

Tomball Hospital Authority DBA Tomball Regional Health Foundation
Board of Directors Minutes - November 16, 2022

Present in Person: Jim Ross-Chairman, Jack Smith-Vice Chairman, Vicki Clark-Treasurer
Danny Marburger, Latrell Shannon, Lori Wilson, David McClinton

Present Via Zoom: Maggie Yacoubian

Absent: Tom Kikis, Christina Nash, Bill Hogue

Also Present: Jeffrey Klein-CEO, Karla Velasquez-Myrtle Cruz Accounting

Also Present Via Zoom: Kevin Reed-Attorney with Reed, Claymon, Meeker and Hargett
Russell Kent, Paul LeBouef, Melissa Greer, Angela Caraway- all with Wells Fargo

1. **Call to Order:** Jim Ross, Chairman of the Board called the meeting to order at 4:04 P.M. CST on Wednesday, November 16, 2022. Jim read the Foundation's Mission Statement.

2. **Approval of Minutes:** A motion was made by Lori Wilson and seconded by Vicki Clark to approve the October 26, 2022, board minutes. Motion Carried.

A motion was made by Lori Wilson and seconded by Vicki Clark to approve the November 7, 2022, Special Board Meeting with one change. Let the minutes reflect that the vote to accept the resignation of Marilyn Kinyo was 9-2 not 10-1. Motion Carried.

3. **Community Input:** No community input received.

4. **Monthly Financial Report:**

A. Karla Velasquez reviewed the Balance Sheet and the Profit and Loss Sheet. Jeffrey Klein reviewed the Operating Account and the Expense Report. Total operating funds available at the end of October 31, 2022, totaled \$102,973,277.15. Major grants expenses for October included payments to the following grant partners- TEAM for \$19,841.34. Montgomery County Youth Services for \$16,982.01. Northwest Assistance Ministries for \$66,245.03. Shield Bearer for \$ \$21,750.00. Office expenses are tracking under budget. A motion was made by Danny Marburger and seconded by Jack Smith to accept the financials. Motion Carried.

B. A motion was made by Danny Marburger and seconded by Latrell Shannon to accept and pay the legal invoice in the amount of \$7009.00 to Reed Claymon. Motion Carried.

C. Jeffrey presented a revised Excel version of the 2023 project budget and answered board questions as to the new format. The board was pleased with the new format and the expanded information available at the bottom of the spreadsheet. The board asked for a spreadsheet showing a 6-quarter rolling spend rate average as opposed to a 12-quarter average for future review.

5. **CEO Summary Report:** Jeffrey presented his summary of work since the October board meeting. Some highlights include meeting with the Tomball Parks Department concerning the updating of Matheson Park. The TRHF has committed \$490,000 to the project for 2023. The November 10th Grant Partner Roundtable was very successful with 24 attendees. The board expressed interest in conducting additional roundtables in 2023. A check for \$37,100 was presented to the Waller Pregnancy Center at the November meeting of the Waller Chamber of Commerce. Presentation was well received.

Jeffrey invited the team from Wells Fargo to update the board as to current market trends following the mid-term elections. Russell Kent reported that most analysts believe the S&P is starting to trend upward. Bond rates are starting to trend downward, and the Consumer Price Index is cooling which might indicate that inflation is starting to slow. At close of business on Wednesday, the TRHF account closed just over \$106 million.

Jeffrey presented the job description for the Administrative Manager position to the board. After some discussion about the job description and rate of pay, the board gave the CEO permission to begin interviews immediately and the authority to hire the person he deemed appropriate. While discussing skills of the prospective assistant, Lori Wilson and Vicki Clark requested that a digital marketing review be added to the agenda of a future board meeting. Interviews for this position will begin next week and Christina Nash will assist Jeffrey with interviews.

6. **TOMAGWA:** Received \$41,488.55 for its October Dental Expenses. No Action Required.

7. **Monthly and Quarterly Reports for October:**

- A. The TRHF board is meeting ahead of the TOMAGWA board due to Thanksgiving therefore there are no approved financials from TOMAGWA to review.
- B. PTSD/Camp Hope presented a statement for payment in the amount of \$82,153.90 for August-October 2022. It includes counseling, housing, protein, and medical invoices. The executive board made a motion to pay the statement and Vicki Clark seconded. Motion carried.
- C. Inspiration Ranch presented an invoice for payment in the amount of \$34,380 for August-October 2022. This invoice covers 180 sessions for 33 clients. The executive board made a motion to pay the invoice and Lori Wilson seconded. Motion carried.

8. **October Funding Applications:**

- A. Northwest Assistance Ministries requested a grant for \$326,300. The funding committee did not recommend the \$51,220 for the case assessor that was included in the requested amount. A motion was made by the funding committee to fund the grant for \$275,080.00 which includes funding the Meals on Wheels program, fresh produce box program, Ensure supplements and medical supplies. Lori Wilson seconded the motion and the motion carried.

- B. The funding committee made a motion to fund a grant request for \$35,308 for the Texas Hearing Institute. This funding will cover audiology services for children between birth and school age. Vicki Clark seconded the motion and motion carried.
 - C. The Tomball Health and Wellness Alliance requested \$3000 for three health and wellness luncheons. They also requested \$2000 to help with the cost of the Tomball Night Health and Wellness Expo. The funding committee recommended supporting the luncheons for \$3000 and contributing \$1000 for expenses related to the Expo. Danny Marburger seconded the motion for the \$4000 grant and the motion carried.
 - D. Inspiring Possibilities requested \$79,860.00 for scholarships for its martial arts program for the disabled community. A motion to approve this request was made by the funding committee and seconded by Vicki Clark. Motion carried.
9. **December Board Dinner:**
In lieu of a board meeting in December, the board will hold a Christmas Dinner at Gianna's Italian Restaurant on December 21st at 6 p.m. Lori Wilson will reserve the private room and arrange for a buffet dinner. No TRHF business will be discussed at this meeting. Legal counsel informed the board that if no official business is discussed at the meeting, the meeting can be considered social, and the posting of an agenda or minutes will not be required.
10. **CEO Contract:**
The contract has not been finalized so there was no discussion.
- A motion was made by Latrell Shannon to adjourn the meeting at 5:22 p.m. and seconded by Vicki Clark. Motion carried.



Tom Kikis - Secretary