

Harris County Systems of Hope  
*Fiscal/Sustainability Work Group*  
 6300 Chimney Rock Road  
 Houston, Texas 77081  
 Time: 5 PM – 6 PM

## MINUTES OF MEETING

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<b>Date of Meeting:</b>	March 9, 2010
<b>Location:</b>	Youth Services Center
<b>Type of Meeting:</b>	Fiscal/Sustainability Work Group
<b>Present:</b>	Brian Baxendale, Alma Bell, Julie Bourne, Nichole Christoph, George Ford, Tammy Foster, Randy Joiner, Beverly Pettway, Steven Schnee
<b>Minutes completed by:</b>	Nichole Christoph

### Welcome and Introductions

Mr. Joiner welcomed everyone to the meeting and called it to order at 4:20. Introductions were made around the room.

### Approval of minutes

The minutes from the February 2010 meeting were approved with one noted change.

### Budget update

Mr. Baxendale presented a budget report for the period ending 2/28/10 which is five months into the year five grant. To date the program has expended 43% of the budget which is one percent over. All budget lines are under budget with the exception of salaries and fringe benefits. Those lines are still over but are lower than last month. Mr. Baxendale expects that those lines will get closer to budget with two vacancies and expected changes to current staff hours. The report also listed wrap around expenditures for all of the grants. Ms. Pettway asked how many clients are currently being served. Mr. Joiner stated the program is serving 77 clients. .

Ms. Pettway asked for a plan on how the programs will spend flex fund money in the various grants. There is concern that the money will not be able to be spent in the time allotted. Mr. Joiner reported that the referrals have been coming in slowly but does not expect a problem with spending the money down as required.

Ms. Pettway reported that the reapplication for year six has been submitted. Year six is the last year of the grant and begins 10/01/10. Ms. Pettway presented a breakdown of the budget that was submitted with the reapplication. The total award amount for year six is \$1.5 million with a 2 to 1 match requirement. Ms. Pettway discussed the non federal match lines and how the budget is lined out. The group discussed the need to ensure that grant commitments and in-kind commitments are maintained to ensure the match is met. The program will need to monitor its other funding sources and possibly apply for more funding sources and adjust the budget as needed. Ms. Pettway stated that she would prefer not having to adjust the budget if possible. Mr. Ford asked if the program could operate on less if the match is not met. Ms. Pettway answered that it could.

Ms. Pettway asked if the fiscal work group should submit what can be sustained to the sustainability work group for the retreat. Mr. Joiner stated that the work group has created a list of 8 items that will be paired down further at the retreat. He will provide that list to Ms. Pettway to determine where those items may fall into the budget.

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### **Budget update continued:**

Dr. Schnee expressed his concern that the program should develop a disengagement plan for not only staff but clients as well. Mr. Ford added that he is concerned that staff may begin to worry and feel like the program is going away and may leave early. Mr. Ford further stated that a year and a half is a quite a bit away and that commissioner's court is being very cautious right now but expects that will let up after mid year reviews. Ms. Bourne asked if the program expected to apply for more grants and if there was a limit to the number of grants that could be accepted. The answer provided was that the program would continue to seek out other funding sources and that there is not a limit to the number of grants allowed. The program also expects to apply for another SAMHSA grant after year six. Ms. Pettway would like to see a plan developed regardless. Ms. Bourne also asked if private agencies could be solicited as funding sources. As a member of the social marketing work group Ms. Bourne reported that one of their goals is to get more agencies involved with the program.

The group also discussed areas of the budget that were reduced in the reapplication. Ms. Pettway stated that the program has had to do so in the past but has always been able to reapply money back as the year progressed. Everyone agreed that the program should speak with vendors that had budgets reduced to make them aware of the situation. Ms. Pettway also suggested that contracts with vendors be reviewed and modified as needed.

Ms. Pettway thanked Mr. Baxendale for his hard work in getting the budget ready for the reapplication.

Ms. Pettway reported that the program has begun a process to formally track the match starting with the first year. This will ensure that the program has back up documentation if it is ever audited by the county or the feds. Ms. Pettway shared information that will be used to determine a dollar value for meeting participants at every level. Mr. Ford asked if the figures included fringe benefits. Ms. Pettway answered that it did not but will amend the document to reflect fringe benefits also. Mr. Joiner asked if information can be pulled from EVOLV reports regarding meetings that the care teams attend. Ms. Pettway suggested that they use a blanket sign in sheet provided by the program or make copies of sign in sheets provided elsewhere. Dr. Schnee asked if the program is capturing services provided to clients by the partner agencies. Mr. Joiner answered that much of that information is available via the cost analysis survey and can be used to determine possible match opportunities.

### **Discussion regarding transportation, flex funds, stipends and maximum amounts:**

During the February fiscal meeting a question was raised regarding formal ratification of a stipend protocol and flex fund protocol. Mr. Joiner reported that the program went through all available information from previous Governing Board, fiscal and administrative team meetings from the beginning of the grant. From the information found it would appear that there was quite a bit of discussion regarding the two issues and draft protocols were presented however, nothing was approved on the board level. The group went over the proposed protocol that was presented in 2006 and decided that it would be best if an updated protocol were developed. Mr. Joiner will prepare that information base on what the program is currently working with to present at the March 2010 fiscal meeting. From there the committee will ratify the protocol for presentation to the full board.

Ms. Bell asked if the program assisted families with activities for youth during the summer. Mr. Joiner answered that wrap around funds can be used for summer activities if it will address issues with the youths mental health. Ms. Bell also asked if it was harmful to families to transition them out of the program. Mr. Joiner answered that the intent of the program is to empower families to help themselves. He also offered to sit down with Ms. Bell to provide a history and goals of the grant.

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### **Approval of draft stipend form**

A final draft of an updated stipend form was presented for approval. Mr. Ford noted one correction to the revision date. Ms. Bourne made a motion to accept the form which was seconded by Dr. Schnee. The forms will be printed on no carbon required paper to allow families to keep a copy for their records.

The meeting was adjourned at 5:41 pm.