

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES PERMIAN BASIN COMMUNITY CENTERS

The regular monthly meeting of the Board of Trustees of the Permian Basin Community Centers was held April 18, 2017, at the Atmos Energy Corporation's Fischer Community Room, 2304 Loop 40 (*behind the Post Office at Midland International Airport*), Midland, Texas.

Board officer present was Janet Pritchett, Vice Chair and Gus Ortega, Secretary.

Board officers absent were John Landgraf, Chair and Larry Edgerton, Treasurer.

Board members present were Ladoyce Lambert, Barbara Yarbrough, Gus Ortega, Margaret Jones and Frank Rodriguez (*via televideo*).

Staff members present were Ramona Thomas, Chief Executive Officer; Chris Barnhill, Chief Financial Officer; Jill Stephens, Human Resources Director; Joshua Alaniz, Director of Resource Development; Todd Luzadder, Mental Health Director, Megan Newman, QM Coordinator and Elsa Garcia, Executive Assistant.

Guests present were Scott Hayes, CEO for ISC Group of Dallas and Tricia Nelson who was invited as a guest and is possibly interested in joining the Board.

I. CALL MEETING TO ORDER

Vice Chair Pritchett called the meeting to order at 3:32 p.m. and lead with an invocation.

II. CHAIR'S REPORT

- ANNOUNCEMENTS & TRAINING

Vice Chair Pritchett introduced the guests. Then turned the meeting over to guest Scott Hayes' presentation.

III. PRESENTATIONS/TRAINING

- **EMPLOYEE RETIREMENT PLAN WITH ISC GROUP**

Scott Hayes is the CEO of ISC Group. ISC Group has been managing PBCC's retirement plan for over 20 years. Mr. Hayes briefly discussed his work with the American Retirement Association. He explained that they build custom education to help employees be where they need to be with their retirement. Earlier today he met with the staff about budgeting and financial wellness. Mr. Hayes also explained that they serve as the fiduciary to our plan. He reported that the Automatic Enrollment had been very successful so far. People got in and stayed in. The participation in the plan 2 years ago as of March 31, was at 43%, today the participation number is 92%, which is well. Mr. Hayes reported that they will continue to keep working to improve the retirement readiness and the financial wellness.

IV. CONSENT AGENDA

The Consent Agenda was distributed to all members prior to the meeting. Vice Chair Pritchett asked if there were any requests to remove items for discussion. Hearing none, she requested a motion approving the Consent Agenda as follows:

1. Minutes of the last meeting
2. Committee Reports
 - Finance Committee
 - Nominating Committee
 - Personnel/Policy Committee
 - Public Liaison Committee
3. CEO Activity Report
4. Community Relations Report

A/M/S (Yarbrough / Ortega) (Unanimous)

Motion to approve the consent agenda as presented.

V. QUARTERLY QUALITY MANAGEMENT (QM) REPORT FOR 2ND QUARTER 2017

The Quality Management (QM) Report was distributed to all members prior to the meeting. Josh Alaniz reviewed the report, explaining the information for each month and answering questions.

A/M/S (Hitchcock-Hall / Yarbrough) (Unanimous)

Motion to accept the Quality Management Report as presented

VI. CONTRACT COMPLIANCE REPORT FOR 2ND QUARTER 2017

The Contract Compliance Report regarding Outcomes and Targets were distributed to all members prior to the meeting. CEO Thomas reviewed the report with the group.

A/M/S (Jones / Lambert) (Unanimous)

Motion to accept the Contract Compliance Report as presented

VII. TREASURER'S REPORT

CFO Barnhill distributed the Treasurer's Report to members prior to the meeting and reviewed it in Treasurer Edgerton's absence.

A/M/S (Ortega / Lambert) (Unanimous)

Motion to approve the Treasurer's Report subject to audit.

VIII. TEXAS COUNCIL OF COMMUNITY CENTERS' REPORT

Council Representative Jones had no report.

IX. TEXAS COUNCIL RISK MANAGEMENT FUND REPORT

Risk Management Fund Representative Lambert had no report.

X. OTHER BUSINESS

1. *Personnel/Policy Committee-Quality Management (QM) Plan* – Copy of the proposed QM Plan was distributed to the group before the meeting. Vice Chair Pritchett went over the summary of its contents.

A/M/S (Ortega) (Unanimous)

Motion to approve PBCC's Quality Management Plan as presented by staff and recommended by the Personnel/Policy Committee.

2. *Personnel/Policy Committee-Utilization Management (UM) Plan* – Copies were distributed before the meeting. Vice Chair Pritchett went over the summary of its contents.

A/M/S (Lambert) (Unanimous)

Motion to approve PBCC's Utilization Management Plan as presented by staff and recommended by the Personnel/Policy Committee.

There being no further business, Vice Chair Pritchett adjourned the meeting at 4:15 p.m.



Ramona Thomas, CEO



Gus Ortega, Secretary