

Harris County Systems of Hope
Fiscal/Sustainability Work Group
 6300 Chimney Rock Road
 Houston, Texas 77081
 Time: 5 PM – 6 PM

MINUTES OF MEETING

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Date of Meeting:	August 11, 2009
Location:	Youth Services Center
Type of Meeting:	Fiscal/Sustainability Work Group
Present:	Janis Bane, Brian Baxendale, Julie Bourne (via phone), Larry Brown, Nichole Christoph, George Ford, Tammy Foster, Harvey Hetzel, Beverly Pettway, Steve Schnee, Barbara Sewell
Minutes completed by:	Nichole Christoph

Agenda Item #	MINUTES OF MEETING	Action	
		Name	Due Date

1.	Introductions were made around the room
2.	Minutes from the July 2009 meeting were reviewed and approved with two corrections noted.
3.	<p>Mr. Baxendale presented a budget report for the period ending July 31, 2009. It was reported that the carry over has been approved and is reflected in this report. The program has expended 68% of the budget and is expected to carry over \$400,000 into the next fiscal year. Any funds carried over will be subject to the two to one match requirement. A report detailing wraparound services through July 31, 2009 was also shared. Ms. Sewell would like to see the mentoring/therapeutic services line broken down to include more detail. Mr. Baxendale will make that available on the next report.</p> <p>Ms. Pettway wanted to discuss what the program staffing needs would look like for the next fiscal year.</p>
4.	A draft copy of a match tracking form was distributed to the group. The form could be utilized by volunteers, agency partners and Governing Board Members to keep track of time spent. Ms. Sewell and Ms. Pettway asked for a copy of the form.
5.	Ms. Foster reported that the budget issues have prompted a review of the stipend and taxi voucher protocol. The stipends were originally intended to cover the cost of transportation and childcare. As of October 1 st the program will not issue taxi vouchers for work group meetings. The group discussed the need to establish a protocol or policy for stipends and what stipends are to be used for. A draft policy will be presented for the Governing Board approval for year five.
6.	Mr. Brown reported that the site visitors have asked for itemized budgets for the Youth, Family and CLC components of the program. Mr. Brown feels that a report detailing line items and grand total with the break down during the individual presentations will be acceptable. Ms. Pettway asked the budget narratives be sent to her. Mr. Brown confirmed that the fiscal portion of the site visit will take place on September 8 th from 2:00 pm – 3:30 pm. Ms. Bane would like to get clarification from the site visitors on budget and match questions.

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An update on additional funding sources was provided to the group. Ms. Bane reported that official word has not been given but it appears that the program has been awarded two Hogg foundation grants. One of which is a partnership for the Kashmere feeder program and the other is a collaborative partnership with the City of Houston for the Sunnyside project. It was also reported that the possible funding from diverted TYC funds will have to go through MHMRA. The current plan is to fund two care teams, two juvenile probation officers and a psychiatrist. Questions that came from this discussion included: Will the care teams benefit SOH eligible youth and could SOH subcontract with MHMRA? Mr. Hetzel reported that legislation regarding these funds precludes Juvenile Probation from “buying” services for the care teams. Dr. Schnee added that a determination needed to be made to ensure the match is taken care of and that MHMRA/Medicaid requirements are also taken care of. Ms. Pettway suggested that the group look at the population that would be served by those care teams and tracking to ensure they are SOH eligible. It was also announced that only a percentage of the TYC funds will apply toward SOH eligible youth. Mr. Hetzel will be meeting with his deputy director regarding that percentage.

An issue at hand is deciding how to address funding fro care teams since money from TYC will not go directly to SOH by October 1st. Ms. Bane stated that Ms. Herman indicated that would not be necessary just yet. Ms. Bane will get clarification from the site visitors in September.