

**Tomball Hospital Authority DBA Tomball Regional Health Foundation  
Board of Directors Minutes – March 29, 2023**

**Present:** Jim Ross-Chairman, Jack Smith-Vice Chairman, Tom Kikis-Secretary, Vicki Clark-Treasurer, Bill Hogue, Danny Marburger, Latrell Shannon, Lori Wilson, David McClinton, Christina Nash, Margarette Yacoubian

**Present Via Zoom:** None

**Absent:** None

**Also, Present:** Jeffrey Klein-CEO, Sarah Dill-Administrative Manager  
Randall Parr-Tomball City Council Liaison, Karla Velasquez-Myrtle Cruz

**Also, Present Via Zoom:** Robert Spurck and Kevin Reed-Attorneys with Reed Claymon  
Melissa Greer, Angela Caraway, Paul LeBouef, and Russell Kent-all representing Wells Fargo

**I. Call to Order:** Jim Ross called the meeting to order at 4:03 pm and read the Foundation's Mission Statement.

**II. Approval of Minutes:** February 22, 2023 Meeting Minutes were reviewed.  
*A motion was made by Jack Smith to accept the February Minutes and seconded by Tom Kikis. Motion carried.*

**III. Community Input:** Randy Parr gave an update on Tomball's position on state legislation.

**IV. Monthly Financial Reports:**

**A.** Karla Velasquez reviewed the February 2023 Balance Sheet and Profit and Loss Sheet. Total assets as of February 28, 2023, were \$109,913,671.48. Expenses are under budget.

*A motion was made by Lori Wilson and seconded by Vicki Clark to accept the February 2023 financials. Motion carried.*

**B.** Legal invoices for January/February were not yet received.

**C.** Wells Fargo reviewed the February portfolio summary. Russell Kent reported our portfolio is up 4.6% since the beginning of the year. Equities are up 7% over the past two months. At the close of the market, the portfolio balance was right at \$110 million. He reported there is a growing concern of a recession. Wells Fargo will attend the April meeting in person for the quarterly report.

Jeffrey requested to transfer \$250,000 from the Wells Fargo account to the Frost account for the month, since we have not received the \$490,000 invoice from the City of Tomball for the Matheson Park construction project. Jeffrey will contact Wells Fargo once the invoice is received from the city and initiate the transfer of \$490,000 at that time.

*A motion was made by Danny Marburger and seconded by Christina Nash to approve moving \$250,000 from Wells Fargo to Frost Bank. Motion carried.*

- D. Jeffrey reviewed the revised expense budget for 2023. The budget was reduced by \$100,000 from the 2022 budget.

*A motion was made by Lori Wilson and seconded by Vicki Clark to accept the revised 2023 budget. Motion carried.*

- E. Jeffrey reviewed the Funding Category Expense Spreadsheet. Approximately \$700,000 in funding is still available to be awarded in 2023.

#### **V. CEO Summary Report:**

- A. The Executive Board is reviewing the draft of the new Human Resources Policy.
- B. The Executive Board is still reviewing the Bylaws.
- C. Grant Management Software was purchased \$4300 under budget. Jeffrey and Sarah have begun training. Expect to go live at the end of May and open the Letter of Interest in June.
- D. Jeffrey reviewed the updated dates and processes for the 2024 funding requests. The LOI window will open in June and close in July. We will take a couple of weeks to review and send approval notices, and then open the new online application for those organizations. Applications will be accepted in August and September. We will review them in October and November and take them to the Board to vote in November. Funding agreements will be sent in December. These dates are still approximate pending the completion of training.
- E. Facebook and Instagram are now live. We are making updates to the website, but we are not making major changes at this time.
- F. Jeffrey reviewed the CEO Summary Report.
  - He announced that the next round table luncheon on May 4<sup>th</sup> will focus on special needs. Maggie volunteered to attend as a Board representative.
  - Chamber First Friday will be April 14 this month. We'll present a check to the City of Tomball for the Matheson Park project and invited the Board to attend.
  - The LSC Foundation is featuring TRHF in their first edition of their Foundation magazine.
  - Jeffrey and Sarah toured HCA Cypress with Maggie and met with CEO, Jim Brown. They suggested non-profits in the Cypress area for us to connect with.

#### **VI. Monthly and Quarterly Reports for February 2023:**

- A. TOMAGWA's February Financial Report was reviewed. They received \$37,276.91 for February expenses related to the dental clinic. Financials look good. Jeffrey will meet with Stephen Hughes next week to review their audit. He invited the Board to attend TOMAGWA's Partner's dinner on April 27<sup>th</sup>.
- B. PTSD Foundation's protein invoices were reviewed by the Board. One Sysco invoice was dated February 2, 2023. Their funding agreement ended January 31, 2023. The Board agreed to pay what was billed during their funding agreement period, which totals \$10,319.84.

*A motion was made by David McClinton and seconded by Vicki Clark to approve paying the invoices in the funding agreement time period. Motion carried.*



## VII. Monthly Funding Requests:

- a. **Swim Safe Forever**-the Board reviewed the 2023 summary of Swim Safe Forever's request for \$4500 to provide scholarships to 15 children taking survival based, self-rescue swimming lessons.  
*The Funding Committee made a motion to approve funding \$4500 to Swim Save Forever and Lori Wilson seconded that motion. Motion carried.*
- b. **D. Bradley Williams YMCA**-the Board reviewed the 2023 summary of the YMCA's request for \$20,000 in scholarship funds for youth swimmers (\$10,000 for YMCA Swim Lessons) and senior adults (\$10,000 supporting YMCA ForeverWell) to increase access to life-saving youth swim lessons and wellness activities for senior adults.  
*The Funding Committee made a motion to approve funding \$20,000 to the D. Bradley Williams YMCA and Christina Nash seconded that motion. Motion carried.*
- c. **Meals on Wheels - Montgomery County**-the Board reviewed the 2023 summary of MOW's funding request for \$125,000 to serve meals to disabled and homebound seniors and qualifying veterans.  
*The Funding Committee made a motion to approve funding \$125,000 to Meals on Wheels-Montgomery County and Tom Kikis seconded that motion. Motion carried.*
- d. **Lone Star College Foundation**-the Board first reviewed the letters submitted by the LSC Foundation.
  - **Refund Letter**-explained the need to return \$80,151.97 of their 2022 funding for unpurchased equipment for the LSC-Tomball Medical Laboratory program due to change in program management and determined needs.
  - **Extension letter**-requested an extension of the \$13,950 in scholarship funding received for the Dental Assistant Program that due to delays will not start until Fall 2023.  
*The Funding Committee made a motion to approve extending funding of the \$13950 in scholarship funding and Christina Nash seconded that motion. Motion carried.*

The Board reviewed the 2023 summary of LSC Foundation's request for \$241,782.18.

1. **\$188,842.18** in medical equipment for the Surgical Technology program, Nursing program, Medical Laboratory program, and Occupational Therapy program. The Board believes entities with their own revenue sources should fund their equipment and prefer to see TRHF funds go directly to students.  
*A motion was made by Christina Nash to deny the request for \$188,842.18 and Tom Kikis seconded the motion. Motion carried.*
2. **\$41,465.00** to fund testing fee scholarships for state and national licensing exams for Nursing, Surgical Technology, Pharmacy Technology and Occupational Therapy programs.  
*The Funding Committee made a motion to approve funding \$41,465.00 to LSC Foundation for testing fee scholarships and Latrelle Shannon seconded that motion. Motion carried.*

3. **\$11,475.00** to provide meningitis vaccines to 85 disadvantaged students.  
*The Funding Committee made a motion to approve funding \$11,475.00 to the LSC Foundation for meningitis vaccines and Danny Marburger seconded that motion. Motion carried.*

- e. **PTSD Foundation**-the Board reviewed the 2023 funding request for \$200,000.
  1. **Camp Hope Veterans-\$80,000** to assist and support 12 Tomball area Veterans suffering from combat related PTSD.
  2. **Medical Salary-\$50,000** for one Registered Nurse at Camp Hope.
  3. **The Ranch-\$10,000** for Peer Mentoring and Companion Care sessions.
  4. **Nutritional Program-\$60,000** to fund nutritional meals for Veterans enrolled in the Camp Hope Trauma Recovery Program.

The Board fully supports the work of the PTSD Foundation, but after reviewing their financial documents, it was decided there are other organizations in greater need of TRHF funding.

*The Funding Committee made a motion to deny funding \$200,000.00 to the PTSD Foundation of America and Lori Wilson seconded that motion. Motion carried.*

#### **VIII. NO CLOSED SESSION**

#### **IX. Adjournment**

Prior to adjournment

- Jeffrey thanked the Board for the SEP contributions.
- Jim wants to schedule strategic planning for this fall.
- Bill asked about setting aside funds for a potential new building.
- David will get a bid to mow our property.

*A motion was made by Tom Kikis to adjourn the meeting at 5:30 pm and seconded by Christina Nash. Motion carried.*



**Tom Kikis, Secretary**