

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:	February 9, 2010
Location:	Youth Services Center
Type of Meeting:	Fiscal/Sustainability Work Group
Present:	Brian Baxendale, Julie Bourne, Nichole Christoph, George Ford, Tammy Foster, Randy Joiner, Curtis Mooney, Beverly Pettway, Steve Schnee
Minutes completed by:	Nichole Christoph

Welcome and Introductions

Mr. Joiner welcomed everyone to the meeting and called it to order at 4:17 pm.

Approval of Minutes

The minutes from the January 2010 meeting were approved as presented.

Budget Update

Mr. Baxendale reported that the program is 4 months into the grant year and has expended 35% of the budget. It was noted that the all Hogg grant funded positions have now been transferred to that funding and is no longer reflected in the SAMHSA budget. Mr. Joiner added that Mr. Guillen has requested permission to move from a fulltime position to a part time position. Details for this request are still being worked out but it expected to be approved. This will have a significant affect on the salary line in the budget. The contract for DePelchin Children's Center was presented at Commissioner's Court today. Expenditures for evaluation services will be submitted for payment on the next agenda and will be reflected on the next report. Wraparound expenditures were also detailed and now reflect other funding sources including new grants. Due to several new funding streams for mentoring the program has begun preliminary discussions to refocus mentoring funds for the CJD grant.

Ms. Sewell expressed her concern that agencies need cross training on wraparound. She asked if partners would be included in the wraparound training that will take place with Dr. Bertram. Mr. Joiner stated that it would depend on the group size that Dr. Bertram is comfortable with. Mr. Joiner will follow up with her. The program does plan to roll the training out to partners at some point.

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Feedback from PEG regarding stipends and taxi vouchers

Ms. Bourne reported that PEG addressed the questions raised at the last fiscal meeting regarding taxi vouchers and stipends. All PEG members agreed that these are vital to maintain family involvement and came up with several options to reduce costs. The ideas included:

- Carpooling
- eliminating food at work group meetings and governing board meetings
- seeking donations for food
- possible discounts from Yellow Cab
- contracting with a shuttle service
- sharing cabs
- more use of teleconference
- scheduling meetings back to back

The group discussed eliminating food and came to a consensus to pare down the amount of food ordered rather than totally eliminating it.

Ms. Sewell proposed developing a policy within PEG for eligibility for receiving stipends and transportation assistance. The group talked about previous discussions regarding these issues. Mr. Joiner and Ms. Christoph will review previous minutes to determine if a decision was made.

Ms. Pettway reported that the program has historically under spent its wraparound funds and may want to look at reallocating some of those funds. Approximately 70% of families' served have some sort of insurance that must be used prior to federal dollars. Mr. Joiner expects that spending in this line will increase however, once fidelity training with staff is complete. The group also discussed an annual maximum that can be spent per family. Mr. Joiner and Ms. Christoph will review previous minutes to determine the maximum and if an exception can be made if needed.

Approval of draft stipend form

A draft of changes made to the parent stipend form was presented for review. The group discussed the qualification of attending half or more of the meeting. Specifically, if the meeting is shorter than the allotted time. The consensus of the group was that attendees need to attend half of the meeting regardless of how long it lasts.

Dr. Schnee asked if the stipend includes transportation. The original intent was that it would include assistance for transportation. Ms. Pettway stated that she recalled that it was to include transportation and child care. It was agreed that this should be readdressed by the work group and that the criteria needs to be well defined. Ms. Foster suggested sending the rules back to PEG. Ms. Sewell added that the families need to develop a policy that will carry forward and should be a part of the policy and procedures. Mr. Joiner and Ms. Christoph will review previous minutes and bring back information regarding the issue.

The meeting was adjourned at 5:32 pm.