

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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Date of Meeting:	November 10, 2009
Location:	Youth Services Center
Type of Meeting:	Fiscal/Sustainability Work Group
Present:	Brian Baxendale, Julie Bourne, Nichole Christoph, George Ford, Robin Harrison, Harvey Hetzel, Randy Joiner, Curtis Mooney, Beverly Pettway, Barbara Sewell
Minutes completed by:	Nichole Christoph

Agenda Item #	MINUTES OF MEETING
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1.	Mr. Hetzel called the meeting to order at 4:20 pm.
2.	Minutes from the October 2009 meeting were approved as presented.
3.	<p>Mr. Baxendale presented a budget update for the program. Currently the program is over budget in salary and fringes and has expended 12% of the budget. The report provided included the expected \$350,000 carry over. The salaries are higher because the Hogg grant funded positions are still on the SOH grant.</p> <p>Ms. Pettway reported that she recently met with Mr. Joiner to discuss what the program can afford and general expenses. A plan was developed to transfer one of the three admin techs to a vacant position in accounting and fund 50% of the social marketing coordinators position from the HCPS general fund. This combined with a cut in the contract and evaluation lines totalling \$22,000 will balance the budget. Ms. Pettway will continue to monitor the budget closely.</p> <p>Ms. Sewell asked how close the program is to completing the match information from partner agencies. Ms. Pettway reported that Ms. Bane is working on it and expects that it will be completed by the end of the month. Mr. Hetzel asked who would be contacting his staff for information. Ms. Pettway answered that Ms. Bane is developing the reporting instrument and will be the contact person.</p> <p>Mr. Joiner reminded the group that they will need to address an issue regarding vouchers and stipends and how they will be sustained. Mr. Ford suggested speaking with graduated sites for information. Mr. Ford also suggested that a portion of the family protection fees may be able to apply.</p>
4.	<p>Ms. Pettway reported that the grants have started however, issues with posting the positions has caused a delay. The county has been looking at all job postings very closely prior to posting including grant funded positions. The care team positions have been posted internally for current staff to fill. The Program Manager position for Kashmere SWAP is posted on the county website.</p> <p>The group discussed looking for future grants that continue similar functions of the current program.</p>
	The meeting adjourned at 5:10 pm