

TEXAS SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

FINANCE COMMITTEE MEETING MINUTES

April 3, 2023

Call to Order

Julie Prause called the regularly scheduled meeting of the Finance Committee to order at 8:00 a.m. on April 3, 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, Michael Hanley, and Ernest Worthington were present.

TSBVI staff members present were: Ann Du; Chief Financial Officer; Cyrenna Villegas, Director of Procurement; Dan Hampton, former Director of Information Resources; Scott Brackett, current Director of Information Resources; and Gemma Cooper-Langdale, Budget Analyst; and Brian Swegle, Director of Operations.

Consideration of Approval of Minutes of the February 3, 2023 Meeting

A motion to approve the minutes of the April 3, 2023 Finance Committee meeting as amended in Committee was made by Mike Hanley. Mr. Brown seconded the motion. The motion passed unanimously.

Consideration of Approval of Investment Report

Ann Du reviewed the investment report for the first 6 months of fiscal year 2023, ending February 28, 2023. The total market value/book value was \$1,564,253. Earnings for the period were \$13,864. 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 6 months of fiscal year 2023, ending February 28, 2023. Total donations received since September 1st, 2022 were \$24,716.89.

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

There was one donation for \$2,000 from the Point Venture Lions Club. Mr. Hanley moved to accept the gift. Mr. Brown seconded. 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 6 months of fiscal year 2023, ending February 28, 2023. The target for expenditures was 50%, and the agency total was 47%. The percentages expended by strategy were Classroom Instruction - 52%, Residential Programs - 47%, Short-Term Programs and Summer School

– 34%, Related and School Support Services – 51%, Outreach – 47%, Teacher Preparation – 11%, Central Administration – 44%, and Other Support Services – 45%.

Review of the Legacy Revenue Report

For the first 6 months of fiscal year 2023, ending February 28, 2023, TSBVI had collected \$615,769. The projected revenues target was 50%, and TSBVI was at 71% of projected collections.

Review of the Legacy Operating Expenditure Report

For the first 6 months of fiscal year 2023, ending February 28, 2023 TSBVI had expended \$598,642. The benchmark was 50%, and 37% had been expended.

Report from Chief Financial Officer

Ms. Du began her report with an update on the Legislative Appropriations Request. The last day to file bills was March 10th, and TSBVI has been asked to submit Fiscal Impact Notes. In the House Appropriations Committee, all of our exceptional items are being considered in the supplemental bill in AY23. The bill will go to house floor for a vote and if passed, we'll have access to the funds for two years. In the Senate Finance Committee, they voted to adopt all exceptional items plus \$700,000 for Weekends Home transportation. We need to wait patiently while the two chambers work out their differences. Staffing updates: Director of Accounting remains vacant after 5 months; an interview for another applicant is scheduled this week. It's very important for them to have state experience. The junior Purchaser position has remained vacant since October. Mr. Brown asked if all daily operations are being kept up, and Ms. Du replied all duties and responsibilities are being covered.

Report from Information Resources Director

Dan Hampton introduced new IR Director Scott Brackett. Mr. Brackett has been with TSBVI for 15 years and has been working with IR/IT for the last 6 years. He put together the SMART database, which is a staffing database. He's co-chair of the Accessibility Committee. Mr. Hampton updated the Committee on the Dorm TV project, which is now completed. Everything is installed, and there's been very little negative feedback from the dorms. The Mass Notification System is almost completed; Brian Swegle and Stacy Correa have taken over communicating with Beckwith about this. The HyperSpike speakers are working loud and clear during testing. Panic buttons have been installed in the reception areas, which will activate a lockdown event. Over Spring Break, the Keith Kirschling and Mason Toy replaced almost half of the switches across campus. These were bought with GEER money, and they're now being installed. The IDF closets are being renovated and cleaned up, and more complex buildings will be addressed over the summer when they're empty. The Recreation building AV renovations will be completed by April 10th. The Outreach AV project is stalled. Key radio receivers for the wireless microphones have been on backorder for close to a year now. We're anticipating a July 10th arrival date. Allison Kemp has returned, which is a good news for us. She's working with Denise Lehe who does content working on the website. Mr. Hampton will be working through the end of April to assist with the transition to the new IR Director.

Report from the Human Resource Director

Ann Du read Ms. Williams' report. The PR firm that TSBVI hired has helped with more social media presence. They conducted a survey of TAs, Residential Instructors, and Weekends Home staff to target opportunities. They've prepared a blog featuring these positions and 1-minute spotlight videos. Effective as of April 1, we're preparing to apply 3% market equity increase to classified staff. HR had to do reclassifications to make sure majority of staff are eligible. The Legislature seems to be moving forward with 5% increases. Regarding, summer program, HR continues to support Short-Term Programs and Residential. HR is preparing the contracting process for next school year. There are 2 audits currently being conducted: the TWC Civil Rights Division Personnel Policy and Procedure Review and an audit by DPS. HR sent all required documents to TWC to close out the findings. However, TWC is delayed due to vacancies. HR was notified on March 10th to audit TSBVI's use of the DPS secure site to do background checks on volunteers, employees, and contractors. Last week, Ms. Williams submitted TSBVI's response to DPS's file request. An onsite audit is scheduled on April 27th.

Report from the Operations Director

Brian Swegle began his report by updating the Committee on the gate and fence project. There are many vendors working on this project and coordinating with all of them has been difficult, but we are making forward progress with them. We've gotten proposals to change the Burnet Rd. gate to a swinging gate or relocate the pedestrian gate. Retaining walls have been completed on sliding gates, and landscaping on the front of the property has been moving forward slowly. Regarding the rekeying of campus, about half of the costs would be covered by the GEER grant but the installation nor cylinder locks were included in the original proposal. We have to find additional funding to cover these costs. This will also cover an additional issue with bathroom locks, which need to lock to be able to shelter-in-place but also have a key to be able to get in. Mr. Swegle moved on to the fire control systems, which are being worked on. We've implemented several alternative local notification systems to communicate about alarms on-campus. An alarm went off due to work being done on the gas and HVAC systems on the roof, and some fumes were coming into the building. The phones and internet were down that day, as well. There were several failures going on, but everyone did exactly what they're supposed to do. All the drills have worked. Moving onto the bus purchase, we got our bid in on time. Finally, the Student Council sent an email to Miles Fain about splinters on the picnic tables, so Mr. Swegle met with Student Council about the picnic tables for a proposal to fix them. Mr. Swegle will have them look up what PPE they need, etc. to assist with fixing the tables.

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 8:45 a.m.

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