

**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 December 4, 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 and Janet Pritchett, Vice Chair; Larry Edgerton, Treasurer and Gus Ortega, Secretary.

Board members present were Ladoyce Lambert, Tricia Nelson, Barbara Yarbrough, and Margaret Jones.

Board member Frank Rodriguez was absent.

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

I. CALL MEETING TO ORDER

Chair Landgraf declared a quorum and called the meeting to order at 3:30 p.m.

II. CHAIR'S REPORT

Chair Landgraf discussed with Board whether they would be willing to move the Board meeting back to the 3rd Tuesday of the month.

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

Motion was made to approve moving the Board meeting back to the 3rd Tuesday

of the month.

III. 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. CEO Activity Report
3. Community Relations Report

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

Motion to approve the consent agenda as presented

IV. RENAMING OF THE CENTER

CEO Thomas introduced Colin Rowan (Rowan Communication) and Lynne Henderlong-Rhea (MomBo Creative) who led the Board through the memo included in the Board packet distributed prior to the meeting. Three new names were discussed.

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

Motion to approve the new name of the Center as PermiaCare.

V. TRAINING: THE ROLE OF PBCC IN KEEPING OUR COMMUNITY SAFE

CEO Thomas and Todd Luzadder presented training on the role of PBCC in keeping our community safe. Mr. Luzadder answered questions, and Chair Landgraf thanked him for the presentation.

VI. HR REPORT OF STAFF TURNOVER

Postponed until next meeting.

VII. FINANCIAL BUSINESS

1. Approval of Bids for the Voice Over IP (VOIP) Phone System - Information regarding this request was distributed to all members prior to the meeting. CFO Barnhill reviewed it with the group and answered questions.

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

Motion to accept the proposals provided for the Phone Services and Equipment Request for Proposal, with award of the contract to NetFortis – Fidelity as presented by staff and recommended by the Finance Committee. Committee.

2. Employee Health Insurance effective February 1, 2018 – Information regarding this request was distributed to all members prior to the meeting. CFO Barnhill reviewed it with the group and answered questions.

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

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

3. Approve Fiscal Year 2017 Budget Revision #3 - Information regarding this request was distributed to all members prior to the meeting. CFO Barnhill reviewed it with the group and answered questions.

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

Motion to approve Fiscal Year 2017 budget revision #3 as presented by staff and recommended by the Finance Committee.

4. Board Financial Policy Review - Information regarding this request was distributed to all members prior to the meeting. CFO Barnhill reviewed it with the group and answered questions.

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

Motion to approve Board Financial Policy revisions and deletions as proposed by staff and recommended by the Finance Committee.

VIII. PUBLIC LIAISON COMMITTEE REPORT – NOVEMBER 7, 2017 PLANNING AND NETWORK ADVISORY COMMITTEE MEETING

Megan Newman reported that the meeting of the Planning and Network Advisory Committee occurred November 7th. The minutes of this meeting were distributed prior to this Board meeting. The PNAC had the following recommendations to the Board:

- The committee recommended that Ms. Newman and Tammy Merriman work together to schedule a Mental Health First Aid training with an employer in the community.

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

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

IX. TREASURERS REPORT

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

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

Motion to accept the Treasurer's Report subject to audit


X. TEXAS COUNCIL OF COMMUNITY CENTERS' REPORT

Council Representative Jones had no report.

XI. TEXAS COUNCIL RISK MANAGEMENT FUND REPORT

Risk Management Fund Representative Lambert reported that elections were held for the three Board positions up for new terms. The Fund will be celebrating its 30th anniversary and will be hosting a celebration event at the June Conference.

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



Ramona Thomas, CEO



Gus Ortega, Secretary