

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

November 18, 2022

Call to Order

Dan Brown called the regularly scheduled meeting of the Finance Committee to order at 8:02 a.m. on November 18, 2022, in Room 102 of Building 600, 1100 West 45th Street, Austin, Texas.

In addition to Mr. Brown, Board members Ernest Worthington and Michael Hanley present.

TSBVI staff members present were: Cyrenna Villegas, Director of Procurement; Cheryl Williams, Director of Human Resources; Josh Splinter, Director of Accounting; Ann Du, Chief Financial Officer; Emily Coleman, Superintendent; Dan Hampton, Director of Information Resources; and Gemma Cooper-Langdale, Budget Analyst.

Consideration of Approval of Minutes of the September 30, 2022 Meeting

A motion to accept the minutes of the September 30, 2022 Finance Committee meeting as presented was made by Mike Hanley. Mr. Worthington seconded the motion. The motion passed unanimously.

Primary and Alternate Investment Officers

New Chief Financial Officer, Ann Du, will be added in place of former Chief Financial Officer, Pam Darden. Mr. Worthington made a motion to approve adding Ms. Du as the primary Investment Officer and retaining Josh Splinter as the alternate Investment Officer. Mr. Hanley seconded the motion. The motion passed unanimously.

Renewal of Nolan County Farm Contract

Mr. Hanley made a motion to approve. Mr. Worthington seconded. The motion passed unanimously.

Report on Maintenance, Annual Inspection, and Recommendations for Maintenance and Repair of the Campus Residence

Ms. Coleman updated the Committee on the Superintendent's residence. The repairs to the Superintendent's residence will be paid for by TFC. No large projects will be coming out of TSBVI's budget in the foreseeable future. The inventory of the Superintendent's residence remains the same. Mr. Worthington asked about the French drains and downspouts. Ms. Coleman said the work hasn't been done yet.

Consideration of Approval of Investment Report

Josh Splinter reviewed the investment Report for the first month of fiscal year 2023, ending September 30, 2022. The total market value/book value was \$1,618,827. Earnings for the period were \$4,232. Mr. Worthington made a motion to approve the Investment Report as presented. Mr. Hanley seconded the motion. The motion passed unanimously.

Review of Donations Report

Josh Splinter reviewed the Donations Report for the first month of fiscal year 2022, ending September 30, 2022. Total donations received since September 1st, 2022 were \$22,083.19.

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

There was one donation over \$500 from All Blind Children of Texas, benefitting White Cane Day 2022. A motion was made by Mike Hanley to approve the receipt of gifts and donations over \$500. Ernest 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

Ann Du reviewed the Appropriated Funds Operating Expenditure Report for the first month of fiscal year 2022, ending September 30, 2022. The target for expenditures was 8%, and the agency total was 7%. The percentages expended by strategy were Classroom Instruction - 7%, Residential Programs - 7%, Short-Term Programs and Summer School – 7%, Related and School Support Services – 5%, Outreach – 7%, Teacher Preparation – 1%, Central Administration – 7%, and Other Support Services – 3%.

Review of the Legacy Revenue Report

For the first month of fiscal year 2023, ending September 30, 2022, TSBVI had collected \$5,011. The projected revenues target was 8%, and TSBVI was at 1% of projected collections.

Review of the Legacy Operating Expenditure Report

For the first month of fiscal year 2023, ending September 30, 2022, TSBVI had expended \$0. The benchmark was 8%, and 0% had been expended.

Report from Director of Accounting

Josh Splinter Reported it was his last day, and the new Accounting team is doing great. He Reported the well project for the Nolan County Farm was complete, but unfortunately not until after the drought. However, the insurance payout was for an irrigated farm and increased the payout around three times what we previously were paid.

Report from Information Resources Director

Dan Hampton updated the Committee on the Palo Alto firewalls being installed on Monday. The new website is up and running and going smoothly. IR is finding content to migrate from the old website. Mr. Brown asked if the old content was archived. Mr. Hampton said it was, and they're finding teams to manage the content. Emergency Notification System is up and running and has been tested. The vendor is still working on TFC's portion of the project, which is the fire alarm part. New TVs and mounts are being installed in all the dorms, Wildcat Inn, and the FUSA apartments. IR is dropping Spectrum and adding streaming services, which is a significantly lower cost than the cable. Mr. Worthington asked about the accessibility of the televisions. Mr. Hampton said they could be integrated with voice activated systems.

Report from the Human Resource Director

Cheryl Williams updated the Committee on recruitment, which is an ongoing focus. She then moved on to the Texas Workforce Commission Civil Rights Division Personnel Policy and

Procedure Systems Review, which took place on November 3rd. Overall TSBVI did well and had 3 required findings: 1) recruitment plan 2) a language change in policy DIA, and 3) defining “retaliation”, which is defined in DGBA. Policy DIA will be updated to make it more thorough. Mr. Hanley asked about starting pay for staff. Ms. Williams said \$16.96 is minimum hourly rate with access to benefits, and 30 hours is considered full time for health insurance. Ms. Coleman spoke to the pay increases for everyone and said she’d be asking for money in the supplemental bill. She stated that minimum wage needs to be \$21 an hour to attract applicants. For a 24% increase for all staff, it’ll be \$3.5m per year or \$7m for the biennium. Since August, there have been 9 resignations and 2 hires in Residential, so the previous 6% increase is not attracting applicants or retaining staff.

Adjournment

Dan Brown entertained a motion to adjourn the meeting. Mr. Hanley made a motion to adjourn the meeting. Mr. Worthington seconded the motion, and the motion passed unanimously. The meeting was adjourned at 8:44 a.m.

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