

**Tomball Hospital Authority
Board of Directors
April 22, 2020**

Present:

**Vicki Clark, Chairman
Tom Kikis, Secretary
Jim Ross, Treasurer
Bill Hogue
Danny Marburger
David McClinton
Christina Nash
Latrell Shannon
Lori Wilson**

Absent:

**Jack Smith, VP
Steve Vaughan**

Also Present:

**Lynn LeBouef (CEO)
Marilyn Kinyo (CAO)
Robert Spurck (Reed, Claymon, Meeker & Hargett)
Karla Velasquez (Myrtle Cruz)
Russell Kent (Wells Fargo)
Melissa Greer (Wells Fargo)
Angela Caraway (Wells Fargo)**

Tomball Hospital Authority Board Meeting

1. Call to Order
 - A. Vicki Clark, President of the Board, called the meeting to order at 4:02P.M. CST on Wednesday, April 22, 2020. Roll call was taken due to this meeting taking place telephonically. Lynn LeBouef read the Foundation's Mission Statement.
2. Approval of minutes from the March 25, 2020 board meeting. A motion was made by David McClinton and was seconded by Tom Kikis to approve the board meeting minutes from the March 25, 2020. The motion was unanimously passed.
3. Community Input – No report for this month.
4. Financial Report
 - A. Financial Summary

An update on the March 31, 2020 financials was given by Karla Velasquez. She reviewed the balance sheet - cash total \$414,879.03, investments were down for this month to \$91,039,369.56, with a total for the month of \$91,454,248.59 for March 2020. Total liabilities and equities for the month were \$91,548,089.05. Karla went on to review the P&L statement. Total income of \$1,825,315.27 total expenses of \$427,452.36 and net ordinary income of \$1,397,862.91, net income of \$-10,097,263.59. Marilyn Kinyo presented and reviewed the cash report for March 2020. The major expenses for the month were to Tomball Pregnancy Center and TOMAGWA dental and grant writer salaries and January and February dental supplies, Creative Risk Q2 payment and February claims, Meals on Wheels MC Q4 payment. Lynn went on to report on the P&L Budget performance was \$699,865.27 over budget on income and \$6,269,291.06 over budget on expenses. A motion was made by Vicki Clark and seconded by Latrell Shannon to approve the March 2020 financials as presented. The motion was unanimously passed. A motion was made to authorize Lynn to make a transfer from the

investment account to the operational account to replenish funds for projects by Tom Kikis and was seconded by Danny Marburger. The motion carried unanimously.

- B. Legal Bills – The legal bills from Reed, Claymon for March 2020 were reviewed by the Board. The invoices from Reed, Claymon was in the amount of \$1,695.00. A motion to approve the legal invoices for March 2020 in the amount of \$1,695.00 was made by Tom Kikis and was seconded by David McClinton. The motion passed unanimously.
 - C. Annual Review of Investment Policy for both Wells Fargo and TRHF. Russell Kent addressed the board about a couple of changes on the Investment Policy with Wells Fargo. Allocations should be on page 1 of 3 in Exhibit A so they match the IPS. Kevin Reed suggested that this be sent back to the Finance Committee to review and tighten up the verbiage on protection of assets and interests. He feels that both TRHF's Investment Policy's and Wells Fargo's language should correspond to one another. This item will be tabled until the finance committee to have time to review and meet in person to make sure that they are comfortable with the language in both.
5. Wells Fargo Investment Q1 Report by Russell Kent - As of 3/31/2020 – Year to Date performance is -13.34% with portfolio value of \$91,083,770. As of end of business 4/22/2020 portfolio value was estimated at \$95,500,000. Tactical changes being made in the portfolio are a follow:
- Trimming Emerging Market and Developed International Equities by approximately 4% and redeploying this cash into US Large Capitalization stocks.
 - Trimming Emerging Market Debt by approximately 2% and buying High Yield Bonds.
6. TOMAGWA
- A. Monthly Dental update for March 2020 was presented to the board. They budgeted to see 333 patients and actually saw 409 patients. No action required this month.
7. April 2020 Funding Applications
- A. Be an Angel – They are requesting \$30,000 to fund the two-week summer respite camp in Tomball ISD for 100 medically fragile special needs children. This is a great program and the committee is in favor of funding it, but would like a per camper count if it takes place to justify the costs and no payment made until we know it will take place. This is due to the COVID-19 closures and nothing to do with the organization. A motion to approve was made by the Funding Committee and was seconded by Vicki Clark. The motion carried unanimously.
 - B. TEAM Dental – They are requesting \$75,000 in financial assistance for emergency dental care for low-income seniors and adults. This has been a great service to the community members that do not or can't get into TOMAGWA. A motion to approve was made by Funding Committee and was seconded by Tom Kikis. The motion carried unanimously.
 - C. Senior Rides and More – They are requesting \$2,500 for the special transportation program over the next 12 months. This program provides direct services by allowing them to get to their medical appointments via yellow cab or Lyft Ride share service when a volunteer is not available to assist. The committee discussed what a wonderful organization this is. A motion was made by Funding Committee to approve this request and was seconded by David McClinton. The motion carried unanimously.
 - D. Tomball Pregnancy Center was granted funding earlier in the year for the salary for a nurse practitioner and a registered nurse. They have implemented a telehealth system where they can help our clients and patients online. They would like to use the approved funding to add more hours to my existing RDMS (her name is Lori Hudgins) from the approved nurse funding? They haven't been able to hire a new nurse because of the current situation with Covid-e19. She has an extensive background but is not an RN. A motion was made by Christina Nash and was seconded by Danny Marburger. The motion carried eight for and no against. Vicki Clark abstained.
8. Quarterly Reports
- A. Inspiring Possibilities – They presented their payment for March 2020 in the amount of \$5,708.00. The invoice was for scholarships, education/training as well as support specialist/behavioral tech. They

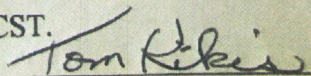
had to suspend the classes mid-May and have gone to telephonic classes. They have set up private online lessons and as of the report time 5 students have taken advantage of this option, they have also posted classes online that can be taken independently. They can not see if anyone has taken advantage of these. After further discussion and review of the shelter in place report the board decided to approve to pay all invoice until March 13th when everything had to close down because of Covid-19. A motion to pay all invoices for half month of the month was made by David McClinton and was seconded by Bill Hogue. The motion carried unanimously.

- B. NAM Meals on Wheels Q1 report – In Q1 NAM served over 160 clients 8071 nutritious hot meals, 505 frozen meals, 6705 breakfasts, 2540 shelf stable meals as well as medical supplies to clients such as incontinence supplies, disinfectant wipes, reaching aid, tub rail, cane, shower chairs, bed rails, rollator, bed pads, etc. A motion to approve the payment in the amount of \$48,250.00 was made by Tom Kikis and seconded by Christina Nash. The motion passed unanimously.
- C. Swim Safe Forever – We presented their Q4 report for the board to review. No action is required.
- D. Montgomery County Youth Services – The Q1 report was presented to the board for review. They saw 241 Hours of Direct Services in the Magnolia Office. Ivette Gonzalez provided services to 8 new unduplicated clients in Magnolia during this period. She served 99 youth and their family members, serving a total of 120 unique individuals. They served clients through family sessions (60 sessions for 75 hours), youth individual sessions (82 sessions for 81 hours), youth skills groups (78 sessions for 70 hours with 69 attendees at five different campuses), and initial intake sessions (7 sessions, 15 hours). A motion to approve the \$7,500 Q1 invoice to Montgomery County Youth Services by Vicki Clark and was seconded by Tom Kikis. The motion carried unanimously.
- E. TOMAGWA – They closed their door to patients on March 17th because of COVID-19. As a result, they began doing telemedicine and delivering prescriptions. They have reached out to a great deal of customers by phone and email. We asked for a breakdown of the March numbers presented. They said there were 48 emergency patient contacts. An emergency virtual contact was limited to patients with acute conditions such as fever, pain, swelling and signs of infection. Treatment ranged from writing prescription medication for antibiotics to pain management protocols and pain medication prescriptions to advising patients on temporary solutions to temporary crowns that have become uncemented, and developing and implementing treatment plans for moderate to life-threatening emergency conditions – all required by Texas law under covid-19 rules to be performed by a dentist. After discussing the salary costs, grant writer salary as well as dental staff the board made the following decision. A motion was made to pay the grant writer salary and supplies as presented as well as the first of the months dental staff's salaries. The total came to \$38,219.17. A motion was made by David McClinton and was seconded by Tom Kikis. The motion passed unanimously.

As an FYI Lynn LeBouef let the board know that Commissioner Cagle's office will be coming to us for the COVID-19 testing that is currently taking place in Tomball.

Adjournment

There being no further business, the meeting was adjourned at approximately 4:57PM CST.



Tom Kikis, Secretary