

# Austin/Travis County Sobriety Center Local Government Corporation

## Board of Directors Meeting

Wednesday, January 11, 2017

### Board of Directors:

Chair: Judge Nancy Hohengarten  
Director: Stephen Strakowski  
Director: Christopher Ziebell  
Director: Craig Moore  
Director: Douglas Smith  
Director: Jana Ortega  
Director: Deborah Hiser  
Director: Bill Brice  
Director: Andy Brown  
Director: Mayor Pro Tem Kathie Tovo  
Director: Commissioner Margaret Gomez  
Ex-Officio: Travis County Judge Sarah Eckhardt  
Ex-Officio: Asst. City Manager Rey Arellano  
Ex-Officio: Asst. Chief Troy Gay  
Ex-Officio: Asst. Chief Jasper Brown  
Ex-Officio: Asst. Director Stephanie Hayden

The Board of Directors of the Austin/Travis County Sobriety Center Local Government Corporation was convened on January 11, 2017 at the Travis County Administrative Building, Room C, Austin, Texas. The following items were considered by the Austin/Travis County Sobriety Center Board of Directors.

**Board Members In Attendance:** Nancy Hohengarten (chair), Bill Brice, Andy Brown, Margaret Gomez, Deborah Hiser, Craig Moore, Jana Ortega, Douglas Smith, Stephen Strakowski, Kathie Tovo **Ex-Officio Members In Attendance:** Rey Arellano, Jason Dusterhoft, Stephanie Hayden, Ernesto Rodriguez, Roger Jefferies

1. Chair Hohengarten called the meeting to order at 6:05 p.m.
2. Approval of the minutes from the November 29, 2016 Austin/Travis County Sobriety Center LGC Board meeting.

**Motion:** Commissioner Gomez made a motion to approve of the minutes as presented. **Second:** Director Ortega. **Vote:** The Board unanimously approved the motion to accept minutes as presented.

3. General citizens/public communication.

There were no citizens present to address the Board.

4. Receive a briefing from the Executive Search Committee and discussion and possible action regarding recruitment of Executive Director.

Chair Hohengarten opened the discussion identifying the members of the Executive Search Committee, which are: Chair Hohengarten and Directors Strakowski, Moore, and Smith. The chair referenced the recruitment/hiring options that were presented to the board at the November 15 meeting, which include: 1) Direct appointment by the board, 2) The board conducting its own recruitment and hiring process, and 3) Contracting with an executive search firm to recruit, screen and present qualified candidates to the board.

The Committee recommended that the board take the following action steps:

- 1) Authorize the Committee to negotiate with and select and recommend an executive

search firm to the board, 2) Authorize the Committee negotiate an agreement with Mission Capital to hire an interim ED through Mission Capital – a local 501(c)(3) that provides organizational and leadership support to nonprofits, and 3) Authorize the chair to contact the Houston Recovery Center ED regarding the possibility of him providing technical support and recommendations on schematic design documents for renovation of the Medical Examiners facility.

To date, about five search firms have submitted proposals ranging in cost from \$24,000 to \$46,000 (plus travel expenses). It is anticipated that this recruitment to hiring process. take 3-4 months. Mission Capital works with local nonprofits providing a range of technical support and interim leadership.

**Motion:** Commissioner Gomez made a motion for the Search Committee to negotiate with executive search firms and for the Committee to bring its recommendation on a selected firm to the board. **Second:** Director Strakowski. **Discussion:** The board discussed the timeline for the hiring process and the need to take action on key issues in the coming months, which may require hiring an interim executive director. Travis County staff, Ken Gaede, provided information on the Medical Examiner's Office renovation timeline and decisions that need to be made in the coming months to keep the project on schedule. The board discussed the need to hire an interim ED until a full-time ED is hired. Rey Arellano clarified that the Committee can negotiate agreements, but board approval is required for all contractual agreements. **Vote:** The board unanimously approved the motion.

**Motion:** Commissioner Gomez made a motion directing the Executive Search Committee to negotiate an agreement with Mission Capital for provision of an interim executive director, and to approve expenditure of up to \$300 to become a Mission Capital member, if that is necessary. **Second:** Director Smith. **Vote:** The board unanimously approved the motion.

**Motion:** Director Hiser made a motion to approve Chair Hohengarten contacting the Houston Recovery Center ED regarding his interest and possible cost of hiring him as a consultant for schematic design. **Second:** Director Moore. **Friendly Amendment:** Director Strakowski made a friendly amendment to allow the chair to negotiate a contract amount up to \$2,000. The amendment was accepted by Directors Hiser and Moore. **Vote:** The board unanimously approved the motion.

5. Discussion and possible action regarding an Interlocal Agreement between the City of Austin and the LGC.

Rey Arellano briefed the board on the ILA process and possible timeline for approval by City Council. Director Hiser offered to work with Rey, as needed.

6. Discussion and possible action regarding the authority to file for IRS 501(c)(3) status, open a bank account, and file documents as needed for State of Texas tax exemptions.

Chair Hohengarten opened the discussion regarding the necessary filings and the need to authorize and appoint board members as signatories.

**Motion:** Chair Hohengarten made a motion to authorize Vice Chair, Andy Brown, and Treasurer, Douglas Smith, to establish a bank account with an appropriate financial institution, to prepare application for 501(c)(3) filing, and to begin the process of filing

other necessary documents with the State. **Second:** Commissioner Gomez. **Vote:** The board unanimously approved the motion.

7. Discussion and possible action regarding the LGC 2017 budget.

Rey Arellano presented the FY 2017 budget. The board discussed the need for temporary office space until the facility opens, the need for private legal counsel, D&O insurance needs, and computer hardware and software needs. Roger Jefferies will explore possible options for temporary office space with Travis County. Director Brown will explore costs and options for private legal counsel, and Director Hayden will research City policy regarding the amount of D&O coverage needed.

8. Discussion of time frames for major milestones.

Rey Arellano presented a proposed timeline identifying key milestones through FY 18.

9. Discussion of need for outside counsel.

This was covered during under agenda item #7.

10. Discussion of proposed dates and times for a tour of the Houston Recovery Center.

Chair Hohengarten recommends holding an off-site board meeting at the Houston Recovery Center late on a Friday night/early Saturday morning to allow the board to see the facility during peak operations. She proposed the nights of January 27/28, February 3/4 and February 9/10. The proposed dates did not work ideally for most of the board members, so the chair will come back with other date options. The board prefers to arrange for a private mini-bus to allow everyone to ride there and back in the same night. Director Brice volunteered to explore transportation options.

11. Discussion of agenda items for the February 8 board meeting.

- Discussion and possible action on following up January 11 board actions:
  - Recommendation on contracting with an executive search firm to hire an executive director – Executive Search Committee
  - Recommendation to contact the Houston Recovery Center ED regarding possible consultation and technical support – Executive Search Committee
  - Recommendation to negotiate an agreement with Mission Capital to hire an interim executive director – Executive Search Committee
  - Discussion and possible action on establishing a bank account and corporate filings – Directors Brown and Smith
- Discussion and possible action regarding policies and processes for expending funds – Director Smith (Treasurer)
- Discussion and possible action on the third floor use of the Medical Examiner's facility – Travis County staff

12. Motion to adjourn

The meeting adjourned at 7:44 p.m.