

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:	September 14, 2009
Location:	Youth Services Center
Type of Meeting:	Fiscal/Sustainability Work Group
Present:	Brian Baxendale, Julie Bourne, Nichole Christoph, George Ford, Robin Harrison, Harvey Hetzel, Randy Joiner, Curtis Mooney, Beverly Pettway, Steve Schnee, Barbara Sewell, Stephen Williams
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 August 2009 meeting were not available. They will be sent to committee members via email for review.
3.	<p>Mr. Baxendale presented a budget report for the period ending August 31, 2009. It was reported that final approval of the year five reapplication and carry over has been received. The funds are being certified by Commissioner's Court. The current fiscal year ends September 30, 2009. It is expected that the program will roll over approximately \$400,000.00 which needs to be submitted for approval. Ms. Pettway reported that the accounting department is working to allocated salaries in an effort to balance that line item in the budget. The group discussed wraparound services and reviewed a report detailing expenditures as of August 31, 2009. Ms. Sewell does not want to see the funds decreased for this line in the budget. The group also discussed a comment made by the federal site visitors regarding accessing clinical services. The need to track clinical services that are utilized by clients that have private insurance or Medicaid was also discussed. Dr. Mooney asked for information regarding the programs cost per youth. Ms. Pettway will provide that information at the next meeting. It was determined that funding for the Kashmere care team will still be provided by the City of Houston. Mr. Williams suggested a meeting to plan what will need to be done to fund positions and continue services. Mr. Ford further suggested charting out current positions and funding sources. Dr. Mooney added that it is crucial to make decisions regarding blending admin functions.</p> <p>It was decided to recommend that a sub committee be formed consisting of the agency executives and other appointed by the chair to form a sustainability plan. This sub committee should begin meeting as soon as possible.</p>
4. & 5.	Ms. Pettway reported that the program will begin utilizing sign in sheets to assign a value to volunteer hours. This information will be used as supporting documentation for the match requirement. It was also noted that the program needs to capture community events in Evolv.
6.	Mr. Joiner asked to table the conversation regarding stipends and taxi vouchers. Mr. joiner is seeking family involvement in this decision and will report back to this group when more information is available.
7.	It was reported that the site visit went very well. The visitors were very happy with the level of collaboration. Areas on concern included; documentation, amount of time cases are open, and increasing the numbers of families involved in the evaluation.
8.	The group discussed the proposal submitted for the Hogg grant and positions that will be funded.