

**Tomball Hospital Authority DBA Tomball Regional Health Foundation  
Board of Directors Minutes – February 22, 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

**Present Via Zoom:** Christina Nash, Margarete Yacoubian

**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:** Kevin Reed-Attorney with Reed Claymon  
Melissa Greer and Russell Kent-both representing Wells Fargo

- I. **Call to Order:** Jim Ross called the meeting to order at 4:05 pm and read the Foundation's Mission Statement.
- II. **Approval of Minutes:** January 25, 2023 Meeting Minutes were reviewed. A motion was made by Lori Wilson to accept the January Minutes and seconded by Jack Smith. Motion carried.
- III. **Community Input:** Randy Parr updated the Board that the cyberattack on the City of Tomball is mostly resolved with the majority of the data retrieved. He also notified the Board of the cessation of the SRO contract between the City and Tomball ISD.
- IV. **Monthly Financial Reports:**
  - A. Karla Velasquez reviewed the January 2023 Balance Sheet and Profit and Loss Sheet. Total assets as of January 31, 2023, were \$112,965,010.89. Expenses are under budget. A motion was made by Tom Kikis and seconded by Christina Nash to accept the January 2023 financials. Motion carried.
  - B. Wells Fargo reviewed the January portfolio summary. Russell Kent reported that the market is incredibly solid, but he does have concerns regarding the Federal Reserve. Bonds are making money at about 4 ½% and our portfolio is positioned well. Wells Fargo will give a more detailed report during the quarterly review in April.
  - C. Jeffrey explained the need to transfer \$750,000 from Wells Fargo to Frost Bank to cover the expected higher expenses in March which should include an invoice from the City of Tomball for \$490,000 to pay our portion of Matheson Park Project. A motion was made by Vicki Clark and seconded by Tom Kikis to approve moving \$750,000 from Wells Fargo to Frost Bank. Motion carried.
  - D. Jeffrey reported that he is working to revise the 2023 budget to reflect the new fiscal year.

- E. Jeffrey reviewed the Grant Category Expense Spreadsheet and asked the Board to give their thoughts and suggestions on the categories.

**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. Organizations currently requesting funding are being told to terminate the request as of December 31, 2023, to align with the new funding cycle. Starting in 2024, all funding cycles will begin January 1 and end December 31. This change may cause some organizations to have a shorter than normal funding cycle for 2023.
- D. Jeffrey presented the benefits of utilizing grant management software for information security, streamlining processes, efficiency to reduce the need for additional staff as we grow, historical accuracy, reporting, and fairness to our funding partners in fund distributions.  
Danny Marburger presented a motion to purchase grant management software not to exceed \$20,000 including a 2-year license and related training. Latrell Shannon seconded the motion. Motion carried.
- E. Jeffrey asked the Board to consider attending funding partner events such as the Lone Star College Scholarship Reception. Our funding partners would appreciate seeing Board involvement. Vicki asked for invitations to be sent out to the Board as Jeffrey receives them.
- F. Jeffrey reviewed the CEO Summary Report. He reported that we expect 100% attendance from the eleven organizations invited to attend tomorrow's Round Table Luncheon focused on children. He also informed the Board that Gary Kempker, Director of Meals on Wheels Montgomery County is retiring.

**VI. Monthly and Quarterly Reports for January 2023:**

TOMAGWA's January Financial Report was reviewed. They received \$39,953,13 for January expenses related to the dental clinic. Jeffrey reported that he had a very informative meeting with CFO, Stephen Hughes, and will continue to meet quarterly. Jeffrey reviewed TOMAGWA's FQHC timeline, and he will follow up with TOMAGWA regarding additional details on the timeline, date of the next accounting audit, and other accounting questions.

**VII. February Funding Requests:**

- A. **JoyRide Center**-Jeffrey reviewed the 2023 JoyRide Center funding request summary for \$51,960 for their P.R.E.P. Day program and \$12,000 for tuition assistance.  
The Funding Committee made a motion to approve funding \$63,960 for JoyRide Center. Tom Kikis seconded the motion. Motion carried.
- B. **Montgomery County Youth Services**-Jeffrey reviewed the 2023 Montgomery County Youth Services-Yes to Youth \$68,175 funding request to continue funding their bilingual behavioral health counselor for their Magnolia location.  
The Funding Committee made a motion to approve funding \$68,175 for Montgomery County Youth Services-Yes to Youth. Lori Wilson seconded the motion. Motion carried.

**C. Family Service Center of Houston**-Jeffrey reported that he needs additional time to review their request.

**D. PTSD Foundation**-Discussion ensued regarding the PTSD Foundation's invoicing related to their protein funding. Jeffrey will follow up with them and report back to the Board.

**VIII. Board to discuss funding 2022 employee SEP plan.**

This discussion occurred in Executive Session.

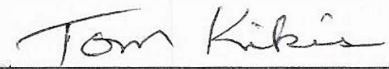
**IX. Closed Session**

The Board went into Executive Session at 5:34 pm to discuss matters subject to employment matters and came out of Executive Session at 5:52 pm.

A motion was made by Vicki Clark to fund the 2022 employee SEP plans at 7% and seconded by Bill Hogue. Motion carried.

**X. Adjournment**

A motion was made by Tom Kikis to adjourn the meeting at 5:53 pm and seconded by Vicki Clark. Motion carried.



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Tom Kikis, Secretary