

TEXAS SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

FINANCE COMMITTEE MEETING MINUTES

May 27, 2022

Call to Order

Julie Prause called the regularly scheduled meeting of the Finance Committee to order at 8:31 a.m. on May 27, 2022, in Room 102 of Building 600, 1100 West 45th Street, Austin, Texas.

In addition to Mrs. Prause, Board members Ernest Worthington, Dan Brown, and Lee Sonnenberg were present.

TSBVI staff members present were: Dan Hampton, Director of Information Resources; Cyrenna Villegas, Director of Procurement; Cheryl Williams, Director of Human Resources; Brian McDonald, Director of School Support Services; and Gemma Cooper-Langdale, Budget Analyst. Emily Coleman, Superintendent joined after the call to order.

Consideration of Approval of Minutes of the April 8, 2022 Meeting

A motion to accept the minutes of the April 8, 2022 Finance Committee meeting as presented was made by Dan Brown. Mr. Worthington seconded the motion. The motion passed unanimously.

Consideration of Approval of Investment Report

Pam Darden reviewed the investment report for the first 8 months of fiscal year 2022, ending April 30, 2022. The total market value/book value was \$1,392,492. Earnings for the period were \$5,677. Mr. Worthington made a motion to approve the Investment Report as presented. Mr. Brown seconded the motion. The motion passed unanimously.

Review of Donations Report

Pam Darden reviewed the Donations Report for the first 8 months of fiscal year 2022, ending April 30, 2022. Total donations received since September 1st, 2021 were \$27,395.47.

Consideration of Approval of Receipt of Gifts and Donations of Over \$500

There was 1 donation over \$500 from the Bushland Family of \$1,000 for the Family Lynx Butterfly Garden. Mr. Brown made a motion to approve the receipt of gifts and donations of over \$500. Mr. Worthington seconded the motion. The motion passed unanimously.

Consideration of Approval of Request for Expenditure of Gifts and Donations

There was no request to expend gifts and donations at this time.

Review of Budget Reports

Pam Darden reviewed the Appropriated Funds Operating Expenditure Report for the first 8 months of fiscal year 2022, ending April 30, 2022. The target for expenditures was 66%, and the agency total was 66%. The percentages expended by strategy were Classroom

Instruction - 70%, Residential Programs - 74%, Short-Term Programs and Summer School – 39%, Related and School Support Services – 72%, Outreach – 60%, Teacher Preparation – 47%, Central Administration – 60%, and Other Support Services – 62%.

Review of the Legacy Revenue Report

For the first 8 months of fiscal year 2022, ending April 30, 2022, TSBVI had collected \$425,244. The projected revenues target was 66%, and TSBVI was at 49% of projected collections.

Review of the Legacy Expenditure Report

For the first 8 months of fiscal year 2022, ending April 30, 2022, TSBVI had expended \$475,657. The benchmark was 66%, and 32% had been expended.

Report from the Chief Financial Officer

Pam Darden updated the Committee on the status of the Legislative Appropriation Request, which will be the focus until August. The instructions have not been published by the Legislative Budget Board yet, but Ms. Darden has been working with Superintendent Coleman on Exceptional Item Requests. The Base Reconciliation is being submitted, which determines the amount of general revenue the agency can start with for the LAR.

Report from Director of Accounting

No report.

Report from Information Resources Director

Dan Hampton began his report with the status of the technology replacement and refresh projects. Printers to replace old printers on the dorms have been received but not placed on the dorms yet. He met with Residential staff regarding TV placements in the dorms. IR expects two quotes on Outreach audio project. The website is on track, and the Monkeebuy team is doing a great job. IR is in the process of testing Wu Commerce with DIR for use with curriculum sales. Beckwith will be staging equipment to start working on the Mass Notification System installation. The exterior HyperSpike speakers are not in yet due to supply chain issues. IR is having a meeting to discuss the integration of Mass Notification System with Fire Alarm System. All emergency systems communicate with each other. Regarding network upgrades, 60% of gear has arrived. Ms. Darden secured a ninety-day extension on the GEER funding to complete receive and pay for the equipment needed for these projects.

Report from the Human Resource Director

Cheryl Williams advised the Committee on recruitment. Applicant traffic continues to be a significant problem; competitive market and housing challenges are contributing to staffing issues. There's been a lot of movement this year, and HR is trying to figure out all options for next year, especially creative options for key vacancies. There's been a COVID uptick in the last few weeks. Mrs. Prause asked the average amount of time is spent on a COVID case. She replied that each case can involve many staff and can include crossover. Mr. Brown asked about current quarantine times, and Ms. Williams replied the current quarantine time is 5 days, and day 0 is the day an individual tests positive. If symptoms resolve, then they can return. Superintendent Coleman said state law says students have to be out for 10 days if they test positive. Ms. Williams also added that the close contact

definitions are different for staff and students. Mr. Worthington asked about what percentage of staff and students were vaccinated. Cheryl Williams said it was approximately 80% to 90% of staff and around 60% of students.

Report from School Support Services

Brian McDonald started his report with an update on campus construction projects. Regarding the perimeter fence, TDCJ started May 4th on the southeast corner working north along Sunshine Drive. Vehicle and pedestrian gates have not been worked on yet. Mr. McDonald met with the Sunshine Community Gardens about the installation of the vehicle and pedestrian gate. Mr. McDonald answered questions about security, specifically about members afterhours. Incorporating the property with neighboring buildings will be most complex part. Superintendent Coleman asked about people getting into garden. Mr. McDonald replied the Sunshine Community Gardens Board will come up with a schedule, and afterhours badges will only be coded to the gates for the Gardens. The installation of the gates will be finished by the end of July. Security gate enhancements will then kick in. He mentioned the S2 conversion has begun, and this is the system that all state agencies will be on. Regarding TFC updates, Nick Sulzemeier retired, and David Knack has taken over in the interim. Mr. Knack is being on-boarded. Mr. Brown asked if badges would be reissued. Mr. McDonald said the existing badges will be integrated with S2 software.

Adjournment

Julie Prause entertained a motion to adjourn the meeting. Mr. Brown made a motion to adjourn the meeting. Mr. Worthington seconded the motion, and the motion passed unanimously. The meeting was adjourned at 9:08 a.m.

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