

**Tomball Hospital Authority DBA Tomball Regional Health Foundation
Board of Directors Minutes – April 26, 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, Margarete Yacoubian

Present Via Zoom: Christina Nash

Absent: None

Also, Present: Jeffrey Klein-CEO, Sarah Dill-Administrative Manager, Randall Parr-Tomball City Council Liaison, Karla Velasquez-Myrtle Cruz, Melissa Greer, Paul LeBouef, and Russell Kent-all representing Wells Fargo

Also, Present Via Zoom: Robert Spurck-Attorney with Reed Claymon

I. Call to Order: Jim Ross called the meeting to order at 4:01 pm and read the Foundation’s Mission Statement.

II. Approval of Minutes: March 29, 2023, Meeting Minutes were reviewed.
A motion was made by Jack Smith to accept the March Minutes and seconded by Latrell Shannon. Motion carried.

III. Community Input: No community input.

IV. Monthly Financial Reports:

A. Karla Velasquez reviewed the March 2023 Balance Sheet and Profit and Loss Sheet. Total assets as of March 31, 2023, were \$113,045,885.28. Expenses are under budget. Jeffrey reviewed the cash report.

A motion was made by Lori Wilson and seconded by Tom Kikis to accept the March 2023 financials. Motion carried.

B. Wells Fargo gave the quarterly portfolio review. The portfolio is up 8.18% for the quarter and up about 7% since inception, May 2016. 10-year bonds have settled at 3.5% and the interest rate is currently stable. Equities are up 11.4% due to the rebound in technology and the increase in international markets. Regarding the economy, expect another .25 basis point increase from the Federal Reserve. Inflation is still high at 4.5%. Recession is not expected to be as bad as anticipated. The market is 6-9 months ahead, so the damage was seen last year. Our portfolio is extremely diversified and defensively positioned.

Jeffrey requested the monthly funds transfer of \$250,0000 from Wells Fargo to Frost Bank for Monday, May 1, 2023.

A motion was made by Vicki Clark and seconded by Tom Kikis to approve a transfer of \$250,000 from Wells Fargo to Frost Bank. Motion carried.

- C. The first quarter Reed Claymon legal invoice for \$7179.50 was reviewed.
A motion was made by Jack Smith and seconded by Danny Marburger to approve the Reed Claymon legal invoice for \$7179.50. Motion carried.
- D. Jeffrey reviewed the revised Spend Rate Calculation report. With the addition of March 2023 numbers, there is \$68,540 more available to spend using a 4% spend rate. The current total yearly spend rate before expenses is \$4,680,622.77.
- E. Jeffrey reviewed the Project Funding Summary spreadsheet. We are currently projecting to still have \$821,232.23 available to spend this year at the 4% spend rate.

V. CEO Summary Report:

- A. **Grant Management Software (Foundant) update**-Jeffrey and Sarah have completed 4 weeks of training working through the online courses and meeting weekly with Foundant's implementation specialist. The Letter of Interest (LOI) and application are in draft form. Follow-up reports are being created.
- B. **Dates and process for 2023 funding requests**-The Letter of Interest (LOI) window will open in June and close in July 2023. The team will take a few weeks to review LOIs and notify organizations of their approval status. Applications will be accepted in August and September, reviewed in October and November to go to the Board for approval in November. Funding agreements will be sent in December.
- C. **Social media and website improvements**-Facebook and Instagram are live, and our audience is growing. Sarah is making small updates to the website, but learning the new grant management database is the priority.
- D. **Property maintenance bid**-the Board reviewed the bid from FELLCO. A request was made to get a more detailed estimate on property maintenance after the initial underbrush and mowing.
A motion was made by Vicki Clark and seconded by Lori Wilson to approve the FELLCO bid for \$1925. Motion carried.
- E. **Executive Team Engagement Summary**
 - Jeffrey reported that he was seated by the Executive Directors of NAM and Shield Bearer during their luncheons. He attributed this to how favorably TRHF is viewed for its support.
 - Jeffrey met Tom Brown, Grants Director of the Hamill Foundation, at the NAM luncheon and is planning to meet again in May to discuss ways to collaborate.
 - The next round table luncheon is May 4th with a Special Needs focus. 25 attendees are confirmed with a few more expected. Precincts 3 and 4 will be represented.
 - Jeffrey had a good quarterly meeting with Stephen Hughes from TOMAGWA. Their audit should be ready soon.
 - Jeffrey met with Pastor Richard Jennings with River of Praise Church regarding the community center they are building. Pastor Jennings wants TRHF to be aware of the future resource to the community.
 - Moving Waters has been paying to store their trailers. Jeffrey connected them with Pastor Jennings as a possible storage location. That connection will result in Moving Waters having a free place to store their trailers at a \$3000 cost savings.

-Jeffrey and Sarah visited with Cy-Hope and are very impressed with their operation and anticipate them requesting funding soon.

VI. Monthly and Quarterly Reports for March 2023:

- A. **TOMAGWA's March Financial Report** was reviewed. They received \$41,458.53 for March expenses related to the dental clinic. Jeffrey had a good meeting with Stephen Hughes. Financials are looking good, and he reported their audit is almost complete. TOMAGWA is not renewing some of their leased space because they need to expand into those areas. Tom toured TOMAGWA with Darrell Pile and was very impressed with their clinic.
- B. **JoyRide**- submitted a report on the progress of their Veteran's program. They are not on track to spend the funds they were granted for the program. They asked to use the funding to expand their Veteran's program from a ground only program to also include therapeutic riding. They reconsidered and instead will include that in their next funding request.
- C. **Kailee Mills** is not moving along as expected in utilizing their funding. Jeffrey is working with them.

VII. Monthly Funding Requests:

- A. **Society of Samaritans (SOS)**-the Board reviewed the 2023 summary of SOS's request for \$40,000 to provide hygiene bags for CareFest and Christmas and for 425 cleaning supply kits. The funding agreement will end December 31, 2023, and will be paid out upon invoice. *The Funding Committee made a motion to approve funding \$40,000 to SOS and Tom Kikis seconded the motion. Motion carried.*
- B. **Reach Unlimited**-the Board reviewed the 2023 funding request summary for \$5967.54 to fund twenty-three electronic tablets with protective cases to be used in the group homes, and one Philips Heart Start AED with a protective all-weather case to be installed between the baseball field and green house. *The Funding Committee made a motion to approve funding \$5967.54 to Reach Unlimited and Lori Wilson seconded the motion. Motion carried.*
- C. **CASA Child Advocates of Montgomery County**-the Board reviewed the 2023 summary of CASA's funding request for \$10,000 to help fund Trust Based Relational Intervention (TRBI) training materials for staff and parents of Magnolia ISD. *The Funding Committee made a motion to approve funding \$10,000 to CASA and Margarete Yacoubian seconded the motion. Motion carried.*
- D. **Care Net Pregnancy Center**-the Board reviewed Care Net's funding request for \$16,575 for ultrasound training for new staff and volunteer RNs and for annual skills and review training for existing staff and volunteer RNs. *The Funding Committee made a motion to approve funding \$16,575 to Care Net and Jack Smith seconded the motion. Motion carried.*
- E. **American Heart Association**-the Board reviewed the summary of AHA's request for \$82,258 to fund four projects to be completed by December 31, 2023, that includes 600 CPR anytime "take home" kits, 250 CPR Anytime Infant kits, 26 CPR & First Aid Anywhere training kits, and 10 CPR & First Aid Youth Sports Kits.

Vicki Clark made a motion to table the discussion and Latrell Shannon seconded the motion. No action taken. Jeffrey is to ask additional questions of AHA.

- F. Family Service Center of Houston – Mental Health Services – Discussion**-Jeffrey reported to the Board that Family Service Center of Houston is looking to expand their mental health services to our region. They are heavily funded by the United Way. The Board agreed they were not to be considered for funding in that they seemed very well funded at this time.
- G. Retired Senior Volunteer Program (JCC) – Senior Care Services-Discussion**-Jeffrey reported to the Board that RSVP is looking to expand their services to our region. The Board said they would like to see them come to us once they are established in our area.

VIII. NO CLOSED SESSION

IX. Adjournment

Prior to adjournment

- Jeffrey asked the Board if the next meeting scheduled for May 24, 2023, could be changed to May 23, 2023, due to Jim's Tomball ISD retirement party.

A motion was made by Vicki Clark and seconded by Jack Smith to move the next TRHF Board meeting to Tuesday, May 23, 2023. Motion carried.

- It was the Board consensus that Jeffrey should gather information from other financial institutions regarding our TRHF portfolio considering recent layoffs at Wells Fargo. Discussion of the portfolio is to be placed on the May Agenda.

A motion was made by Tom Kikis to adjourn the meeting at 5:32 pm and seconded by Vicki Clark. Motion carried.



Tom Kikis, Secretary