

**Tomball Hospital Authority DBA Tomball Regional Health Foundation  
Board of Directors Minutes – August 23, 2023**

**Present:** Jim Ross-Chairman, Jack Smith-Vice Chairman, Tom Kikis-Secretary, Bill Hogue, Danny Marburger, Margarett Yacoubian, TJ Tijerina, Sharon Frank

**Present Via Zoom:** Christina Nash, Lori Wilson

**Absent:** Vicki Clark

**Also, Present:** Jeffrey Klein-CEO, Sarah Dill-Administrative Manager, Jo Stephenson-Higginbotham Insurance

**Also, Present Via Zoom:** Kevin Reed-Attorney with Reed Claymon  
Paul LeBouef, Russell Kent, Melissa Greer - with 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:** June 28, 2023, Board Meeting Minutes were reviewed.  
*A motion was made by Jack Smith to accept the June Minutes and seconded by Tom Kikis. Motion carried.*

**III. Community Input:** No community input.

**IV. Board Appointments:**

**A. Administer Oath to New Board Members-**On August 21, 2023, the City of Tomball re-appointed Jim Ross to Position 4 and newly appointed Sharon Frank to Position 2. As indicated in the June 28, 2023, Board Meeting Minutes, TJ Tijerina was elected to the TRHF Board of Directors. Directors Jack Smith and Bill Hogue's terms expire in 2023.  
*A motion was made by Danny Marburger and seconded by Maggie Yacoubian to elect Jack Smith and Bill Hogue to another 2-year term on the Tomball Regional Health Foundation Board of Directors. Motion carried.*

Notary Public of the State of Texas, Victoria Leigh Gleason, administered the Oath of Office to Jim Ross, Sharon Frank, TJ Tijerina, Jack Smith, and Bill Hogue.

**B. Approve 2023-24 committee assignments-**the Board reviewed the Nominating Committee Meeting Minutes and their recommendations of appointments to the following committees:

**Executive Committee-**Jim Ross-Chairman, Tom Kikis-Vice Chairman, Christina Nash-Treasurer, Vicki Clark-Secretary

**Finance Committee-**Tom Kikis, Jim Ross, Jack Smith, TJ Tijerina

**Funding Committee-**Jim Ross, Lori Wilson, Vicki Clark, Sharon Frank

**Nominating Committee-**Danny Marburger, Bill Hogue, Christina Nash, Maggie Yacoubian

*A motion was made by Danny Marburger and seconded by Lori Wilson to accept the committee assignments as presented by the Nominating Committee. Motion carried.*

- C. **Former TRHF Board Member recognition**-the Board approved the gift design for Latrell Shannon and will determine the best way to present to her.

#### V. Monthly Financial Reports:

- A. **Financials**-Jeffrey Klein reviewed the July 2023 Balance Sheet and Profit and Loss Sheet. Total assets as of July 31, 2023, were \$121,730,821. Expenses are \$52,000 under budget. Jeffrey also reviewed the cash report.

*A motion was made by Tom Kikis and seconded by Sharon Frank to accept the July 2023 financials. Motion carried.*

- B. **Wells Fargo** reviewed the July Portfolio. Russell Kent reported that the portfolio is up 17.88% for the year as of July 31, 2023. In response to the interest rate increases, our portfolio is down through today but up 7.74% since 2016 inception. Jeffrey asked if Wells Fargo is comfortable with our mix of cash and bonds and Russell responded that they are. TJ Tijerina questioned the specifics of our Money Market holdings. Russell will send a more detailed report.

Jeffrey requested the monthly funds transfer of \$250,000 from Wells Fargo to Frost Bank be made on September 1, 2023.

*A motion was made by Tom Kikis and seconded by Jim Ross to approve moving \$250,000 from Wells Fargo to Frost Bank on September 1, 2023. Motion carried.*

- C. **Project Funding Update**-Jeffrey reviewed the Project Funding Summary spreadsheet. The current spending projection is \$3.4 million, leaving \$727,860 to fund using a 4% spend rate.

#### VI. CEO Report:

- A. **Insurance proposal for annual renewal**-Jo Stevenson with Higginbotham and Rob Wilson with Fortis reviewed their Insurance Proposals.

**Higginbotham's** expiring policy totaled \$31,827. The renewal total decreased to \$18,647 due to a decrease in Management Liability coverage. Considering the decrease in cost, Jeffrey asked Higginbotham to propose a package that included a \$5 million Directors & Officers (D&O) coverage in place of the \$2 million coverage of our current policy. That increased the premium to \$24,140. The Board requested that Jo obtain information on Cyber Security coverage and increasing the Property policy.

**Fortis's** proposal was \$23,067.24 for a policy that includes \$2 million in D&O coverage and a \$935 Cyber Liability policy. Rob will get a more detailed explanation of the Cyber policy and a quote that includes a \$5 million D&O policy.

No decisions were made at this time and the Board will discuss this further at the September Board meeting.

- B. **2023 audit engagement letter**-The Board reviewed the audit engagement letter from Weaver that was previously approved by the Executive Committee on August 15, 2023.

- C. **TRHF population served by zip code data**-Jeffrey reviewed the population by zip code data he collected from the 2020 U.S. Census and the new zip code map.

- D. Executive Team Engagement Summary**-Jeffrey presented the summary for review. He pointed out that he attended the Health & Wellness Expo at Tomball Night and was pleased by the turn out. He reported to the Board that the next Funding Partner Roundtable is August 30<sup>th</sup> and will focus on mental health needs. He also reported that our applicants have had very favorable responses to our new Foundant database. 42 Letters of Interest were submitted and are now in the application phase. Jack Smith questioned the meeting the team had with ESD 8, and Jeffrey explained that Lori Wilson connected us as potential partners to support their scholarship program for EMT students in Tomball and Klein ISD.
- E. Annual Meeting Presentation**-Jeffrey presented a PowerPoint of our past year that included an overview of financials showing increased funding, decreased expenses, and improved investment performance; accomplishments including roundtables, community engagement, and office improvements; and concluded with goals.

#### **VII. Monthly and Quarterly Reports for April 2023:**

- A. TOMAGWA**-July invoices were available for review, but the July financial packet was not yet available. Jeffrey reported that TOMAGWA has improved its financial position from last year and they are on track for their FQHC visit in early September.

#### **VIII. Monthly Funding Requests:**

- A. Concordia Lutheran High School** submitted a request for \$16,652 to provide support for Adolescent Mental Health Programs (\$5,225), School Safety/Wellbeing Initiatives (\$8,877), and Substance Abuse and Vape Prevention initiatives (\$2,560) for the period of August 1, 2023-December 31, 2023. The Board reviewed their request and excluded the \$325 for academic success booklets, \$6390 for the Ground Force Barriers, the CrisisGo safety system for \$2587, and the \$2560 Substance Abuse & Vape Prevention program. The Board felt like these items did not fall under the mission of the TRHF.

*A motion was made by Christina Nash and seconded by Tom Kikis to approve funding Concordia Lutheran High School \$4900 for the period of August 1, 2023, to December 31, 2023, for the Jimmy Cabrera presentation, September Suicide Awareness Month materials, Eating Disorder presentation, and the Suicide Awareness parent and community education presentation. Motion carried.*

- B. Ruby's Home for Good** is requesting \$5,790 in funding to support wellness and mental health ground programs centered around horses. They are requesting \$4342.50 for the Veteran's Program and \$1477.50 for the Youth Program. Both are offered during 8-week sessions beginning September 30 and ending November 18, 2023. Jeffrey recommended \$4320 for the Veteran's Program and \$1440 for the Youth Program.

*The Funding Committee made a motion to fund Ruby's Home for Good \$5760 for the period of September 30, 2023, to December 31, 2023, and Jack Smith seconded the motion. Motion carried.*

- C. Contract Extensions** were sent to organizations whose agreements expire in the 4<sup>th</sup> quarter of the year to bridge the gap with the new funding window process that begins January 1, 2024.

- AsSalam Clinic-maximum \$7500
- Inspiring Possibilities-maximum of \$6655 per month
- Psychiatry of Texas-maximum of \$46,408.16
- Shield Bearer-maximum of \$22,000
- TEAM-maximum of \$23,750
- TOMAGWA-maximum of \$49,470.41 per month
- Waller Pregnancy Center-\$11,775

*The Funding Committee made a motion to approve the 2023 contract extensions as written and TJ Tijerina seconded the motion. Motion carried.*

**D. Disaster Rapid Response Fund** was not discussed.

**IX. Additional Items:**

**Kailee Mills**-Jeffrey informed the Board that he is staying in communication with the Kailee Mills Foundation to assist them in completing their project so we can fund them according to their funding agreement.

**X. CLOSED SESSION:**

The Board went into closed session at 6:30 pm to deliberate the evaluation, duties, and employment of the Authority CEO and the Authority Administrative Manager.

**XI. OPEN SESSION:**

The Board came back into open session at 7:00 pm.

**XII. Adjournment**

*A motion was made by Sharon Frank to adjourn the meeting at 7:00 pm and seconded by Danny Marburger. Motion carried.*

  
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**Tom Kikis, Secretary**