

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

May 25, 2023

Call to Order

Lee Sonnenberg called the regularly scheduled meeting of the Finance Committee to order at 8:34 a.m. on May 25, 2023, in Room 102 of Building 600, 1100 West 45th Street, Austin, Texas and via Zoom.

In addition to Mr. Sonnenberg, Board members Dan Brown, Ernest Worthington, and Elaine Robertson were present.

TSBVI staff members present were: Ann Du; Chief Financial Officer; Cyrenna Villegas, Director of Procurement; 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.

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

A motion to approve the minutes of the April 3, 2023 Finance Committee meeting as amended 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 8 months of fiscal year 2023, ending April 30, 2023. The total market value/book value was \$1,467,490. Earnings for the period were \$19,380. Ms. Robertson made a motion to approve the Investment Report as presented. Mr. Brown seconded the motion. The motion passed unanimously.

Review of Donations Report

Ann Du reviewed the Donations Report for the first 8 months of fiscal year 2023, ending April 30, 2023. Total donations received since September 1st, 2022 were \$36,994.45.

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

There were two donations over \$500: one from the Delta Gamma Foundation for \$9,744 and one from the Benevity Giving Platform for \$617.56. Mr. Worthington moved to accept the gift. Ms. Robertson 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 8 months of fiscal year 2023, ending April 30, 2023. The target for expenditures was 66%, and the agency total was 63%. The percentages expended by strategy were Classroom Instruction - 69%, Residential Programs - 62%, Short-Term Programs and Summer School

– 45%, Related and School Support Services – 69%, Outreach – 68%, Teacher Preparation – 28%, Central Administration – 59%, and Other Support Services – 63%.

Review of the Legacy Revenue Report

For the first 8 months of fiscal year 2023, ending April 30, 2023, TSBVI had collected \$842,475. The projected revenues target was 66%, and TSBVI was at 98% of projected collections.

Review of the Legacy Operating Expenditure Report

For the first 8 months of fiscal year 2023, ending April 30, 2023 TSBVI had expended \$938,841. The benchmark was 66%, and 58% had been expended.

Report from Chief Financial Officer

The last day of regular session is next Monday, May 29th, 2023. As it currently stands in Conference Committee, our exceptional items for the \$2.5 million dollar emergency power generator, security and surveillance equipment, \$200K to upgrade our wireless network, and finally \$500K for an accessible playground are all adopted in the supplemental bill for AY23. The \$700K in Weekends Home Transportation is adopted in the regular appropriation bill. It will now need to go to the full Senate and House floors for their vote. Lastly, it will go to the Governor for his signature. Our new Accounting Director, Christina Hoke, began employment at TSBVI on May 8, 2023. We are so happy to have her in the Business Office. Christina brings to our team more than 20 years of experience in accounting, budgeting, and financial reporting in the State of Texas. We have been selected for an audit by State Auditor's Office (SAO). They will be looking at our financial transactions, procurement practices, payroll and time & leave reporting, and finally the protection of student records from FY2022 to present. Our Junior Purchaser position remains vacant since October 2022. We made an offer last week, but the individual turned us down citing pay as an issue.

Report from Information Resources Director

Mr. Brackett met with the auditors on Tuesday about what they'll need from us regarding student records. The Dorm TV installation project is complete. We have made minor adjustments to Hulu subscriptions based on staff feedback. All parties now seem happy, and we are paying less than the cost of our previous cable package. The Mass Notification System project is still waiting for a vendor technician to become available to finish the project. The system is fully functional, but we need to finalize the details of programmatic behavior of the systems, such as alert duration and automatic actions that follow an alert. Keith Kirschling has continued working to distribute the new switches and remediate cabling. The project is at about 2/3 to completion, and we estimate that the installation will be finished in June. The new AV controls in the Recreation building have been installed and are working great. The Outreach AV project is very near completion. The wireless receivers we were waiting on have been delivered ahead of their projected July date. The installation should take place in late June when we receive a hardware rack required by the installer. System Support Specialists Courtney Canady, Finnegan Morbacher, and Mason Toy have been working with Keith Kirschling to replace our previous endpoint protection and content filtering software. This software works to protect our computers on and off campus. The project is approximately 50% completed.

Report from the Human Resource Director

Recruitment continues to be an on-going focus. We are waiting to learn more about the 5% increase to Classified staff that the Legislature has proposed. This could happen as early as July 1st, 2023, which is while summer school is still in session and many staff are in different positions. We continue to be hopeful that this will help improve our competitiveness (recruitment and retention). We are starting to hear more about what AISD and other school districts will change in their compensation. Last week, the AISD Board approved a 7% increase for teachers and a few other positions, and 3% or 5% increase depending on position for other contract staff. We only have high-level changes so are still waiting on quite a bit of information on how it impacts our contract staff. HR is continuing to support STP and Residential with summer prep tasks. Regarding next school year, HR is recruiting for vacancies and preparing for the contracting process to begin. Finally, Ms. Williams moved onto the audits. The Texas Workforce Commission Civil Rights Division (TWC CRD) - Personnel Policy and Procedure System (PPPS) Review is complete, and HR is working with TWC CRD to close out required findings. The Department of Public Safety completed an on-site audit on April 27, 2023, and there were some findings that we are working on resolving. Overall, it was a good educational experience. Related to the financial processes audit, Ms. Williams will be meeting with the SAO auditors this week to review HR time and leave policies and procedures. Mr. Worthington asked what was the most critical group to focus on hiring. Ms. Williams answered that Residential was a really hard department to keep filled due to 2nd and 3rd shifts, pay, and the housing market in Austin.

Report from the Operations Director

Mr. Swegle updated the Committee on the bus purchases. We have finalized the purchase of a new 31-passenger Thomas yellow school bus using House Bill 2 Capitol Transportation funding. We also purchased two new golf carts with the remaining funds. The bus is being built to our specifications and should take approximately 12 months, and the golf carts will be delivered this summer. We are addressing issues with the pedestrian gates using funding that Texas Facilities Commission (TFC) is providing. They are getting us pricing for ADA compliant operators to open and close the gates. These are additional items outside of the original scope of work. The remaining vehicle gates are awaiting final electrical and safety installations. We have no written estimate at this time for the Burnet gate fix. We have a meeting with Fairway Supply the week of May 22nd to finalize plans for Phase 2 of the campus re-keying project. Three new campus security cameras have been installed. We also upgraded our main security software. These upgrades are a good start to improving our overall system. We have hired one new Security officer and a new Security Program Specialist and are actively seeking candidates for one open Security officer position. After 31 years of service, cafeteria employee, Rebecca Lopez, is retiring this semester. We are looking to fill that position this summer. The warehouse air conditioning is not working, and we are currently relying on fans to draw cold air from the auto shop to cool the warehouse. The replacement unit is scheduled to arrive mid-July. Mr. Swegle mentioned that the refrigerators in the dorms were recently all replaced.

Adjournment

Mr. Sonnenberg entertained a motion to adjourn the meeting. Mr. Brown made a motion to adjourn the meeting. Ms. Robertson seconded the motion, and the motion passed unanimously. The meeting was adjourned at 9:32 a.m.

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