

TEXAS SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED
FINANCE COMMITTEE MEETING MINUTES

September 22, 2023

Call to Order

Julie Prause called the regularly scheduled meeting of the Finance Committee to order at 8:01 a.m. on September 22, 2023, in Room 102 of Building 600, 1100 West 45th Street, Austin, Texas and via Zoom.

In addition to Ms. Prause, Board members Dan Brown and Ernest Worthington was present. Lee Sonnenberg joined after the call to order.

TSBVI staff members present were: Ann Du; Chief Financial Officer; Christina Hoke; Director of Accounting; Scott Brackett, Director of Information Resources; Cheryl Williams, Director of Human Resources; Gemma Cooper-Langdale, Budget Analyst; and Brian Swegle, Director of Operations. Emily Coleman, Superintendent, joined after the call to order.

Consideration of Approval of Minutes of the August 4, 2023 Meeting

A motion to approve the minutes of the August 4, 2023 Finance Committee meeting as presented in Committee was made by Mr. Worthington. Mr. Brown seconded the motion. The motion passed unanimously.

Public Funds Investment Act Training Received by TSBVI Investment Officers

Ann Du attended PFIA training in February 2023. Christina Hoke attended training in August 2023.

Consideration of Adoption of a Resolution to Appoint TSBVI Investment Officers

A motion to approve the adoption of a resolution to appoint Ann Du as the Investment Officer and Christina Hoke as the alternate Investment Officer was made by Mr. Brown. Mr. Worthington seconded. The motion passed unanimously.

Consideration of Approval of Investment Report

Ann Du reviewed the investment report for the 12 months of fiscal year 2023, ending August 31, 2023. The total market value/book value was \$1,327,589. Earnings for the period were \$35,321. Mr. Brown made a motion to approve the Investment Report as presented. Mr. Worthington seconded the motion. The motion passed unanimously.

Review of Donations Report

Ann Du reviewed the Donations Report for the 12 months of fiscal year 2023, ending August 31, 2023. Total donations received since September 1st, 2022 were \$43,248.95.

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

There were no donations over \$500.

Consideration of Approval of Request for Expenditure of Gifts and Donations

Ms. Du asked the Board to approve the Delta Gamma foundation donation to be spent on sports uniforms, including goalball, cheerleading, wrestling, and track, which will incorporate the new logo, and a new mascot costume. Mr. Brown made a motion to approve the expenditure of donations. Mr. Worthington seconded the motion. The motion passed unanimously.

Review of Budget Reports

Ann Du reviewed the Appropriated Funds Operating Expenditure Report for the 12 months of fiscal year 2023, ending August 31, 2023. The target for expenditures was 100%, and the agency total was 96%. The percentages expended by strategy were Classroom Instruction - 100%, Residential Programs - 91%, Short-Term Programs and Summer School – 99%, Related and School Support Services – 101%, Outreach – 97%, Teacher Preparation – 60%, Central Administration – 92%, and Other Support Services – 108%.

Review of the Legacy Revenue Report

For fiscal year 2023, ending August 31, 2023, TSBVI had collected \$1,090,785. The projected revenues target was 100%, and TSBVI was at 127% of projected collections.

Review of the Legacy Operating Expenditure Report

For fiscal year 2023, ending August 31, 2023 TSBVI had expended \$1,300,000. The benchmark was 100%, and 81% had been expended.

Report from Chief Financial Officer

The State Auditor's Office (SAO) audit is still ongoing. The Payroll Officer, John Parsons, has been meeting with the SAO auditors to answer all their questions related to CAPPs payroll and all the unique and exclusive things that we do here at TSBVI, including classified vs. contract staff, substitutes, and concurrent employees. The auditors have also selected sample assets and dispositions for the Warehouse to walk them through in the State Property Accounting system. They should wrap up sample testing at the end of the month. The family of a former social worker, Loyda Rodriguez, made a generous donation in the amount of \$85,000 to the School in honor of their sister. The funds will be invested in a one-year CD at 5.1% at ABC Bank. The interest income will be earmarked for expenses related to social work programs and initiatives at the School. The principal amount of \$85,000 will be invested in perpetuity. The accounting team is working on the FY23 Annual Financial Report, which is due to Comptroller of Public Accounts (CPA), on 11/20/2023. Next year, the Comptroller will be moving up the deadline by 20 days so we will be looking at any processes and procedures that we can streamline this year to meet the early deadline for next year. Also, over the summer the Accounting team worked on updating the travel policies and procedures for the School and held training sessions for the administrative assistants and travelers. The digital cash reimbursement form, created with help of IR, has rolled out, and we've received a lot of positive feedback. The purchasing team is busy working on reviewing and processing all the FY24 requisitions. At last count,

they have about 100 in their queue. Also, over the summer they held 11 training sessions for 87 front-end users related to the rollout of the new e-Fluid Procurement module in CAPPs. The Board's request for the Superintendent's salary to be increased over the amount established in our School's bill pattern is still under review by Legislative Budget Board leadership. Ms. Du said she'd make sure to notify everybody once a decision is made.

Report from Information Resources Director

The Mass Notification System testing revealed a faulty paging box. IR is working with manufacturer to get replacement part. Once part is received, we will configure the new paging/communication device and schedule the next test. The Outreach AV project is almost complete. The faulty mixer is still with the manufacturer for repairs. The installers finished the rest of the installation for the parts that had to be re-ordered. Once the mixer is received, the project will be finished. We have hired two System Support Specialists to replace the internal employees that were hired as System Administrators. One of the new employees is an internal hire and one is an external hire. Endpoint protection and content filtering rollout continues. Rollout will take longer as we are using the project to train the newer System Administrators. The project is approximately 75% completed. The new estimated date for completion is the end of October. The wireless network replacement project is moving forward. The original Exceptional Item Request was just for parts, but Mr. Brackett is looking into parts and installation since we received funding for them. The Scope of Work is in final stages, and we will begin collecting bids at the end of September. IR is working with the print shop to make a plan for replacing the two printing machines used by Curriculum and others on campus for specialized printing tasks. One printer has officially reached end of life, and the other is becoming difficult to get support/repairs for as it approaches its end of life as well. We're considering leasing equipment. Mr. Brackett has met with auditors several times to provide information about how we control access to various systems. They've also done a walkthrough of our server room/data center. The Instructional materials requests have been received, and Craig Abbe is now reviewing the requests. He will spend the next few weeks asking follow-up questions, combining orders, and processing requests. IR is assessing project management software for the IR team to manage projects, resources, and documentation more efficiently. We have three candidates and are performing accessibility testing to ensure that the tools will work well for everyone.

Report from the Human Resource Director

We continue to meet with the State Auditor's Office and provide information for payroll and HR related records. This is taking up quite a bit of time as we educate the SAO on the unique things at TSBVI that they have not experienced before. We're the first state agency they've audited that's on CAPPs. Mr. Brown asked how often we can expect to get audited. Ms. Du replied, Stacey Williams shared the last audit at TSBVI was 13 years ago. Recruitment continues to be an on-going focus. HR is starting to have some off-site job fairs scheduled. We recently went to a part-time-focused job fair at Austin Community College. Ms. Williams reported they had some good connections there so we'll see if anyone applies. The Employee Engagement Survey will open 10/2/2023. It's a similar

format as last time but an open-ended question has been added. We hope to have the results in November and roll them out to staff after the new year. It's the end of the fiscal year, and HR is performing the fiscal year end close out.

Report from the Operations Director

The Wildcat Inn has new keypads for entry on each door, which will allow easier access for check-in during off hours. We've been able to update each room with new, blackout curtains to help with temperature and light control, as well as new mini-fridges. A two-way intercom was installed at the main entrance of Building 600. When completed, it will be a great safety feature for front-desk employee, Marcus, and the main building. We have discussed a student-led project on directing visitors to the outside intercom on the wall. The fire panels have been upgraded, and some of the buildings that did not have their own panel have had an annunciator panel added. The system is in the final stages of being programmed. A new employee is in the process of being hired for the evening shift in the cafeteria. This will fill the last vacant position and add an evening salad bar for the staff and students. We have been able to complete changing out twenty refrigerators and four dishwashers in the dorms and will continue to replace outdated appliances in various dorms and break rooms across campus as needs and budget allow. Mr. Sonnenberg asked about the air conditioners. Mr. Swegle replied that this is an ongoing issue, with units down in the auditorium, Career Education building, and the gymnasium, and lead time on replacements is 13 weeks. Some of the issue with the lead time is due to custom-built parts on our current units. Mr. Sonnenberg asked if the A/C units are TFC's responsibility, and Ms. Coleman replied that it is. She explained that while we have a dedicated TFC A/C staff on campus, it's an issue of getting TFC to allot money to fix our A/C units within the next two years. Mr. Sonnenberg commented we needed standard units instead of custom-built, and Mr. Swegle agreed. Ms. Prause asked if we have a say in what kind of units we get, and Ms. Coleman confirmed that we do.

Adjournment

Ms. Prause entertained a motion to adjourn the meeting. Mr. Worthington made a motion to adjourn the meeting. Mr. Brown seconded the motion, and the motion passed unanimously. The meeting was adjourned at 8:49 a.m.

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