

**Tomball Hospital Authority DBA Tomball Regional Health Foundation  
Board of Directors Minutes – September 25, 2024**

**Present:** Jim Ross-Chairman, Tom Kikis-Chairman, TJ Tijerina-Vice Chairman, Vicki Clark-Secretary, Sharon Frank, Danny Marburger, Jack Smith, Lori Wilson, Margarete Yacoubian, Janna Hoglund

**Present Via Zoom:** Christina Nash-Treasurer

**Absent:** Bill Hogue

**Also, Present:** Jeffrey Klein-CEO, Sarah Dill-Administrative Manager, Randy Parr-City of Tomball

**Also, Present Via Zoom:** Kevin Reed-Attorney with Reed Claymon, Russell Kent, Melissa Greer, Angela Caraway, Paul Lebouef-all with Wells Fargo

**I. Call to Order:** Jim Ross called the meeting to order at 4:00 pm and read the Foundation's Mission Statement.

**II. Approval of Minutes:** September 17, 2024, Special Board Meeting Minutes were reviewed. *A motion was made by Lori Wilson to accept the September 17, 2024, Special Board Minutes and seconded by Jack Smith. Motion carried.*

**III. Community Input:** City of Tomball City Council representative, Randy Parr, reported that the city is reviewing capital improvement plans.

**IV. Board Appointments:**

**A. Administer Oath to New Board Member-** On September 3, 2024, the City of Tomball replaced Christina Nash in Position 1 with Lori Wilson who previously served in Position 5. Christina Nash was then appointed to Position 4 removing Jim Ross, TRHF Chairman, from Position 4 after completing one year of his two-year term. Maggie Yacoubian was re-appointed to Position 3, and Janna Hoglund was newly elected to Position 5. Directors Vicki Clark, Tom Kikis, and Danny Marburger's positions expire in 2024. Notary Public of the State of Texas, Sharon Frank, administered the Oath of Office to Lori Wilson, Christina Nash, Maggie Yacoubian, Janna Hoglund, Vicki Clark, Tom Kikis, and Danny Marburger.

**B. 2024-25 Standing and Temporary Committee Assignments-** the Board reviewed the Nominating Committee Meeting Minutes and their recommendations of appointments to the following committees:

**Executive Committee-**Tom Kikis-Chairman, TJ Tijerina-Vice Chairman, Vicki Clark-Secretary, Christina Nash-Treasurer

**Funding Committee-**Lori Wilson-Chairman, Christina Nash, Sharon Frank, Janna Hoglund

**Nominating Committee-**Danny Marburger-Chairman, Bill Hogue, Maggie Yacoubian

**Audit & Finance Committee-**TJ Tijerina-Chairman, Tom Kikis, Jack Smith, Vicki Clark

*A motion was made by TJ Tijerina and seconded by Sharon Frank to elect Directors Vicki Clark, Tom Kikis, and Danny Marburger to another 2-year term on the Tomball Regional Health Foundation Board of Directors and to accept the committee assignments as presented by the Nominating Committee. Motion carried.*

Jim Ross handed the meeting over to the new Chairman, Tom Kikis.

Jeffrey reminded the board that one of his goals for 2025 included updating the By-laws. *A motion was made by TJ Tijerina and seconded by Danny Marburger to give the Executive Committee the authority to review the TRHF By-laws and bring recommendations back to the Board for approval. Motion carried.*

Jeffrey discussed the need for a possible bond issue for the new building.

*A motion was made by TJ Tijerina and seconded by Christina Nash to give the Audit & Finance Committee the authority to review and make recommendations to the Board for bond financing for the new Administrative Building and Learning Center on Medical Complex Drive. Motion carried.*

Jeffrey asked that a building committee be formed to include a member of the board. Tom Kikis in his capacity as chairman established a building committee with TJ Tijerina representing the TRHF Board and Jim Ross serving as a community representative.

- C. Introduction of New Board Member, Janna Hoglund**-Jeffrey introduced Janna to the Board, and gave her the opportunity to tell more about herself and why she wanted to serve the community on the Board. She expressed her gratitude for the opportunity.

## **V. Monthly Financial Reports:**

- A. Financials**-Jeffrey reviewed the August 2024 Balance Sheet and Profit and Loss Sheet. Total assets as of August 31, 2024, were \$139,781,049.89. Expenses are well under budget. Jeffrey also reviewed the larger expenses on the cash report. *A motion was made by Vicki Clark and seconded by Sharon Frank to accept the August 2024 financials. Motion carried.*

- B. Wells Fargo** reviewed the August Portfolio. Russell Kent reported that our portfolio was \$139,866,000 at the close of the day. To stay in line with the maximum 65% equity allocation set by our Investment Policy, 8% (approximately \$7 million) of our equity portfolio was sold in August and moved to fixed income. Equities are already back up to 62%. Year to date, the portfolio is up 12.5% and since the June 2016 inception, up 8.89% which is a gain of over \$78 million. \$40 million in gain has been since September 2022.

Jeffrey requested a monthly funds transfer of \$900,000 from Wells Fargo to Frost Bank by September 30, 2024.

*A motion was made by Vicki Clark and seconded by Lori Wilson to approve moving \$900,000 from Wells Fargo to Frost Bank by September 30, 2024. Motion carried.*

- C. Project Funding Summary**-Jeffrey reviewed the updated Project Funding report. The projected 2024 funding of \$3,366,942, has increased by \$9,200 to \$3,376,142 with last month's funding amendment approvals. The 4% spend rate calculation of \$4,684,145.19 leaves \$653,249.19 to fund using an 8-quarter average.

**VI. 2025 Requests Presented to the Funding Committee on September 16, 2024:**

- A. Meals on Wheels Montgomery County** is requesting \$170,000 in funding for 2025. This includes \$150,000 for home delivered nutritious meals for homebound seniors in the Magnolia area and \$20,000 to provide transportation services to Magnolia Seniors in need. *The Funding Committee recommended funding Meals on Wheels Montgomery County \$170,000 for home delivered meals and transportation to Magnolia Area Seniors for 2025. The motion was seconded by Jack Smith. Motion carried.*
- B. Senior Rides and More** is requesting \$25,000 in 2025 funding to continue providing free transportation to homebound seniors in the TRHF funding area. *The Funding Committee recommended funding Senior Rides and More \$25,000 for free transportation for homebound seniors in the TRHF funding area for 2025. The motion was seconded by Danny Marburger. Motion carried.*
- C. Be An Angel Fund** is requesting \$60,000 in funding for 2025. Their request includes \$27,600 in adaptive equipment for special needs children from low to limited income families in the TRHF funding area. The request also includes \$32,400 for respite care events to support the parents of special needs children. *The Funding Committee recommended funding Be An Angel Fund \$60,000 in 2025 for adaptive equipment and respite care events for families living in the TRHF funding area. The motion was seconded by Maggie Yacoubian. Motion Carried.*
- D. Cy-Hope Counseling** is requesting \$100,000 in funding for 2025 to provide mental healthcare counseling on a sliding scale to financially disadvantaged clients in TRHF's service area at their Cypress and Waller locations. *The Funding Committee recommended funding Cy-Hope Counseling \$100,000 in 2025 for mental healthcare to clients in Cypress and Waller. The motion was seconded by TJ Tijerina. Motion carried.*
- E. Tomball Emergency Assistance Ministries** is requesting \$115,000 in funding for 2025. Their request includes \$100,000 for medical and dental care services, and \$15,000 for food and personal hygiene items. *The Funding Committee recommended funding \$115,000 in 2025 for Tomball Emergency Assistance Ministries, including \$100,000 for medical and dental care services, and \$15,000 for food and personal hygiene items. The motion was seconded by Danny Marburger. Motion carried.*
- F. Reach Unlimited** is requesting \$15,000 in funding for 2025 for their educational Health and Hygiene project to educate their clients on good hygiene practices. The items required for this project are not covered by Medicaid. *The Funding Committee recommended funding Reach Unlimited \$15,000 in 2025 for their Health and Hygiene project. The motion was seconded by Jack Smith. Motion carried.*

- G. Tomball Chamber of Commerce Health & Wellness Alliance** is requesting \$5000 in funding for 2025 for three programs: Community Health & Wellness Luncheons \$3000, Tomball Night Health & Wellness Expo \$1000, and Chamber Cup Challenge \$1000.  
*The Funding Committee recommended funding the Tomball Chamber of Commerce Health & Wellness Alliance \$5,000 in funding for 2025 for their three health and wellness programs. The motion was seconded by Danny Marburger. Motion carried.*
- H. Families Feeding Families** is requesting \$20,300 in funding for 2025 to provide 1,450 Thanksgiving meals. The Funding Committee decided to recommend capping Families Feeding Families at \$20,000 going forward.  
*The Funding Committee recommended funding Families Feeding Families \$20,000 for 2025. The motion was seconded by Maggie Yacoubian. Motion carried.*
- I. Texas Hearing Institute** is requesting \$73,125 in funding for 2025 to cover funding gaps for providing audiology and speech services to children living in the TRHF service area.  
*The Funding Committee recommended funding Texas Hearing Institute \$73,125 for 2025 for audiology and speech services for children living in the TRHF service area. The motion was seconded by Maggie Yacoubian. Motion carried.*
- J. Boys and Girls Country** is requesting \$25,000 in funding for 2025 for medical, dental, vision care, and mental health counseling and related therapies for their residents.  
*The Funding Committee recommended funding Boys and Girls Country \$25,000 for health care expenses for their residents. The motion was seconded by Jack Smith. Motion carried.*
- K. D. Bradley McWilliams YMCA** is requesting \$25,000 in funding for 2025: \$15,000 for lifesaving swim lessons for youth and \$10,000 for the ForeverWell Seniors program.  
*The Funding Committee recommended funding the D. Bradley McWilliams YMCA \$25,000 for 2025 for youth swim lessons and the ForeverWell Seniors program. The motion was seconded by Danny Marburger. Motion carried.*
- L. Society of Samaritans** is requesting \$80,000 in funding for 2025: \$64,000 for hygiene supplies and \$16,000 for household cleaning supplies.  
*The Funding Committee recommended funding Society of Samaritans \$80,000 in 2025 for hygiene supplies and household cleaning supplies. The motion was seconded by Jack Smith. Motion carried.*

## **VII. CEO Report:**

- A. Development of Medical Complex Drive (MCDP) update:**
- Jeffrey signed the contract with Paradigm last Wednesday.
  - Jeffrey and Sarah met on-site with Paradigm's marketing team regarding the groundbreaking scheduled for November 5 at 10:00 am.
  - Site plan is being worked on and hope to have site permit by the groundbreaking.
  - Jeffrey and Jim had two meetings with Paradigm and MG Project Management.

**B. New office lease update**-Jeffrey reported that Legal Counsel has reviewed the lease. Rent will be \$1506 plus common area maintenance fees. The new lease will start November 1, 2024, and end October 31, 2025. It will include (6) one-month options at the end of the lease in case there are construction delays.

*A motion was made by TJ Tijerina and seconded by Danny Marburger to give Jeffrey the authority to negotiate and execute the office lease with the Greater Area Tomball Chamber of Commerce. Motion carried.*

**C. Insurance Proposal for 2024-2025**-Jeffrey presented the proposed insurance renewal from Higginbotham. The coverage and limits would be the same as 2024. Total cost proposed is \$25,378 for 2025 compared to \$24,094 in 2024. Jeffrey is speaking to Higginbotham and Paradigm regarding coverage for construction and will bring that to the Board in October.

*A motion was made by Lori Wilson and seconded by Vicki Clark to approve renewing the insurance proposal as presented from Higginbotham. Motion carried.*

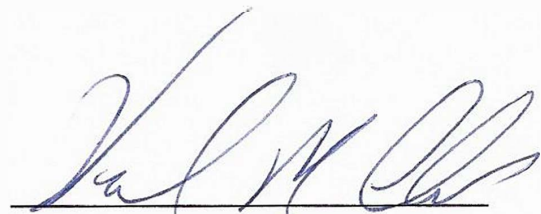
**D. TOMAGWA financials and update**-The Board reviewed TOMAGWA's August financials and discussed their financial situation. Jeffrey presented the financial summary to the Board to review. The board asked Tom and Jeffrey to write a letter to TOMAGWA outlining some concerns the board has with the financial management of TOMAGWA.

**E. Executive Team Engagement Summary**-The Board is pleased with the events and activities that Jeffrey and Sarah are participating in throughout the community.

**VIII. Annual Review of TRHF staff**-Christina recommended a compensation review for Jeffrey and Sarah's positions. The Board is very pleased with all that Jeffrey and Sarah have accomplished over the last two years. The Board agreed the review is in order. Kevin can recommend companies to assist the Board.

**IX. Adjournment**

*A motion was made by Christina Nash to adjourn the meeting at 5:56 pm and seconded by Sharon Frank. Motion carried.*



Vicki Clark (Secretary)