

<b>Date of Meeting:</b>	October 12, 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, Randy Joiner, Beverly Pettway, Barbara Sewell(on phone)
<b>Minutes completed by:</b>	Nichole Christoph

**Welcome and Introductions**

Mr. Joiner welcomed everyone and called the meeting to order at 4:10 pm.

**Approval of minutes**

Minutes of the September meeting were presented for review and comment. Ms. Bourne made a motion to accept the minutes as presented and Ms. Bell seconded.

**Budget update**

Mr. Baxendale presented a budget report for the end of year five. It is expected that the program will carry over \$98,530 into year six. With current expenditures the program has expended 95% of the budget.

Mr. Joiner provided an update on grant requests to the Meadows and Hogg Foundations. The request to Hogg has been submitted for \$100,000 a year for 2 years (total 200,000). This will fund the equivalent of one full time employee (FTE) but we are more interested in funding functions required for SOC so did not ask for one FTE just the equivalent dollar amount for one plus extra for stipends, meetings and such. The Meadows request, which is nearly complete, is \$600,000 over three years (\$200,000 a year for each of the 3 years). If awarded, this grant could fund some of the existing coordinator positions plus some flex for needed items or purchases. Mr. Joiner reported that the award letter for the CJD grant has been received but the program is still awaiting the award letter for the Hogg Kashmere SWAP. Mr. Ford reported that he and Ms. Pettway will meet with management services regarding the Juvenile Case Manager Fund. He is hopeful to hear more regarding that possible funding source soon.

Ms. Pettway reported that she recently met with Mr. Joiner and Mr. Baxendale regarding the year six budget. If staff reduction is necessary, the program will need to develop a plan for payment of unemployment benefits. It is possible that carry over funds from year six would be used to cover that cost. Ms. Pettway stated that the hope would be to move staff to other positions within the agency. However, the current hiring freeze would limit that option.

Mr. Joiner announced that the Texas Youth Commission was recently awarded a one year SAMHSA grant. The grant will provide wraparound services to gang members that are released from TYC. SOH is written into the grant to provide a training and CLC component with a small budget for supplies. The grant is a good match for systems change and the possibility of partnering with TRAIID was discussed with Ms. Colby. However, the fact that the grant is only for one year it may not be advantageous.

Mr. Ford asked Ms. Pettway what the time frame would be if staff reductions are required. Ms. Pettway replied that the first round would have to take place in January with a smaller second round in March. This takes into account that the program is required to maintain the evaluation component and other mandatory expenditures such as travel. Ms. Bourne and Ms. Bell asked if there were any areas in the existing budget that could be trimmed down. Ms. Pettway stated that the budget has been reviewed very closely and there is not much room for additional cuts. Ms. Sewell asked when the current commitment to the SAMHSA target population expires. Mr. Joiner answered that after year six is over the program can approach Hogg to change the criteria for the SWAP grant.