

# 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 January 17, 2017, at the Atmos Energy Corporation's Fischer Community Room, 2304 Loop 40 (behind the Post Office at Midland International Airport) Midland, Texas.

Board officers present were John Landgraf, Chair; Janet Pritchett, Vice Chair; Larry Edgerton, Treasurer and Gus Ortega, Secretary.

Board members present were LaDoyce Lambert, Barbara Yarbrough and Margaret Jones.

Board member Frank Rodriguez attended via video conferencing.

Staff members present were Ramona Thomas, Chief Executive Officer (CEO); Chris Barnhill, Chief Financial Officer (CFO); Jill Stephens, Human Resources Director; Todd Luzadder, Mental Health Director; Megan Newman, QM Coordinator and Elsa Garcia, Executive Assistant.

Guest present was Tommy Nelson, CPA, of Scott, Singleton, Fincher and Co., PC.

## **I. CALL MEETING TO ORDER**

Chair Landgraf called the meeting to order at 3:31 p.m.

## **VIII. OTHER BUSINESS**

### **1. *Finance Committee - Presentation of Annual Financial Audit***

Tommy Nelson of Scott, Singleton, Fincher and Co. P.C., reported he met with the Board's Finance Committee on January 3<sup>rd</sup> and reviewed the annual audit report with them in detail. A copy of this annual audit was distributed to the Board prior to the meeting, and included the "Summary of Auditor's Results", which showed:

- An unmodified opinion was issued on the basic financial statements.
- No material weaknesses or significant deficiencies in internal control related to the financial statements.
- No instances of noncompliance with laws, regulations, contracts and grants that would be material to the financial statements.

- No material weaknesses or significant deficiencies in internal control over compliance with major federal and state programs.
- An unmodified opinion was issued on compliance with major federal and state programs.
- No findings reported relative to major federal or state award programs.
- PBCC was considered a low-risk auditee.

Mr. Nelson pointed out that PBCC's Fund Balance is in good shape. He reported that Permian Basin Community Center staff did an exceptional job, and that the Board could rely on the financial statements staff provided to them monthly. LaDoyce Lambert reported that the Finance Committee had conducted a detailed review of the audit.

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

Motion to approve FY 2016 Audit as presented by Scott, Singleton, Fincher and Co. PC, and recommended by the Finance Committee.

## **II. CHAIR'S REPORT**

Chair Landgraf had no report.

## **III. PRESENTATIONS/TRAINING**

- Mental Health Deputy Training

Todd Luzadder gave a brief overview of the training he attended for a full week with one of his staff. CEO Thomas also attended intermittently as her schedule allowed.

The purpose of the training is to certify law enforcement officers as mental health deputies, and this training included city, county and hospital law enforcement. Because our staff interact often and closely with all of these agency personnel, it is important that training and dialogue be consistent.

Some of the basics of this training were:

- How to identify bipolar and schizophrenia disorders
- How to approach and apprehend someone with mental illness
- How to interact with the Local Mental Health Authority (PBCC)

Todd reported that work is ongoing between PBCC and law enforcement at all levels to promote positive outcomes for our clients.

#### **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
  - Finance Committee
  - Nominating Committee
  - Personnel/Policy Committee
  - Public Liaison Committee, including Planning and Network Advisory Committee
3. Chief Executive Officer's Activity Report

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

Motion to approve the consent agenda as presented.

#### **V. TREASURER'S REPORT**

The Treasurer's Report for the month of November was distributed to all members prior to the meeting and the December report was distributed at the meeting. Treasurer Edgerton reviewed the reports.

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

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

#### **VI. TEXAS COUNCIL OF COMMUNITY CENTERS' REPORT**

Texas Council Representative Jones reported that the next meeting of the Texas Council of Community Centers' Board will meet this weekend. She also reported that she and CEO Thomas have appointments set up with some of the state representatives.

#### **VII. TEXAS COUNCIL RISK MANAGEMENT FUND'S MEETINGS AND INFORMATION**

Risk Management Fund Representative Lambert had nothing to report.

## **VIII. OTHER BUSINESS**

### **2. *Finance Committee - UBS-Greathouse Trust Review***

This item was distributed to all members prior to the meeting and was presented to the Finance Committee at their January 3<sup>rd</sup> meeting by Dan Michel and Alan Jones of UBS Financial Services. No changes to the asset allocation are recommended.

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

Motion to approve the review of the Greathouse Trust performance, with no changes in asset allocation, as recommended by the Finance Committee.

### **3. *Finance Committee – Post-Employment Benefit (OPEB) Trust Review***

The Milliman Investment Performance Review was distributed to all members prior to the meeting. CFO Barnhill reviewed and discussed the report with the group. This had been reviewed by the Finance Committee during their January 3<sup>rd</sup>, meeting with no changes proposed at this time.

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

Motion to approve the review of the Post Employment Benefit (OPEB) Trust as presented by staff and recommended by the Finance Committee.

### **4. *Finance Committee - Review of Form 990, Tax Return of Organization Exempt from Income Tax***

This item was distributed to all members prior to the meeting. CFO Barnhill reviewed the 990 Tax Return for tax year 2015. All numbers are reconciled to the FY 2016 Fiscal Audit previously reviewed. The Finance Committee reviewed the form at their meeting on January 3<sup>rd</sup> and recommended approval.

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

Motion to accept PBCC's IRS Form 990, Return of Organization Exempt from Income Tax for the 2015 tax year as presented by staff and recommended by the Finance Committee.

### **5. *Finance Committee – Renewal of Employee Health Insurance***

This item was distributed to all members prior to the meeting. The Finance Committee reviewed this information for the proposed renewal at their meeting on January 3<sup>rd</sup> and

recommended approval.

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

Motion to renew the current health, dental and vision contract agreements for PBCC's employees' health benefit program, as presented by staff and recommended by the Finance Committee.

**6. Finance Committee – Budget Revision - Fiscal Year 2017**

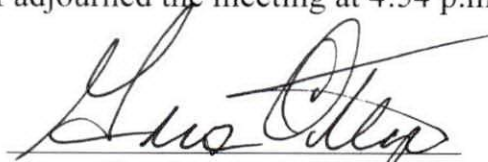
This item was distributed to all members prior to the meeting. CFO Chris Barnhill reviewed the proposed revisions. The Finance Committee reviewed this at their meeting on January 3<sup>rd</sup> and recommended approval.

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

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

There being no further business, Chair Landgraf adjourned the meeting at 4:54 p.m.

  
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Ramona Thomas Chief Executive Officer

  
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Gus Ortega, Secretary