

**BETTY HARDWICK CENTER
MINUTES OF BOARD OF TRUSTEES' MEETING
March 6, 2018
2616 SOUTH CLACK, ABILENE, TEXAS**



Abilene City Secretary
APR - 6 2018
Filed for Record

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Trustees Present:
Rita Johnston
Michael Whitehorn
Vicky Hicks
Art Casarez
Keith Dowell
Terri Plumlee
Patty Bundick

Staff Present:
Jenny Goode
Jennifer Farrar
Traci Giddings
Nancy Elliot
Dave Merrill

Michael Jones
Theron Cole
Terry Hayhurst
Starla Cason
Kristi Terbush
Deborah Kilpatrick

Trustees Absent:
Dee Moore
Priscilla Rayford

Executive Staff Absent:
Dena Heaton

Guests Present:
Various guests of staff
receiving awards

- 18.07.01. Invocation/Quorum/Recognition of Guests**
Chair, Rita Johnston, called the meeting to order at 5:17 p.m. She stated that a quorum of seven (7) Board members was present. Dr. Whitehorn then delivered the invocation
- 18.07.02. Citizens Comments**
There were no citizens' comments.
- 18.07.03. Employee Awards and Recognition 2nd Quarter**
The following employees were recognized for the years of service.
- | | | |
|----------------|---------|-----------------------------|
| Nancy Elliot | 5 years | MH Program Administrator |
| Dave Merrill | 5 | CLOIP Service Coordinator |
| Adela Brake | 10 | Administrative Assistant |
| Traci Giddings | 15 | ECI Development Coordinator |
- 18.07.04. Training Info/Presentation – ISC Overview**
Mannix Smith, Vice President for the ISC Group provided an overview on our current retirement benefit and discussed current trends in regard to retirement plans in other Community Centers. ISC is the preferred provider by Texas Council. There are two “buckets” of money – the bucket that the employee contributes to and the bucket that BHC contributes to on behalf of the employee. BHC contributes 6% of an employees salary into a 401(a) after 1 year of employment. There is also a tenure match, where BHC will match 1% - 3%, depending on years of service. BHC has 189 employees that are eligible to participate in the retirement plan with 133 employees who actually participate in the plan. Mr. Smith made two recommendations to the Board – Change from a 5 year cliff vesting to a graduated vesting schedule

for matching contributions and to have auto enrollment for new employees. These suggestions will be reviewed

18.07.05. Minutes of February 6, 2018 Board Meeting

On a motion by Keith Dowell, seconded by Vicky Hicks, the Board approved the minutes from the Board meeting on February 6, 2018.

6 For 0 Against 1 Abstained

The Board Chair abstains from voting.

18.07.06. Financial Reports, January, 2018

Due to the turnover in the Accounting Department, there was not a full financial report available. Mrs. Goode reported there was a surplus of \$35,000 for January, 2018.

On a motion by Keith Dowell, seconded by Terri Plumlee, the Board accepted the financial report as presented.

6 For 0 Against 1 Abstained

18.07.07. Review/Discuss Employee Survey

On a motion by Terri Plumlee, seconded by Patty Bundick, the Board accepted the January 2018 Survey and suggested action items as follows:
Turnover – Executive Leadership has been reviewing the units with highest levels of turnover and meeting to strategize on focusing on improvements and
Facility Review – Psychological and Physical Safety, Workflow and Communication.

6 For 0 Against 1 Abstained

18.07.08. Consideration of New FTE's for New Programs

On a motion by Keith Dowell, seconded by Michael Whitehorn, the Board approved additional FTE's for FY 18 programs which include continuation of our Elm Creek Clinic and the Jail Continuity Transitions program.

6 For 0 Against 1 Abstained

18.07.09. Information Items

- Texas Council Conference Dates – June 20-22 in Dallas
- Hoops, Dreams and Goals – March 29 at Howard College in Big Spring. This is a day of basketball and cheerleading competition in conjunction with Intellectual and Developmental Disabilities Month.
- HCS Review – The HCS Review team was here in January. We had a good review with no plan of correction required.
- WTHN 100 Day Challenge/Coordinated Entry – Mrs. Goode provided an update on the 100 day challenge which is an effort to end

homelessness in our community. Over 400 people have been assessed and are in need of housing. Halfway through the challenge, there have been 16 people placed.

- Financial Office Report – We currently have two positions open in the Finance Office: Chief Financial Officer and Staff Accountant.

Community and/or Staff Meetings for the CEO – Mrs. Goode provided a review of the meetings that she and executive staff attended for the month.

18.07.10. Adjournment

The meeting was adjourned at 7:02 p.m. with all business being completed. The next meeting was set for April 3, 2018 at 5:15 p.m.

APPROVED:



Chair, Board of Trustees



for Secretary, Board of Trustees