

**Tomball Hospital Authority
Board of Directors
January 24, 2018**

Present: **Jack Smith, Chairman**
 Vicki Clark, VP
 Tom Kikis, Secretary
 Danny Marburger
 Ralph Foxworthy
 Bill Hogue
 Jim Ross
 Latrell Shannon
 Lori Wilson

Absent:
Jerry Till
Steve Vaughan
Vincent Norris

Also Present: **Marilyn Kinyo (Chief Administrative Officer)**
 Lynn LeBouef (CEO)
 Kevin Reed (Reed, Claymon, Meeker & Hargett) – Telephonically
 George Shackelford (Tomball City Manager)
 David Powell (Wells Fargo)
 Melissa Greer (Wells Fargo)
 Angela Caraway (Wells Fargo)

Tomball Hospital Authority Executive Committee Meeting

1. Call to Order
 - A. Jack Smith, Chairman of the Board, called the meeting to order at 4:03P.M. CST on Wednesday, January 24, 2018.
2. Approval of minutes from the November 15, 2017 board meeting and December 13, 2017 Executive Team Meeting. A motion was made by Vicki Clark and seconded by Latrell Shannon to approve the meeting minutes from the November 15, 2017. The motion was unanimously passed. A motion was made by Vicki Clark and seconded by Latrell Shannon to approve the meeting minutes from the December 13, 2017 Executive Team Committee Meeting. The motion was unanimously passed.
3. Community Input – George Shackelford said that the water lines are in at the park. They are currently Re working on the lines on the road leading into the park. They received the \$400,000 grant from Texas Parks and Wildlife for the development of the park which is a 50/50 split with the City. George also announced that he is retiring on April 2nd and that they have received 40+ resumes and the will narrowing down his replacement from there.
4. Wells Fargo Q4 Investment account report by David Powell. The portfolio has been providing better than expected returns. The investment allocations across different asset classes are very close to Investment Policy. Thus, the gains have not created any imbalances. The economy and earnings are doing well. We don't see any serious economic slowdown in the near future.
5. Financials
 - A. The board was given the November 2017 Balance and Profit & Loss sheet to review on their own. These financials were approved by the Executive Committee at the December 2017

meeting. An update on the December 2017 financials was given by Lynn LeBouef for December 31, 2017. He reviewed the balance sheet - cash total \$847,556.20, investments were up to \$99,127,659.95, with a total for the month of \$99,975,216.15 for December 2017. Total liabilities and equities for the month were \$100,083,741.73. Lynn went on to review the P&L statement. Total income of \$1,085,212.11 total expenses of \$291,714.05 and net ordinary income of \$793,498.06 net income of \$5,950,475.46. Marilyn presented and reviewed the cash report for December 2017. The major expenses for the month were Creative Risk Q1 payment, Meals on Wheels Q3 and American Heart Q2. Lynn went on to report on the P&L Budget performance we were \$334,912.11 under budget income and \$111,979.16 under on expenses. A motion was made by Tom Kikis and seconded by Vicki Clark to approve the financials as presented. The motion was unanimously passed.

B. Legal Bills – The legal bill from Reed, Claymon, Meeker and Hargett for December 2017 and January 2018 was presented to the Board for payment. The invoice was for \$1,220.59. A motion from Vicki Clark and was seconded by Latrell Shannon to approve this invoice. The motion was unanimously passed.

6. An update on the TOMAGWA dental and medical clinics was handed out to the board for December 2017. The dental clinic budgeted to see 366 patients in the month of December and actually saw 295. The medical clinic budgeted to see 800 patients in the month of December and actually saw 1055.

7. Funding Committee Updates

A. Montgomery County Youth Services Bi-lingual counselor. They are requesting \$60,751 to fund the salary and benefits for the bilingual mental health counselor to provide services to youth served at the Magnolia office. The office serves youth from Tomball and Waller. Counseling will include individual, family, and group counseling for youth ages 7-17. The youth and family will be seen weekly for mental health counseling sessions to assist the young people to cope with depression, anxiety, problems with relationships, school problems, etc. The parents will learn more effective parenting skills to strengthen the family and help the youth to stay in school.

They served 135 clients in 2017 at \$351.36 per client. They project to see 145 patients in 2018 at the cost of \$418.98 per client. The request went down \$5,000 from the previous year's request. A motion was made by Ralph Foxworthy and was seconded by Tom Kikis. The motion was unanimously passed.

B. TEAM They are requesting a grant in the amount of \$50,000 for their emergency dental care program. The goal of the program is to provide financial assistance for emergency dental care to low-income seniors and adults as it is needed to prevent oral disease from progressing to a more serious health situation. This program will allow qualified applicants financial assistance up to the amount of \$1500.00 per household per year. The dental care may include office visits, x-rays, cleanings, fillings, extractions, bridges, crowns, dentures and partials. They have contracted with Trinity Dental in Tomball.

The committee discussed this request they asked Marilyn and Lynn to approach TOMAGWA and see if they would consider taking Medicaid patients and work together with TEAM so that we would help both organization and more people in the community. TOMAGWA said that it would take a lot of time and man power to change their status and the way they operate. After further discussion a motion was made by Vicki Clark and was seconded by Ralph Foxworthy to grant \$50,000 in funding to TEAM for emergency dental care for low-income seniors and adults in our community. The motion was unanimously passed.

C. The Rose

The Rose is requesting \$15,000 to be directed toward program expenses for The Rose Mobile Mammography Program. They will provide free early breast cancer detection screening to an estimated 75 uninsured, low-income women in our service area. The board discussed what a valuable program this is and how many women we were able to help in the last two years. A motion was made by Jim Ross and was seconded by Vicki Clark to approve the \$15,000 funding for the mobile mammography clinic for FY 2018. The motion was unanimously passed.

D. TOMAGWA

The funding committee has requested for months for a breakdown of TOMAGWA's financials and we have not received anything. They have lost their funding from the hospital. It was a preexisting agreement with CHS. They are looking into other ways that they can help, but just not a cash donation. The recommendation from the funding committee is that we send them a formal letter requesting the breakout of their financials. Kevin Reed agrees that this is a huge red flag that they have not produced the reports that we have requested. Lynn and Marilyn will work with Kevin to create the strongly worded letter. Once this letter is created it will be sent to the funding committee to approve before it is sent or presented to them. A motion to send a letter from the Board on behalf of the Funding Committee requesting a break out of financials was made by Lori Wilson and was seconded by Latrell Shannon. The motion was unanimously passed.

8. Quarterly Reports

- A. Montgomery County Meals on Wheels Q3 Report – They served 2,322 meals to a total of 113 seniors and 42 unduplicated clients. The total cost for Q3 is \$13,932.00. A motion to approve the Q3 payment to Montgomery County Meals on Wheels was made by Tom Kikis and was seconded by Vicki Clark. The motion was passed unanimously.
- B. American Heart Association Q2 – They originally purchase 750 kits because they did not have that many trainings due to Hurricane Harvey. The schedule trainings that they are planning on will triple. They plan to purchase 2067 kits at the cost of \$32,859.15. A motion to pay for the 2067 kits was made by Ralph Foxworthy and was seconded by Danny Marburger. The motion was passed unanimously.

C. TOMAGWA Q2 Reports

Salaries and Insurance

October 2017	\$32,943.54
November 2017	\$32,116.56
December 2017	\$30,999.55

\$96,059.65

Dental Patient Visits

October 2017	382
November 2017	614
December 2017	295

1,291

Per the contract THA reimburses \$45.00 per patient visit up to 1000 patients. So, for 2017/2018 Q2 THA will pay TOMAGWA \$45,000.00 for patient fees.

Medical Patient Visits

October 2017	80 x \$125.00 =	\$10,000.00
November 2017	80 x \$125.00 =	\$10,000.00
December 2017	80 x \$125.00 =	\$10,000.00

		<u>\$30,000.00</u>
Total for Q2		\$171,059.65

A motion was made by Vicki Clark and was seconded by Jim Ross to approve the Q2 payment to TOMAGWA in the amount of \$171,059.65. The motion was passed unanimously.

- D. NAM Meals on Wheels – For Q4 they served a total of 4826 meals that includes hot and frozen meals and Ensure. The total reimbursement for this quarter is \$18,750.00. A motion was made by Tom Kikis and was seconded by Latrell Shannon to pay NAM the \$18,750.00 for the Q4 payment. The motion was passed unanimously.
- E. Montgomery County Youth Services – In Q4 they gave 142.5 hours of Direct Services in the Magnolia Office, serving 76 people during family and youth sessions. They also provided 7.5 hours of crisis intervention services while on-call. She provided services to 19 new unduplicated clients in Magnolia during this period. 12 families successfully completed services. A motion was made by Lori Wilson and was seconded by Vicki Clark to pay the \$15,706.41 for Montgomery County Youth Services Q4 payment. The motion was passed unanimously.
9. Nomination Committee report from January 11, 2018. The nomination committee met and reviewed the current board committee positions. Danny Marburger spoke with all of the board members and the only change that has been asked to be made is that Jack Smith and Vicki Clark will switch. Jack will be VP and Vicki will take over the board chair position. A motion was made to make Vicki Clark the Chairman and Jack Smith the Vice Chair and all other positions to remain the same was made by Danny Marburger and was seconded by Jim Ross. The motion was passed unanimously.
10. Smith Pilot update. The board went into Executive session at 5:25PM to discuss employee related matters. They came out of Executive Session at 5:45PM. A motion was made by Tom Kikis and was seconded by Lori Wilson to give Lynn and Marilyn a 3% salary increase and a 6% contribution to their retirement fund. The motion was passed unanimously.

Adjournment

There being no further business, the meeting was adjourned at approximately 5:51PM CST.



Tom Kikis, Secretary