERIOD ENDING SEPTEMBER 30, 2019 (SUBJECT TO AUDIT)

Ms. Ramos made a motion to recommend to the Board the acceptance of the Financial Statements and amendments (if applicable) for the period ending September 30, 2019, subject to audit.

Mr. Young seconded.

Ms. Thompson stated that these were preliminary budget amendments and then discussed the following information from the schedules found in the packet for September, 2019: Financial Summary, YTD Budget Amendments, Balance Sheet General Operating Fund and Notes (Schedule N2), Statement of Revenue and Expenditures Combined (Schedule C1), Statement of Revenue and Expenditures Operations (Schedule C2) and Notes, and Capital Projects (Schedule C4). Ms. Thompson discussed in detail the information on the Summary page including: Total Annual Budget; YTD Net; Fund Balance; Unrestricted Fund Balance Days of Operation; and 2020 Fund Balance Budget & Capital Outlay. Discussion followed.

All were in favor. Motion carried.

V. DISCUSS AND TAKE APPROPRIATE ACTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER AND/OR HIS DESIGNEE TO ENTER INTO A CONTRACT WITH CAPITOL CITY JANITORIAL, INC. FOR JANITORIAL AND CUSTODIAL SERVICES

Mr. Young made a motion to recommend to the Board authorizing the Chief Executive Officer and/or his designee to enter into a contract with Capitol City Janitorial, Inc. for janitorial and custodial services.

Ms. Ramos seconded.

Mr. Weden stated that Integral Care currently contracts with UBM Enterprise, Inc. which was awarded a contract based upon a Request for Proposal in 2018. Integral Care issued a Request for Proposal for Janitorial Services on August 30, 2019 with responses due by September 30, 2019. Reviewable proposals were received from three vendors. He discussed how the proposals were rated and what services they would be providing. He stated that staff recommends the Board authorize the Chief Executive Officer and/or his designee, to finalize negotiations and enter into a contract with Capitol City Janitorial, Inc. for Janitorial Services. Discussion followed.

All were in favor. Motion carried.

VI. DISCUSS AND TAKE APPROPRIATE ACTION ON APPROVAL TO AUTHORIZE THE CHIEF EXECUTIVE OFFICER AND/OR HIS DESIGNEE TO PROCEED WITH THE LISTINGS FOR SALE OF 9408 MOUNTAIN QUAIL AND 5406 SPRING MEADOW

Mr. Young made a motion to recommend to the Board to authorize the CEO and/or his designee to proceed with the listings for sale of 9408 Mountain Quail and 5406 Spring Meadow.

Ms. Ramos seconded.

Mr. Weden stated that in 2018, Integral Care contracted for the completion of a Facility Master Plan with Broaddus Planning. The Facility Master Plan was presented to the board in January 2019 and one of the strategies identified within the plan was to streamline operations by divesting of smaller properties that drain resources which could be used for other client services. 9408 Mountain Quail and 5406 Spring Meadow are both residential units that are currently vacant and have been determined as not suitable for current or upcoming program activities. Staff recommends the Finance Committee and Board approve listing 9408 Mountain Quail and 5406 Spring Meadow for sale. Discussion followed.

All were in favor. Motion carried.

VII. DISCUSS AND TAKE APPROPRIATE ACTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER OR CHIEF FINANCIAL OFFICER TO EXECUTE A SHORT-TERM NOTE TO HOUSING FIRST OAK SPRINGS, LP

Mr. Young made a motion to recommend to the Board to authorize the CEO or the CFO to execute a short-term note to Housing First Oak Springs, LP.

Ms. Ramos seconded.

Mr. Weden reviewed the background and the resolutions for the Board Chair and the Finance Committee Chair to sign regarding a short-term note to HFOS. Discussion followed.

All were in favor. Motion carried.

VIII. DISCUSSION OF FY 2019 4TH QUARTER BUSINESS PLAN

Mr. Weden discussed 10 key points regarding the FY 2019 4th Quarter Business Plan found in the packet on pages 38-40. Discussion followed.

IX. FINANCIAL RATIOS

Mr. Weden presented the financial ratios for the period ending August 31, 2019. He reviewed the following:

- Ratio Calculations
- Liquidity Ratios – Current and Acid Test
- Liquidity Ratios – Days Cash on Hand
- Days of Operation Ratios

Discussion followed.

X. UPDATE ON FACILITIES

Mr. Riedel reviewed in detail the following information found in the packet on pages 48-51:

- **General Projects**
- **Safety Measures**
- **Cost Cutting**

Discussion followed.

XI. UPDATE ON TRANSFORMATION 1115 WAIVER

Ms. Macakiage discussed the information found in the packet on pages 52-54 including the Behavioral Health Clinical Quality Measures for January 2019 – December 2019. More detail was reviewed in the following areas: Access to Services, Behavioral Health, Substance Use, Physical Health, and Safety. Discussion followed.

XII. ANNOUNCEMENTS

- Combined November/December Finance Committee meeting will be held on Monday, December 9, 2019 at 12:00 p.m.

XIII. NEW BUSINESS

- Consent: Items III, V, VI
- Non-Consent: Items IV, VII


XIV. CITIZENS' COMMENTS

None.

There being no further business, the meeting adjourned at 12:45 p.m.


Tom Young, Chair
Finance Committee

Date


Libby Worsham,
Executive Assistant