



## FINANCE COMMITTEE MINUTES

**DATE:** June 16, 2021  
**TIME:** 5:00 p.m.  
**PLACE:** Via TEAMS

**MEMBERS PRESENT:** Trish Young Brown & Luanne Southern

**MEMBER ABSENT:** Cynthia Ramos

**Center staff were in attendance.**

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The meeting was called to order by Chair Trish Young Brown at 5:01 p.m.

### **I. CITIZENS' COMMENTS (PRESENTATIONS ARE LIMITED TO 3 MINUTES)**

None.

### **II. APPROVAL OF FINANCE COMMITTEE MINUTES FOR APRIL 22, 2021**

The minutes of the April 22, 2021 meeting stand approved as submitted.

### **III. DISCUSS AND TAKE APPROPRIATE ACTION ON CASH & INVESTMENT REPORTS FOR APRIL 30, 2021 & MAY 31, 2021**

David Weden reviewed the Cash and Investment Report for April 2021 stating the total market and book value at the end of month was \$14,297,030 and \$9,997,869 at the end of May. Discussion followed. Luanne Southern made a motion to recommend to the Board the acceptance of the proposed recommendation (Subject to Audit). Trish Young Brown seconded. All were in favor. Motion carried.

### **IV. DISCUSS AND TAKE APPROPRIATE ACTION ON FINANCIAL STATEMENTS AND BUDGET AMENDMENTS (IF APPLICABLE) FOR THE PERIOD ENDING MAY 31, 2021 (SUBJECT TO AUDIT)**

David Weden gave an extensive overview of the May financials, Statement of Revenues & Expenditures. Luanne Southern made a motion to recommend to the Board the acceptance of the proposed recommendation (Subject to Audit). Trish Young Brown seconded. All were in favor. Motion carried.

### **V. DISCUSS AND TAKE APPROPRIATE ACTION ON THE APPROVAL OF LIABILITY INSURANCE CARRIERS TO INCLUDE PROPERTY, LIABILITY, CRIME, BUSINESS AUTOMOBILE POLICY, DIRECTORS AND OFFICERS LIABILITY POLICY, AND WORKERS' COMPENSATION POLICY FOR FY2022 AND AUTHORIZE CHIEF EXECUTIVE OFFICER OR HIS DESIGNEE TO EXECUTE CONTRACT DOCUMENTS**

David Weden provided background information on the status of our current commercial insurance package and the requested staff recommendation. Trish Young Brown made a motion to recommend to the Board the acceptance of the proposed recommendation (Subject to Audit). Luanne Southern seconded. All were in favor. Motion carried.

**VI. DISCUSS AND TAKE APPROPRIATE ACTION AUTHORIZING APPROVAL FOR THE BOARD CHAIR AND/OR CHIEF EXECUTIVE OFFICER AND/OR HIS DESIGNEE, AS APPLICABLE, TO SIGN THE HEALTH AND HUMAN SERVICE LOCAL MENTAL HEALTH AUTHORITY CONTRACT FOR FY2022**

David Weden provided information on the Performance Contract with HHSC that designates Integral Care as the LMHA and the requested staff recommendation. Luanne Southern made a motion to recommend to the Board the acceptance of the proposed recommendation (Subject to Audit). Trish Young Brown seconded. All were in favor. Motion carried.

**VII. DISCUSS AND TAKE APPROPRIATE ACTION AUTHORIZING APPROVAL FOR THE BOARD CHAIR AND/OR CHIEF EXECUTIVE OFFICER AND/OR HIS DESIGNEE, AS APPLICABLE, TO SIGN THE HEALTH AND HUMAN SERVICES LOCAL INTELLECTUAL AND DEVELOPMENTAL DISABILITY AUTHORITY CONTRACT FOR FY2022**

David Weden provided information on the Performance Contract with HHSC that designates Integral Care as the LIDDA and the requested staff recommendation. Trish Young Brown made a motion to recommend to the Board the acceptance of the proposed recommendation (Subject to Audit). Luanne Southern seconded. All were in favor. Motion carried.

**VIII. DISCUSS AND TAKE APPROPRIATE ACTION TO AUTHORIZE EXECUTION OF CONTRACT WITH SOFTWARE ONE UNDER DIR-TSO-4061**

David Weden provided an update on the Microsoft System contract renewal. Trish Young Brown made a motion to recommend to the Board the acceptance of the proposed recommendation (Subject to Audit). Luanne Southern seconded. All were in favor. Motion carried.

**IX. DISCUSS AND TAKE APPROPRIATE ACTION TO AUTHORIZE THE CEO AND/OR CFO TO FINALIZE NEGOTIATIONS AND ENTER INTO ANY NECESSARY AGREEMENTS, INCLUDING SUBSIDY RESERVES AND LEASE AGREEMENTS, IN ORDER TO STABILIZE FINANCING ON HOUSING FIRST OAK SPRINGS**

David Weden provided information on operating expenses and a proposed plan for Housing First Oak Springs. Trish Young Brown made a motion to recommend to the Board the acceptance of the proposed recommendation (Subject to Audit). Luanne Southern seconded. All were in favor. Motion carried.

**X. UPDATE ON FINANCIAL RATIOS**

David Weden provided information on ratios, days cash on hand and total fund balance.

**XI. UPDATE ON RESOURCE DEVELOPMENT**

Jodie Eldridge provided an update on grant information.

**XII. MANAGEMENT INFORMATION SYSTEMS UPDATE**

Sunila Levi and Kim Macakiage provided an update on MIS projects and IT Strategic Initiatives.

**XIII. BUDGET PRINCIPLES AND PRIMARY CHALLENGES FOR FISCAL YEAR 2022**

David Weden provided information on challenges and opportunities of implementing the FY2022 Budget.

Due to loss of quorum, the meeting adjourned at 6:25 p.m.

Patricia A. Young Brown 07/22/2021  
Patricia Young Brown                      Date  
Finance Committee

Kendra Green  
Kendra Green  
Executive Assistant