

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 May 16, 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 John Landgraf, Chair; Janet Pritchett, Vice Chair; Larry Edgerton, Treasurer and Gus Ortega, Secretary.

Board members present were Susie Hitchcock-Hall and Margaret Jones.

Board members absent were Ladoyce Lambert, Barbara Yarbrough and Frank Rodriguez.

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; Megan Newman, QM Coordinator and Elsa Garcia, Executive Assistant.

Guest present was Tricia Nelson.

I. CALL MEETING TO ORDER

Chair Landgraf called the meeting to order at 3:34 p.m. and lead with an invocation.

II. CHAIR'S REPORT

Chair Landgraf introduced and welcomed our guest. He also reminded everyone that there will be no meeting in June due to the Texas Council Annual Conference in Galveston.

VI. TREASURER'S REPORT

The Treasurer's Report for the month of April was distributed to all members prior to the meeting. Treasurer Edgerton reviewed the reports.

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

Motion to accept the Treasurer's Report subject to audit

XI. OTHER

1. *Finance Committee – Post Employment Benefit Trust Review*

This item was distributed to all members prior to the meeting. CFO Barnhill pointed out and explained the summary pages of a multi-page report from Milliman Company. The investment performance for the fund was presented to the Finance Committee by Milliman account representative, Charles Hodge from

the Dallas office. His reports were reviewed and approved by the Finance Committee at its meeting on May 10, 2017.

A/M/S (Edgerton for the Finance Committee) (Unanimous)

Motion to approve the report of the Post Employment Benefit (PEB) Trust performance as recommended by the Finance Committee at its meeting on May 10

2. ***Finance Committee – UBS Greathouse Trust Review***

This item was distributed to all members prior to the meeting and was also presented to the Finance Committee at their May 10th meeting by Dan Michel and Alan Jones of UBS Financial Services. Finance Committee Chair Edgerton reported that the Finance Committee reviewed the Greathouse Trust performance and recommended approval with no changes in asset allocation.

A/M/S (Edgerton for the Finance Committee) (Unanimous)

Motion to approve the report of the Greathouse Trust performance, with no changes in asset allocation, as recommended by the Finance Committee at its meeting on May 10

3. ***Finance Committee - Annual Review of Policy 4.02.04.01 "Investments-Donor Restricted & Particular Purpose Funds" and Investment Plan***

This item was distributed to all members prior to the meeting. CFO Barnhill explained this item and answered questions.

A/M/S (Edgerton for the Finance Committee) (Unanimous)

Motion to approve Policy 4.02.04.01 "Investments-Donor Restricted and Particular Purpose Funds" with no revisions, as recommended by the Finance Committee, the Investment Plan with no revisions as recommended by the Finance Committee, and the Spending Plan, as revised, as recommended by the Finance Committee and its meeting on May 10

4. ***Finance Committee -Annual Review of Policy 4.02.04.00 "Investments" & Board Resolution***

This item was distributed to all members prior to the meeting. CFO Barnhill reviewed this item and answered questions.

A/M/S (Edgerton for the Finance Committee) (Unanimous)

Motion to approve Policy 4.02.04.00 "Investments" with no revisions and the accompanying Board Resolution as recommended by the Finance Committee at its meeting on May 10

5. ***Finance Committee -Annual Review of Policy 4.02.04.02 "Investments-Post Employment Benefits (PEB) Trust"***

This item was distributed to all members prior to the meeting. CFO Barnhill reviewed this item and answered questions.

A/M/S (Edgerton for the Finance Committee) (Unanimous)

Motion to approve Policy 4.02.04.02 "Investments - Post Employment Benefit (PEB) Trust" with no revisions, as recommended by the Finance Committee at its May 10 meeting.

6. ***Finance Committee – Selection of Independent Audit Firm for FY 2017***

This item was distributed to all members prior to the meeting. CFO Barnhill explained the reasons PBCC must change auditors on a periodic basis, the procurement process, and the scoring of the proposals submitted by several audit firms. The reasons for choosing Davis Kinard & Co. were discussed.

A/M/S (Edgerton for the Finance Committee) (Unanimous)

Motion to approve the Finance Committee's recommendation to engage Davis Kinard & Co., PC., as the auditor for Fiscal Year 2017.

7. ***Finance Committee – Approval of Bids for Data Server Replacement***

This item was distributed to all members prior to the meeting. CFO Barnhill reviewed the procurement process for the replacement of the Center's primary computer server (now 9 years old), and how he and the IT Department scored the proposals.

A/M/S (Edgerton for the Finance Committee) (Unanimous)

Motion to approve the proposal for the Data Server replacement, with award of the contract to PCM Sales, Inc. as presented by staff and recommended by the Finance Committee.

8. ***Finance Committee – Budget Revisions - Fiscal Year 2017***

This item was distributed to all members prior to the meeting. CFO Barnhill reviewed this item and answered questions.

A/M/S (Edgerton for the Finance Committee) (Unanimous)

Motion to approve Fiscal Year 2017 budget revisions as presented by staff and recommended by the Finance Committee.

III. PRESENTATIONS/TRAINING

CEO Thomas gave an update on the Legislative Session and reviewed the handout from the Texas Council of Community Centers, as well as summarizing her most recent efforts to call on state representatives to continue moving the mental health system forward by focusing on three interacting components:

- Outpatient Mental Health Treatment
- Mental Health Criminal Justice Interface
- Inpatient Psychiatric Care

IV. CONSENT AGENDA

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

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

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

Motion to approve the consent agenda as presented

V. PUBLIC LIAISON COMMITTEE REPORT – MAY 2, 2017 PLANNING AND NETWORK ADVISORY COMMITTEE MEETING

Megan Newman reported that the meeting of the Planning and Network Advisory Committee occurred May 2nd and then reviewed the minutes distributed to the Board prior to the meeting.

The Transportation Compliance Plan – the Committee approved the Plan and recommended that the procedures be specific to ensuring client safety.

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

Motion to approve the PNAC action and recommendations and charge the staff to follow the recommendations

VII. TEXAS COUNCIL OF COMMUNITY CENTERS' REPORT

Council Representative Jones reported on the Board meeting held April 28 – 29th. She was appointed to a committee of three to conduct an evaluation of the Texas Council Executive Director. She also reminded everyone of the annual conference in June.

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

Motion to accept the Texas Council of Community Centers' Report as presented


VIII. TEXAS COUNCIL RISK MANAGEMENT FUND REPORT

In the absence of Ladoyce Lambert, Chris Barnhill reported on the Risk Management Fund meeting held May 4th -5th. CFO Barnhill explained that much of the meeting was an overview of the Fund's history as it relates to managing community centers' risks by providing multiple staff trainings each year and also the many types of products it provides.

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

Motion to accept the Texas Council Risk Management Fund Report as presented

There being no further business, Chair Landgraf adjourned the meeting at 4:40 p.m.



Ramona Thomas, CEO



Gus Ortega, Secretary