

TEXAS SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

FINANCE COMMITTEE MEETING MINUTES

February 2, 2024

Call to Order

Julie Prause called the regularly scheduled meeting of the Finance Committee to order at 8:17 a.m. on February 2, 2024, in Room 102 of Building 600, 1100 West 45th Street, Austin, Texas and via Zoom.

In addition to Ms. Prause, Board President, Lee Sonnenberg, and Board members Ernest Worthington were present.

TSBVI staff members present were: Ann Du; Chief Financial Officer; Scott Brackett, Director of Information Resources; Cheryl Williams, Director of Human Resources; Gemma Cooper-Langdale, Budget Analyst; Jenny Wells; General Counsel; and Brian Swegle, Director of Operations; and Emily Coleman, Superintendent.

Consideration of Approval of Board Policies

Jenny Wells presented an overview of the amendment of Board policies CDA (TSBVI) and GKG (TSBVI), related to Compensation and Benefits and Leave and Absences. No changes were made to CDA and one change was made to GKG. Mr. Brown made a motion to approve board policies DEC and DECA as amended. Mr. Worthington seconded the motion. The motion passed unanimously.

Consideration of Approval of Minutes of the November 17, 2023 Meeting

A motion to approve the minutes of the November 17, 2023 Finance Committee meeting as presented in Committee was made by Mr. Brown. Mr. Worthington seconded the motion. The motion passed unanimously.

Consideration of Approval of Investment Report

Ann Du reviewed the Investment Report for the first 3 months of fiscal year 2024, ending December 31, 2023. The total market value/book value was \$1,242,905. Earnings for the period were \$13,042. 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 first 3 months of fiscal year 2024, ending December 31, 2023. Total donations received since September 1st, 2023 were \$125,390.06.

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

There was one donation over \$500 from the Delta Gamma Foundation of \$6,623. Mr. Brown made a motion to approve the receipt of gifts and donations over \$500. Mr. Worthington seconded the motion. The motion passed unanimously.

Consideration of Approval of Request for Expenditure of Gifts and Donations

There was one request to expend \$3,000 to upgrade one of the kitchens on campus with smart technology, using voice recognition to operate the appliance. Mr. Brown made a motion to approve the request for expenditure of gifts and 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 first 3 months of fiscal year 2024, ending December 31, 2023. The target for expenditures was 33%, and the agency total was 31%. The percentages expended by strategy were Classroom Instruction - 33%, Residential Programs - 34%, Short-Term Programs and Summer School – 21%, Related and School Support Services – 34%, Outreach – 29%, Teacher Preparation – 4%, Central Administration – 32%, and Other Support Services – 31%.

Review of the Legacy Revenue report

For the first 3 months of fiscal year 2024, ending December 31, 2023, TSBVI had collected \$234,475. The projected revenues target was 33%, and TSBVI was at 22% of projected collections.

Review of the Legacy Operating Expenditure report

For the first 3 months of fiscal year 2024, ending December 31, 2023, TSBVI had expended \$407,316. The benchmark was 33%, and 29% had been expended.

Report from Chief Financial Officer

Ms. Du shared that in December 2023, we received our settlement notice for the Federal Fiscal year 2022 School Health and Related Services (SHARS) annual report. Our SHARS funding was reduced by 60% to \$1.2 million dollars as a result of a federal audit performed by the Office of Inspector General in 2017. During the federal audit, it was discovered that the Random Moment Time Study percentage across the State of Texas was overestimated and expenses were coded in a manner that did not align with federal and state program policies. Since then, Ms. Coleman and Ms. Du have met with the Health and Human Services Commission, the Legislative Budget Board, and the Governor's Office to discuss this matter. After our meetings, we made the decision to accept our settlement amount and chose not to pursue an appeal against the decision, considering that the Random Moment Time Study percentage is determined on a statewide basis. We are making up the budget shortfall by submitting a \$500K contingency cash request to LBB to borrow from the next fiscal year, 2025, and a \$200K deficiency grant from the Governor's Office. We are still waiting for a response from the state leadership on both requests. We are also looking to make up the budget shortfall with salary cost savings from unfilled positions, shifting student-related costs to Legacy if needed, and utilizing grants to fund the campus projects. An award for the Intrusion Resistant Film was made this week for \$26K. This is funded with the 2023 School Safety Grant we received from TEA. We are also looking to fund the Burnet Road Gate project with this grant. We are waiting for an updated quote from Texas Facilities Commission (TFC) for this gate project. Procurement is in the process of performing an administrative evaluation on 5 quotes to replace the printer in the Print Shop, as well as drafting a Statement of Work for the \$200K wireless project that we received

funding for in the last legislative session as part of the School's campus infrastructure upgrade. Accounting completed the annual 1099s for calendar year 2023 by the 1/31/2024 due date. Accounting is working on reconciling the expenses and revenues between Uniform State Accounting System and Centralized Accounting and Payroll/Personnel System (USAS/CAPPS).

Report from Information Resources Director

Our phone service provider was the victim of a ransomware attack. Our phone system and all backups of it were ransomed in the attack. Service stopped January 23rd and services have begun to come back online. We are still in the process of rebuilding our VOIP phone system. Fortunately, none of our systems have been compromised by the attack. We were able to come up with workarounds for the safety and security of students and staff. A faulty paging box replacement for Mass Notification System was tested successfully. Newly installed paging box does not have the same defect as the previous device, so connection from phone system to mass notification system is completed. The Outreach AV project is 100% complete. A replacement for the faulty mixer arrived and was installed over the Christmas break. All systems are functioning well. Endpoint protection replacement project: Project restarted after issues turned up in testing were resolved. All Macs, PCs, and servers are fully completed. Experienced an issue with deployment to mobile devices, waiting on maker of EDR software to respond with fix. The project is approximately 90% completed. The wireless network replacement project is in review by Procurement. We hope to have bids collected soon. Print shop printer replacement project: Collecting bids for the project of replacing our two older printers in our print shop with one new one. This move will result in saving \$100,000 over a 60-month lease. Assessing improvements to conference rooms: Business Office: Replaced projector with repurposed TV from another conference room on campus. Short-Term Programs: Assessing zoom room vs. screen-casting devices. Mr. Brown asked how parents were notified about the phones. Ms. Coleman answered that the Comprehensive Programs and Residential departments reached out directly to the parents via email and cell phone and SkyAlert.

Report from the Human Resource Director

Regarding the Employee Engagement Survey, we are in the process of rolling out the results to staff by 1/31/2024. Staff will then identify priority items to begin working on. Beginning to think about the new school year so have created our annual staff tracking spreadsheet of known changes in Comprehensive and Residential. Soon we will set the date for our Spring on-site job fair, which will focus on contract staff. We will also do one in the Summer targeting Residential and Weekends Home.

Report from the Operations Director

Kitchen is fully staffed again. New 32-passenger bus from last year's Capital Transportation funds is due for delivery between April and June of 2024. The mechanics team is ensuring the Weekends Home fleet is prepared for seasonal travel. TFC will be repainting the Auto Shop floor. Fire Marshall report came out this week, and we have 13 days left to address all the issues identified in the report. Actively recruiting for the Security Department. We now have a total of 3 vacancies in Security. We may contract with an external vendor to cover the overnight shift if needed. We are waiting for the final quote from Fairway for the campus' rekeying project. At this point we have about 98% of the cylinders needed. We are looking at either spring break or the summer to complete the rekeying project. Ms. Prause

asked for an update on the MakerSpace exhaust project. Mr. Swegle said they put in a filter system for the glow forge that we were able to install prior to Family Day.

Adjournment

Ms. 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 9:18 a.m.