

**Tomball Hospital Authority DBA Tomball Regional Health Foundation
Board of Directors Minutes – June 28, 2023**

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

Present Via Zoom:

Absent: Bill Hogue

Also, Present: Jeffrey Klein-CEO, Sarah Dill-Administrative Manager, Karla Velasquez-Myrtle Cruz

Also, Present Via Zoom: Russell Kent-Wells Fargo, Kevin Reed-Attorney with Reed Claymon

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: May 23, 2023, Meeting Minutes were reviewed. *A motion was made by Vicki Clark to accept the May Minutes and seconded by Jack Smith. Motion carried.*

III. Community Input: No community input.

IV. Monthly Financial Reports:

A. Karla Velasquez reviewed the May 2023 Balance Sheet and Profit and Loss Sheet. Total assets as of May 31, 2023, were \$114,505,194.01. Expenses are under budget. Jeffrey reviewed the larger funding payments on the cash report. He also reported that the Wells Fargo account closed for the day at about \$116,903,000.

A motion was made by Christina Nash and seconded by Lori Wilson to accept the May 2023 financials. Motion carried.

B. Russell Kent with Wells Fargo reviewed the May Portfolio. The total portfolio is up 10.25% year to date and up 3.5% for the month of June. He pointed out that for the first time, TRHF moved assets into cash, which was a good decision with money being made. He also stated it is still a tough market to navigate. Our portfolio is positioned nicely to move up, but cautiously positioned if the market moves down. A mild recession is forecasted. He reassured the board that our portfolio is positioned conservatively in accordance with the TRHF Investment Policy, and that Wells Fargo can move quickly if adjustments need to be made.

Jeffrey requested the monthly funds transfer of \$150,000 from Wells Fargo to Frost Bank on July 10th.

A motion was made by Vicki Clark and seconded by Christina Nash to approve transferring \$150,000 from Wells Fargo to Frost Bank on July 10th. Motion carried.

C. Jeffrey reviewed the Project Funding Summary Spreadsheet. The current spending projection is \$3.2 million, leaving approximately \$894,000 in funding to allocate for 2023.

V. CEO Summary Report:

- A. **Grant Management Software (Foundant)**-Sarah reported the roll out of the new database went smoothly. Fifteen Letters of Interest have been submitted with twenty-one in the pipeline. Just a few organizations have not started their LOIs. There have been questions from our partners, but all minor and easy to address.
- B. **Current Building Lease**-Jeffrey met with Bruce Hillegeist, and Bruce confirmed that our lease will expire October 2024. The Tomball Economic Development Corporation needs additional space and wants to expand into the office we currently occupy, so our lease can only be extended for six months to maybe a year. Jeffrey emphasized that the Board needs to start the process to make future building plans.
- C. **Property Maintenance**-Jeffrey informed the Board that seven Eastern Red Cedar trees have been cut down on our property. Jeffrey reported this to the Tomball Police Department. An investigation has been opened. According to the police report, the cut trees are worth \$5,600. Jeffrey posted the property as private property. Tomball PD is looking for camera footage from their patrol cars that might show suspicious vehicles or trailers.
- D. **2023 Funding Agreement Extensions for Key Funding Partners**-Jeffrey reported that all contract extension agreements have been sent. They will be brought before the Board at the July meeting.
- E. **Training for Staff**-Per the Board's request, Jeffrey acquired a sample agenda and a list of members from Philanthropy Southwest. Jeffrey also mentioned that this organization offers opportunities for Continuing Professional Education credits for CPA's and CFP's. Annual dues would be approximately \$2500 based off our annual giving. Training events and conferences are reasonably priced. He would like Sarah to attend the new foundation employee conference in Ardmore, Oklahoma in August at a cost of \$149. Jeffrey would like to attend the 75th Annual Conference that will be held in Bastrop in October. This is well within the \$9,000 training budget. Kevin Reed is familiar with the organization and voiced his support.

A motion was made by Lori Wilson and seconded by Tom Kikis to approve TRHF joining Philanthropy Southwest and for Sarah and Jeffrey to participate in their training events. Motion carried.

- F. **Blumberg Ribner, Inc. email concerning SSI Percentage**-The Board reviewed the email from legal counsel, Kevin Reed, and agreed with Kevin's recommendation to allow Blumberg Ribner, Inc. to represent TRHF using Kevin's revised wording to avoid inadvertently agreeing to other future representation.

A motion was made by Tom Kikis and seconded by Christina Nash to approve allowing Blumberg Ribner, Inc. to represent TRHF regarding the revised settlements for the SSI Fraction and/or SSI Recalculations for Tomball Hospital Authority for Fiscal Years 2004 and prior, specifically FYs 1983, 1991, and 1993. Motion carried.

- G. **Executive Team Engagement Summary**-Jeffrey gave an overview of the GTACC Health & Wellness Alliance luncheon that we fund. Attendance is low and primarily repeat attenders. The time of the luncheon was brought up as an issue for professionals to attend. Kevin Reed said he has a client who does something similar but from Noon-12:50. Jeffrey will schedule a meeting with the Health and Wellness Alliance to discuss changes to attract more people.

VI. Board Vacancy.

- A. Accept Nominations from Nominating Committee-** T.J. Tijerina is the recommendation from the Nominating Committee. The Board reviewed the Nominating Committee Minutes and T.J.'s bio. Jeffrey pointed out T.J.'s strong financial background, his connection to our region having grown up and attended high school in the area, community involvement, history of service related to healthcare, and professionally as he has credit union locations throughout our service area. Lori Wilson asked the Board to consider Dr. Ewan Johnson considering his experience and that we do not have a medical doctor on the Board. Danny Marburger, Nominating Committee Chair, appreciated the recommendation but expressed T.J.'s representation of the Magnolia area and finance experience as key reasons why the Nominating Committee felt that TJ was a better fit for the Board at this time.

A motion was made by Christina Nash and seconded by Lori Wilson to approve the election of T.J. Tijerina to the position vacated by David McClinton on the Tomball Regional Health Foundation Board of Directors. Motion carried unanimously.

- B. Committee Assignments and Goals-**In preparation for reassigning committee appointments in August, a survey was sent out to members of the Board. Jeffrey encouraged the Board to complete those surveys. Jeffrey also reached out to David Esquivel, Tomball City Manager, regarding starting communication about city appointees. Upon receipt of the surveys, Danny will call a meeting of the nominating committee to help determine 2023-2024 board positions.

VII. Monthly and Quarterly Reports for April 2023:

- A. TOMAGWA's May Financial Report** was reviewed. They received \$46,658.27 for May dental expenses. FQHC is on target. Jeffrey will have his quarterly meeting with TOMAGWA's CFO, Stephen Hughes, in July to review their audit and financials. The team spoke to Kristy Salinas at the Health and Wellness luncheon, and she was very pleased to report they have an oral surgeon volunteering once a month and have an OB/Gyn volunteering.
- B. American Heart Association Luncheon-** AHA was very receptive to our request to focus on engaging our community partners. They hosted a Lunch-and-Learn in the TRHF office to meet with some of our local partner organizations.
- C. Lone Star College Gratitude Report-**Jeffrey reviewed the highlights of the LSC Foundation gratitude report PowerPoint presentation and mentioned the article on the TRHF in the Lone Star College Magazine.

VIII. Monthly Funding Requests:

- A. Boys and Girls Country-** the Board reviewed the 2023 summary of Boys and Girls Country request for \$25,000 to provide medical, dental, vision, and mental health care for children who reside at BGC for the period of October 1, 2022, to September 30, 2023. TRHF has historically approved BGC funding that applied to the previous year, and Jeffrey proposed options to correct this to the current year. The option to fund \$6,250 for October through December was agreed upon as best to move BGC's funding in line with our other partner organizations.

The Funding Committee made a motion to approve funding \$6,250 to Boys and Girls Country for October-December 2023 and Lori Wilson seconded the motion. Motion carried.

- B. Inspiration Ranch-** the Board reviewed the 2023 summary of Inspiration Ranch's request for \$94,545 to support Equine-Assisted Therapeutic Riding Program scholarships for clients within the TRHF service area. Funding would cover the \$191 per session gap for 45 clients for the period of August 1 to December 31, 2023.

The Funding Committee made a motion to approve funding \$94,545 to Inspiration Ranch and Margarette Yacoubian seconded the motion. Motion carried.

- C. Families Feeding Families-** the Board reviewed the 2023 summary of Families Feeding Families' request for \$17,550 to provide 1350 Thanksgiving meals at \$13 per plate. They anticipate serving 3000 to 3200 hot meals this year.

The Funding Committee made a motion to approve funding \$17,550 to Families Feeding Families and Jack Smith seconded the motion. Motion carried.

- D. Tomball ISD-**the Board reviewed TISD's request for four projects totaling \$160,267.

- **Restore Instruct Support Educate (RISE)-**\$65,000 for substance use/abuse screening and intervention, campus-based mental health services district-wide for all students and includes training sessions for parents.
- **1,000 Stop the Bleed Kits-**\$49,574 would allow the district to provide kits to every classroom. Currently kits are located throughout each school, but not in each classroom.
- **Spot Vital Signs 4400 Devices-**\$10,500 to purchase three portable devices to capture a patient's vitals automatically allowing a school nurse to manage an emergency without having to pause care to repeatedly monitor vital signs. This would be the first phase of the rollout to evaluate the effectiveness and need throughout the district.
- **Eye-Gaze Devices-**\$35,193 to purchase four devices that address a continuum of need for students with complex communication challenges. Specialized assistive technology evaluation is required to determine exactly what assistive technology tools are needed. Once evaluated, Medicaid and private insurance will provide a student with a permanent device. Currently, TISD is loaned a device for a 30-day period. The positives of owning their own device would be immediate evaluation and a longer evaluation period if required.

The Funding Committee discussed only funding the RISE Program since the school district, has a tax base that should allow it to fund its own equipment purchases.

A motion was made by Lori Wilson to approve funding \$65,000 to Tomball ISD for the RISE Program and Tom Kikis seconded the motion. Motion carried. Jim Ross, abstained.

- E. Disaster Rapid Response Fund-** Jeffrey asked the Board to consider creating a specially designated fund to provide immediate relief to the community in the event there is a natural disaster. This would allow TRHF to move quickly without waiting for the Board to convene. The Funding Committee suggested a \$25,000 maximum. Jim asked if this is something we should also consider for Waller and Magnolia. The Board was in favor of this. Jeffrey will get with the Emergency Management departments of each city to gather information.

IX. Additional Items:

- A. Insurance Renewal**-Jeffrey reached out to Jo Stevenson with Higginbotham Ins. to begin conversations about our policy renewal that is due in October. He also had a phone conference for comparison with another agency that was recommended by Metrocrest. Both firms indicated that they will be offer bids at the August board meeting.
- B. Christina Meeting Remotely**-Christina announced she is returning to Point Barrow, Alaska. She would need to meet remotely for about 6 meetings. This would be her last year working in Alaska. The Board agreed this was acceptable.

X. NO CLOSED SESSION

XI. Adjournment

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



Tom Kikis, Secretary