

There have been no significant developments since our last meeting.

## **1. Stakeholders Identification and Engagement**

Traveling on February 15, with Austin Police Department and other Travis county police departments to Houston to talk with Houston Police department about how they operate in Houston.

Meeting with Travis County Constables Offices regarding Sobering center and how they might interact with the Sobering center.

Spending a weekend (Thurs-Sat) with Austin Police Department and UT Police department to gain an understanding of the issues that impact them in terms of utilization. This includes patrols and focus group meetings with officer.

Will start attending briefing with various shifts at Austin Police Department to increase exposure and education of the sobering center. This will likely begin after we finalize the SOP's and GO's.

Scheduling time with EMS in late February and March for riding with EMS units and spending time with the community paramedics.

Meeting with UT officials next week from several departments and beginning the working and planning relationship with them

Meeting with Safe Horns, the parent group of UT.

Reaching out to the Austin Chamber to begin talking with them about education of visitors and how to best plan for annual events and other visitor issues. Also, to discuss several big-ticket projects they are working to bring to Austin and how this might impact the Sobering center.

Starting process of planning community meeting at various neighborhood association.

Have started attending various community advisory and planning groups and have several speaking engagements and presentation coming up in March and April.

Putting together a workgroup through the Department of State Services funded OSAR (BlueBonnet) they are the gate keepers of treatment services in region. The workgroup will begin working on developing downstream treatment services and planning for next grant cycle.

Integral Care intend to revive a stakeholders planning group related to substance abuse service continuum and I plan to get on that group and be part of that conversation.

## **2. Strategic Planning and Infrastructure Development**

**Rhonda G. Patrick, LCSW, MPA**  
**Executive Directors Report**  
**2/14/2018**

We had our preconstruction meeting this week. The building is “cleaned” of trash and remaining furniture and they will begin demo next week. They are still working on the permit but can proceed with demo.

I have completed a shared a draft of the proposed FY 18 budget (you will be revising and approving at board meeting), as well as the draft FY19 budget with our finance committee and also our contract manager at the City of Austin. We no comments or revision requests form the FY18 and they are still looking at FY19.

I plan to begin the hiring process for the two-other member of my executive team and have done some vetting of potential candidate. I have selected who I would like to hire for both the Business and Operation manager and the Data, Information, and Technology Administrator. I do know both of these people and have worked with them on several projects over the last several years. They both have an understanding of the industry, what we are trying to do with the Sober center, and where it fits in the bigger picture of behavioral health care.

### **3. Programmatic Infrastructure**

Finalizing a draft logic model with associated goals and objects for the Board at next meeting. This will be used to build a program design and the program procedures for the sobering center as well as our partners.

I am still in the major information gathering part of the process, but I am coming to a close of initial information gathering so I can move on to building our initial program design.

### **4. Financial Report**

There have been no significant changes since our last meeting. The 990 was mailed to the IRS on 2/8. The approved (spell checked and edited) fiscal policies have been implements. I am cleaning up and clarifying the wording on the procedures and I will have the Business and Operations Manager by 3/1 to help with making sure the procedures are consistent and flow smoothly.

The account balance as of 1/31 is: **\$238,376.49**. We had \$14,746.48 in expenditures for the Month of January the majority which was payroll. I have not reconciled the January books and bank statement as of this report.

The City of Austin plans to take the interlocal agreement before City Council in March/April and will release the 1.1 million in allocated funds at that time. We will have to start will have to start with capital expenditure in March and so I will be asking about the release of fund as soon as possible.