

1. Office space. Travis County has generously given the Center office space in the Rusk Building at 910 Lavaca. There is a spacious office for the Executive Director and an additional space for an Administrative Assistant. I've gone to the Travis County surplus furniture outlet and selected several pieces that will work for now.
2. Insurance. The Sobering Center is now covered with Directors & Officers insurance policy.
 1. Liability Insurance. Received information on the policy currently being used by Houston Recovery Center. Have an application, but will need to be completed after New ED is on board
3. 990 form. I'm working with our CPA on getting the 990 report for FY17 for Board approval. We anticipate having a draft copy for the January 2018 board meeting (presented by the CPA) with a planned approval at the February 14th meeting. If the board needs more time we can easily request an extension (for no additional charge).
4. Benefits. Met with TriNet and Paychex representatives. Both companies offer a full package of payroll processing, benefits (including medical, retirement, etc.); HR team support, risk & compliance packages. I'll be getting quotes from both. I'd like to get the payroll processing at a minimum in place by January.
5. Construction.
 1. Still waiting for a bid from Trimbuilt who provided the security fencing at the south parking lot.
 2. Access control system. Received a quote for both interior and external security and panic switches.
 3. Still waiting to hear from the City traffic department on allowing the motorized gate.
 4. Travis County is on applying for a demo and building permit with the City Development Office.
6. HOST team. We are working with the City on the third-floor space. Meeting scheduled to discuss budget and how to share costs of utilities and other.
7. The Office of the Medical Examiner has not begun vacating their premises at this time.
8. The City has approved our budget request for \$1,123,359. We have received an extension carrying over our existing funds to FY18. We won't receive additional funds until we have used up the existing ones.
9. The website is almost ready for prime time. I anticipate releasing it to the board in the very near future.
10. Presentation to Public Safety Commission with City of Austin on Monday Nov. 6th