



FINANCE COMMITTEE MINUTES

DATE: October 19, 2022
TIME: 5:00 p.m.
PLACE: 1430 Collier Street – Board Room

MEMBERS PRESENT: Trish Young Brown & Luanne Southern

MEMBER ABSENT: Deborah Smith

Center staff were in attendance.

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

CITIZEN'S COMMENTS

None

APPROVAL OF MINUTES

The minutes of the September 22, 2022 meeting stand approved as submitted.

DISCUSS AND TAKE APPROPRIATE ACTION ON CASH & INVESTMENT REPORTS FOR SEPTEMBER 30, 2022

David Weden reviewed the Cash and Investment report for September 30, 2022. Trish Young Brown moved to approve the reports. Luanne Southern seconded the motion. All in favor. Motion carried. *This item will be added to the consent agenda.*

DISCUSS AND TAKE APPROPRIATE ACTION ON FINANCIAL STATEMENTS AND BUDGET AMENDMENTS (IF APPLICABLE) FOR THE PERIOD ENDING SEPTEMBER 30, 2022 (SUBJECT TO AUDIT)

David Weden presented the September 30, 2022 Financial Statements. Trish Young Brown moved to approve the reports. Luanne Southern seconded the motion. All in favor. Motion carried. *This item will be added to the non-consent agenda.*

DISCUSS AND TAKE APPROPRIATE ACTION ON LEASE EXTENSION FOR 825 EAST RUNDBERG LANE, SUITES E-2 AND F-1

David Weden provided an update on the lease extension for this address. Trish Young Brown moved for approval of the recommendation. Luanne Southern seconded the motion. All in favor. Motion carried. *This item will be added to the consent agenda.*

DISCUSS AND TAKE APPROPRIATE ACTION ON UPDATING BOARD POLICY 04.01 CLIENT CASH MANAGEMENT

David Weden gave an update on changes made to the policy. Trish Young Brown moved for approval of the recommendation. Luanne Southern seconded the motion. All in favor. Motion carried. *This item will be added to the consent agenda.*

DISCUSS AND TAKE APPROPRIATE ACTION ON UPDATING BOARD POLICY 04.02 APPROVAL OF GRANT CONTRACT FOUNDATION OR OTHER RESOURCE DEVELOPMENT PROPOSALS SUBMISSIONS AND AWARDS

David Weden gave an update on changes made to the policy. Trish Young Brown moved for approval of the recommendation. Luanne Southern seconded the motion. All in favor. Motion carried. *This item will be added to the consent agenda.*

DISCUSS AND TAKE APPROPRIATE ACTION ON UPDATING BOARD POLICY 04.04 AUTHORIZED OUT-OF-TOWN TRAVEL REIMBURSEMENT

David Weden gave an update on changes made to the policy. Trish Young Brown moved for approval of the recommendation. Luanne Southern seconded the motion. All in favor. Motion carried. *This item will be added to the consent agenda.*

DISCUSS AND TAKE APPROPRIATE ACTION ON UPDATING BOARD POLICY 04.05 SHORT-TERM INVESTMENTS AND RELATED LOANS

David Weden gave an update on changes made to the policy. Trish Young Brown moved for approval of the recommendation. Luanne Southern seconded the motion. All in favor. Motion carried. *This item will be added to the consent agenda.*

DISCUSS AND TAKE APPROPRIATE ACTION ON BOARD POLICY 04.06 CHECK SIGNING AUTHORITY

David Weden gave an update on changes made to the policy. Trish Young Brown moved for approval of the recommendation. Luanne Southern seconded the motion. All in favor. Motion carried. *This item will be added to the consent agenda.*

DISCUSS AND TAKE APPROPRIATE ACTION ON BOARD POLICY 04.07 DOCUMENT SIGNING AUTHORITY

David Weden gave an update on changes made to the policy. Trish Young Brown moved for approval of the recommendation. Luanne Southern seconded the motion. All in favor. Motion carried. *This item will be added to the consent agenda.*

DISCUSS AND TAKE APPROPRIATE ACTION ON BOARD POLICY 04.08 EXPENDITURES FOR UNBUDGETED ACTIVITIES

David Weden gave an update on changes made to the policy. Trish Young Brown moved for approval of the recommendation. Luanne Southern seconded the motion. All in favor. Motion carried. *This item will be added to the consent agenda.*

DISCUSS AND TAKE APPROPRIATE ACTION ON BOARD POLICY 04.09 CLIENT BILLING

David Weden gave an update on changes made to the policy. Trish Young Brown moved for approval of the recommendation. Luanne Southern seconded the motion. All in favor. Motion carried. *This item will be added to the consent agenda.*

DISCUSS AND TAKE APPROPRIATE ACTION ON BOARD POLICY 04.12 PURCHASE OF GOODS AND SERVICES

David Weden gave an update on changes made to the policy. Trish Young Brown moved for approval of the recommendation. Luanne Southern seconded the motion. All in favor. Motion carried. *This item will be added to the consent agenda.*

DISCUSS AND TAKE APPROPRIATE ACTION ON BOARD POLICY 04.13 ANNUAL REVIEW OF FINANCIAL INFORMATION

David Weden gave an update on changes made to the policy. Trish Young Brown moved for approval of the recommendation. Luanne Southern seconded the motion. All in favor. Motion carried. *This item will be added to the consent agenda.*

DISCUSS AND TAKE APPROPRIATE ACTION ON BOARD POLICY 04.14 CASH RECEIPT – DEPOSIT MANAGEMENT

David Weden gave an update on changes made to the policy. Trish Young Brown moved for approval of the recommendation. Luanne Southern seconded the motion. All in favor. Motion carried. *This item will be added to the consent agenda.*

DISCUSS AND TAKE APPROPRIATE ACTION ON BOARD POLICY 04.15 BUDGET AMENDMENT POLICY

David Weden gave an update on changes made to the policy. Trish Young Brown moved for approval of the recommendation. Luanne Southern seconded the motion. All in favor. Motion carried. *This item will be added to the consent agenda.*

DISCUSS AND TAKE APPROPRIATE ACTION ON BOARD POLICY 04.16 PURCHASE OF GOODS AND SERVICES – ALTERNATE VENDOR

David Weden gave an update on changes made to the policy. Trish Young Brown moved for approval of the recommendation. Luanne Southern seconded the motion. All in favor. Motion carried. *This item will be added to the consent agenda.*

DISCUSS AND TAKE APPROPRIATE ACTION ON AMENDING BOARD POLICY 04.17, INVESTMENT AND CASH MANAGEMENT, TO ADD DEPUTY CHIEF FINANCIAL OFFICER AS A DESIGNATED INVESTMENT OFFICER

David Weden gave an update on changes made to the policy. Trish Young Brown moved for approval of the recommendation. Luanne Southern seconded the motion. All in favor. Motion carried. *This item will be added to the consent agenda.*

DISCUSS AND TAKE APPROPRIATE ACTION ON BOARD POLICY 04.18 RESOURCE DEVELOPMENT POLICY

David Weden gave an update on changes made to the policy. Trish Young Brown moved for approval of the recommendation. Luanne Southern seconded the motion. All in favor. Motion carried. *This item will be added to the consent agenda.*

DISCUSS AND TAKE APPROPRIATE ACTION ON BOARD POLICY 04.19 HISTORICALLY UNDERUTILIZED BUSINESSES

David Weden gave an update on changes made to the policy. Trish Young Brown moved for approval of the recommendation. Luanne Southern seconded the motion. All in favor. Motion carried. *This item will be added to the consent agenda.*

DISCUSS AND TAKE APPROPRIATE ACTION ON BOARD POLICY 04.20 CONSUMER-OWNED BUSINESSES

David Weden gave an update on changes made to the policy. Trish Young Brown moved for approval of the recommendation. Luanne Southern seconded the motion. All in favor. Motion carried. *This item will be added to the consent agenda.*

DISCUSS AND TAKE APPROPRIATE ACTION ON BOARD POLICY 04.21 EXPENDITURE OF FUNDS FOR THE PURCHASE OF FOOD AND BEVERAGES FOR CONSUMPTION BY EMPLOYEES AND VOLUNTEERS

David Weden gave an update on changes made to the policy. Trish Young Brown moved for approval of the recommendation. Luanne Southern seconded the motion. All in favor. Motion carried. *This item will be added to the consent agenda.*

DISCUSS AND TAKE APPROPRIATE ACTION ON BOARD POLICY 04.22 FUND BALANCE

David Weden gave an update on changes made to the policy. Trish Young Brown moved for approval of the recommendation. Luanne Southern seconded the motion. All in favor. Motion carried. *This item will be added to the consent agenda.*

DISCUSS AND TAKE APPROPRIATE ACTION ON BOARD POLICY 04.23 PROHIBITION OF PROVIDING SERVICES WITHOUT A CONTRACT

David Weden gave an update on changes made to the policy. Trish Young Brown moved for approval of the recommendation. Luanne Southern seconded the motion. All in favor. Motion carried. *This item will be added to the consent agenda.*

DISCUSS AND TAKE APPROPRIATE ACTION ON BOARD POLICY 04.24 INTEREST CHARGES TO DELINQUENT PAYORS

David Weden gave an update on changes made to the policy. Trish Young Brown moved for approval of the recommendation. Luanne Southern seconded the motion. All in favor. Motion carried. *This item will be added to the consent agenda.*

DISCUSS AND TAKE APPROPRIATE ACTION ON BOARD POLICY 04.25 UNALLOWABLE EXPENDITURES

David Weden gave an update on changes made to the policy. Trish Young Brown moved for approval of the recommendation. Luanne Southern seconded the motion. All in favor. Motion carried. *This item will be added to the consent agenda.*

DISCUSS AND TAKE APPROPRIATE ACTION ON BOARD POLICY 05.02 CONTRACTING PHILOSOPHY

David Weden gave an update on changes made to the policy. Trish Young Brown moved for approval of the recommendation. Luanne Southern seconded the motion. All in favor. Motion carried. *This item will be added to the consent agenda.*

DISCUSS AND TAKE APPROPRIATE ACTION ON BOARD POLICY 05.03 CONTRACT REVIEW AND APPROVAL

David Weden gave an update on changes made to the policy. Trish Young Brown moved for approval of the recommendation. Luanne Southern seconded the motion. All in favor. Motion carried. *This item will be added to the consent agenda.*

DISCUSS AND TAKE APPROPRIATE ACTION ON BOARD POLICY 06.01 SAFE AND HEALTHY ENVIRONMENT

David Weden gave an update on changes made to the policy. Trish Young Brown moved for approval of the recommendation. Luanne Southern seconded the motion. All in favor. Motion carried. *This item will be added to the consent agenda.*

DISCUSS AND TAKE APPROPRIATE ACTION ON BOARD POLICY 06.03 VEHICLE MAINTENANCE

David Weden gave an update on changes made to the policy. Trish Young Brown moved for approval of the recommendation. Luanne Southern seconded the motion. All in favor. Motion carried. *This item will be added to the consent agenda.*

DISCUSS AND TAKE APPROPRIATE ACTION ON BOARD POLICY 06.04 INSPECTION REQUIREMENTS FOR REAL PROPERTY PURCHASES

David Weden gave an update on changes made to the policy. Trish Young Brown moved for approval of the recommendation. Luanne Southern seconded the motion. All in favor. Motion carried. *This item will be added to the consent agenda.*

DISCUSS AND TAKE APPROPRIATE ACTION ON BOARD POLICY 06.05 WEAPONS

David Weden gave an update on changes made to the policy. Trish Young Brown moved for approval of the recommendation. Luanne Southern seconded the motion. All in favor. Motion carried. *This item will be added to the consent agenda.*

DISCUSS AND TAKE APPROPRIATE ACTION ON BOARD POLICY 06.06 REAL ESTATE MANAGEMENT

David Weden gave an update on changes made to the policy. Trish Young Brown moved for approval of the recommendation. Luanne Southern seconded the motion. All in favor. Motion carried. *This item will be added to the consent agenda.*

DISCUSS AND TAKE APPROPRIATE ACTION ON BOARD POLICY 06.07 SALE AND DISPOSAL OF CENTER ASSETS OTHER THAN REAL PROPERTY

David Weden gave an update on changes made to the policy. Trish Young Brown moved for approval of the recommendation. Luanne Southern seconded the motion. All in favor. Motion carried. *This item will be added to the consent agenda.*

DISCUSS AND TAKE APPROPRIATE ACTION ON RESOLUTION AMENDING AUTHORIZED REPRESENTATIVES ON TEXPOOL ACCOUNTS

David Weden gave an update on the amended resolution. Trish Young Brown moved for approval of the recommendation. Luanne Southern seconded the motion. All in favor. Motion carried. *This item will be added to the consent agenda.*

DISCUSS AND TAKE APPROPRIATE ACTION REGARDING ADDING THE DEPUTY CHIEF FINANCIAL OFFICER AS A SIGNOR ON THE FROST BANK DEPOSITS ACCOUNT, FROST BANK ACCOUNTS PAYABLE ACCOUNT AND FROST BANK PAYROLL ACCOUNT

David Weden gave an update on adding the Deputy CFO as a signor. Trish Young Brown moved for approval of the recommendation. Luanne Southern seconded the motion. All in favor. Motion carried. *This item will be added to the consent agenda.*

DISCUSS AND TAKE APPROPRIATE ACTION REGARDING ADDING THE DEPUTY CHIEF FINANCIAL OFFICER AS SIGNOR ON THE FOLLOWING ACCOUNTS FOR MANAGED HOUSING PROPERTIES: FROST HOUSING OPERATING ACCOUNT, FROST HOUSING SECURITY DEPOSITS ACCOUNT, FROST HOUSING RESERVE ACCOUNT

David Weden gave an update on adding the Deputy CFO as a signor. Trish Young Brown moved for approval of the recommendation. Luanne Southern seconded the motion. All in favor. Motion carried. *This item will be added to the consent agenda*

DISCUSS AND TAKE APPROPRIATE ACTION REGARDING ADDING THE DEPUTY CHIEF FINANCIAL OFFICER AS SIGNOR ON THE CHASE NEW MILESTONES FOUNDATION OPERATING ACCOUNT

David Weden gave an update on adding the Deputy CFO as a signor. Trish Young Brown moved for approval of the recommendation. Luanne Southern seconded the motion. All in favor. Motion carried. *This item will be added to the consent agenda*

DISCUSS AND TAKE APPROPRIATE ACTION REGARDING ADDING THE DEPUTY CHIEF FINANCIAL OFFICER AS SIGNOR ON THE AUSTIN COMMUNITY FOUNDATION ACCOUNT

David Weden gave an update on adding the Deputy CFO as a signor. Trish Young Brown moved for approval of the recommendation. Luanne Southern seconded the motion. All in favor. Motion carried. *This item will be added to the consent agenda*

DISCUSS AND TAKE APPROPRIATE ACTION REGARDING ADDING THE DEPUTY CHIEF FINANCIAL OFFICER AS SIGNOR ON THE FROST HOUSING FIRST LLC ACCOUNT

David Weden gave an update on adding the Deputy CFO as a signor. Trish Young Brown moved for approval of the recommendation. Luanne Southern seconded the motion. All in favor. Motion carried. *This item will be added to the consent agenda*

DISCUSS AND TAKE APPROPRIATE ACTION REGARDING ADDING THE DEPUTY CHIEF FINANCIAL OFFICER AS SIGNOR ON THE HOUSING FIRST OAK SPRINGS, LP ACCOUNTS WITH CAPITAL ONE, NATIONAL ASSOCIATION FOR THE FOLLOWING ACCOUNTS: CONSTRUCTION ACCOUNT, STABILIZATION RESERVE ACCOUNT, LEASE-UP RESERVE ACCOUNT, REPLACEMENT RESERVE ACCOUNT, AND EQUITY FUNDS ACCOUNT

David Weden gave an update on adding the Deputy CFO as a signor. Trish Young Brown moved for approval of the recommendation. Luanne Southern seconded the motion. All in favor. Motion carried. *This item will be added to the consent agenda*

DISCUSS AND TAKE APPROPRIATE ACTION REGARDING ADDING THE DEPUTY CHIEF FINANCIAL OFFICER AS SIGNOR ON THE HOUSING FIRST OAK SPRINGS, LP ACCOUNT WITH TRUIST FOR THE FOLLOWING ACCOUNTS: RENTAL OPERATIONS, SECURITY DEPOSITS, AND RESERVE ACCOUNT

David Weden gave an update on adding the Deputy CFO as a signor. Trish Young Brown moved for approval of the recommendation. Luanne Southern seconded the motion. All in favor. Motion carried. *This item will be added to the consent agenda*

DISCUSS AND TAKE APPROPRIATE ACTION REGARDING ADDING THE DEPUTY CHIEF FINANCIAL OFFICER AS SIGNOR ON BANK ACCOUNTS FOR NMF I, NMF II, NMF III, NMF IV, NMF V, NMF VI, AND NMF VII

David Weden gave an update on adding the Deputy CFO as a signor. Trish Young Brown moved for approval of the recommendation. Luanne Southern seconded the motion. All in favor. Motion carried. *This item will be added to the consent agenda*

UPDATE ON ONE DATA

Stephanie Flores provided an update on One Data.

UPDATE ON 4TH QUARTER FISCAL YEAR 22 BUSINESS PLAN UPDATE

David Weden provided an update on the FY22 Business Plan.

UPDATE ON 4TH QUARTER FISCAL YEAR 22 RACIAL EQUITY PLAN UPDATE

David Weden provided an update on 4th Quarter FY22 Racial Equity Plan.

ANNOUNCEMENTS

The next Finance Committee Meeting will be held on December 1, 2022.
The new Director of Data of Cost Accounting & Analysis, Joe Carrington was introduced to the Committee.

NEW BUSINESS

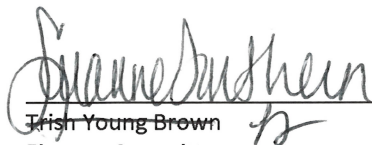
- Consent: Items III, V, VI, VII, VIII, IX, X, XI, XII, XIII, XIV, XV, XVI, XVII, XVIII, XIX, XX, XXI, XXII, XXIII, XXIV, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XXXIV, XXV, XXVI, XXVII, XXVIII, XXXIX, XL, XLI, XLII, XLIII, XLIV
- Non-Consent: Items IV

CITIZENS' COMMENTS

None

ADJOURNED

The meeting adjourned at 6:05 p.m.


Luanne Southern
Finance Committee

12/01/2022
Date


Kendra Drake
Recording Secretary

Luanne Southern