

**TEXAS SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED
FINANCE COMMITTEE MEETING MINUTES
January 31, 2025**

Call to Order

Julie Prause called the regularly scheduled meeting of the Finance Committee to order at 8:01 a.m. on January 31, 2025, in Room 102 of Building 600, 1100 West 45th Street, Austin, Texas and via Zoom.

In addition to Mr. Brown, Board member Lee Sonnenberg was present.

TSBVI staff members present were Ann Du, Chief Financial Officer; Cheryl Williams, Director of Human Resources; Gemma Cooper-Langdale, Budget Analyst; Emily Coleman, Superintendent; Brian Swegle, Director of Operations; Cyrenna Villegas, Director of Procurement; and Scott Bracket, Director of Information Resources.

Consideration of Approval of Minutes of the November 22, 2024 Meeting

A motion to approve the minutes of the November 22, 2024 Finance Committee meeting as presented in Committee was made by Mr. Sonnenberg. Ms. Prause seconded the motion. The motion passed unanimously.

Consideration of Approval of Investment Report

Ann Du reviewed the Investment Report for the 4 months of fiscal year 2025, ending December 31, 2024. The total market value/book value was \$1,199,082. Earnings for the period were \$12,155. Mr. Sonnenberg made a motion to approve the Investment Report as presented. Ms. Prause seconded the motion. The motion passed unanimously.

Review of Donations Report

Ann Du reviewed the Donations Report for the 4 months of fiscal year 2025, ending December 31, 2024. Total donations received since September 1st, 2024 were \$70,187.00.

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

There were 4 donations over \$500, one of which was approved at the previous Committee Meeting: \$5,000 from Matthew Martin, \$1,500 from Raymond James Charitable Foundation, and \$520 from Cynthia Anderson. The donation of \$50,000 by an anonymous donor was approved on November 12. Mr. Sonnenberg made a motion to approve the receipt of gifts and donations over \$500 the donation, amended to include the donation of a Focus 14 Braille Display, valued at \$1,500, by Kyle Hearne. Mr. Prause seconded the motion. The motion passed unanimously.

Consideration of Approval of Request for Expenditure of Gifts and Donations

There were no requests to expend gifts and donations.

Review of Budget Reports

Ann Du reviewed the Appropriated Funds Operating Expenditure Report for the 4 months of fiscal year 2025, ending December 31, 2024. The target for expenditures was 33%, and the agency total was 34%. The percentages expended by strategy were Classroom Instruction - 38%, Residential Programs - 35%, Short-Term Programs and Summer School – 26%, Related and School Support Services – 34%, Outreach – 36%, Teacher Preparation – 12%, Central Administration – 32%, and Other Support Services – 34%.

Review of the Legacy Revenue report

For the 4 months of fiscal year 2025, ending December 31, 2024, TSBVI collected \$241,010. The projected revenues target was 33%, and TSBVI was at 22% of projected collections.

Review of the Legacy Operating Expenditure report

For the 4 months of fiscal year 2025, ending December 31, 2024, TSBVI expended \$421,076. The benchmark was 33%, and 30% had been expended.

Consideration of approval of Board Policy CDA (TSBVI) Other Revenues:

Investments No changes were made to the policy, but it's required that the policy be reviewed and approved on an annual basis. Mr. Sonnenberg moved to approve the Board Policy as presented in Committee. Ms. Prause seconded the motion. The motion passed unanimously.

Report from Chief Financial Officer

On 1/22/2025, Ms. Du and Ms. Coleman met with Legislative Budget Board (LBB) staff members to discuss TSBVI's introduced funding bills. 4 of TSBVI's 18 exceptional items were funded by the Legislature, including the \$2.4 million in School Health and Related Services (SHARS) funding (\$4.8M for the biennium), \$150K for Clark's Travel expenses (\$300K for the biennium), \$314K (\$628K for the biennium) in Central Administration for vacant positions that were not included in the previous Legislative Appropriations Request (LAR) submission, and finally \$950K for the armed guard, equipment, and the installation of security badges on campus (\$1,150,000 for the biennium). As for the other exceptional items that were not funded, Ms. Coleman will be testifying about them at committee hearings. TSBVI's Senate Finance Committee hearing is scheduled for next month on 2/10/2025, but a date has not been set for the House Appropriation Committee hearing. In December 2024, TSBVI received the final settlement notice for the FFY23 SHARS annual cost report. Due to all the implemented rule changes by the Health and Human Services Commission (HHSC), our SHARS funding was reduced by \$800K. In addition to that, TSBVI also received notice that we owed HHSC \$130K because of a 2017 federal audit (reporting period 10/1/2010 – 9/30/2011), which discovered that the state's expenses submitted for reimbursement were disallowed by the federal government. All of this has been shared with LBB staff, and we are asking for a supplemental request in AY25 to fill this budget gap. The Comptroller of Public Accounts (CPA) Contract Management audit is still ongoing. Procurement and Accounting have been working diligently to locate financial and supporting documentation for the audit team. We have also been selected for a Procurement/Administrative audit by the Texas Department of Agriculture (TDA) for the

Food Service Department. We have uploaded all the preliminary requested information to TDA and are now waiting for them to provide us with the sample pull list.

Report from Information Resources Director

Mr. Brackett met with AT&T to schedule a Department of Information Resources (DIR)-funded cybersecurity assessment and penetration test to identify any security weaknesses. This project has begun, and we should have penetration test results in two weeks. Our interviews for the Cybersecurity Framework Assessment start next week. These assessments will verify our current security posture and help us set priorities for what to work on next. By April 2025, we will require Multi-factor Authentication (MFA) for any Virtual Private Network (VPN) users. We will also require MFA for all staff Google accounts by the same date. Currently, we have a working proof of concept for IT Admins and are experimenting with different solutions to find the one that will be the best fit for the school. Network Detection and Response (NDR) hardware will be installed in our network and will constantly scan for suspicious traffic and take semi-automated actions to protect against bad actors. This is the network counterpart to the Endpoint Detection and Response (EDR) initiative we have been rolling out for all State-owned devices. Preconfigured hardware has been delivered and should be installed in the next two weeks. Windows 10 will no longer be supported in October 2025, so we have begun upgrading to stay ahead of that date. Desktops have all been updated, and we are now working through laptops. Regarding the EDR project, antivirus protection is completely installed, but we still have some web content filtering agents to install on staff computers. Content is still filtered at our Firewall; this additional layer is primarily in place for student safety. We will perform final installations as part of the Windows 11 upgrade project. Finally, the print shop print project is almost complete. The old printer has been removed, and the new printer has been delivered and is working well. We are waiting for an outstanding billing issue before closing the project. Our old printer has been removed from their system, but they are still sending invoices. They know this is an issue and have assured us they are not billing us. We will close the project when invoices have ceased.

Report from the Human Resource Director

HR held an onsite job fair on January 29th. Job Fair season will soon be starting so currently HR is reserving spots for Spring fairs. This will continue to be part of process. Interviews were scheduled from this job fair. A Management 360 Survey will be rolling out this week. Participants include returning Executive Management Team members as well as certain director level staff. Participants, direct reports, 2-3 peers and immediate supervisor will participate. The survey will be conducted by the Institute for Organizational Excellence (IOE), which is part of University of Texas and the same organization that does our Employee Engagement Survey. IOE will meet with participants and share results. Regarding the State Office of Risk Management audit, while it is mostly safety-related, there is a worker's compensation component, so HR participated. Ms. Prause asked how many fairs are conducted yearly, and Ms. Williams stated from February to August last year there were 7.

Report from the Operations Director

Our Weekends Home bus should be repaired in February. We are waiting for one part on back order which should be in by the end of February, but the issue hasn't significantly

impacted our fleet. We passed our Water Cross Connect test with no issues found. Meetings are underway to reevaluate the Campus well upgrade. We are moving forward on the Generator Project with TFC. The playground project is well underway. Security is fully staffed again with the hiring of a new overnight Officer.

Adjournment

Ms. Prause entertained a motion to adjourn the meeting. Mr. Sonnenberg made a motion to adjourn the meeting. Ms. Prause seconded the motion, and the motion passed unanimously. The meeting was adjourned at 8:37 a.m.