

Austin/Travis County Sobriety Center Local Government Corporation

Board of Directors Meeting Minutes

Wednesday, February 14, 2018

Board of Directors:

Chair: Judge Nancy Hohengarten
Director: Stephen Strakowski
Director: Christopher Ziebell
Director: Craig Moore
Director: Douglas Smith
Director: Jana Ortega
Director: Bill Brice
Director: Andy Brown
Director: Mayor Pro Tem Kathie Tovo
Director: Commissioner Margaret Gomez
Director: Reginald Smith
Ex-Officio: Travis County Roger Jefferies
Ex-Officio: Asst. City Manager Rey Arellano
Ex-Officio: Asst. Chief Justin Newsom
Ex-Officio: Asst. Chief Jasper Brown
Ex-Officio: Interim Director Stephanie Hayden

The Board of Directors of the Austin/Travis County Sobriety Center Local Government Corporation was convened on Wednesday February 14, 2018 at the Travis County Administrative Building, Multipurpose 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, Board Chair; Andy Brown, Vice Chair; Bill Brice, Secretary; Doug Smith, Treasurer; Jana Ortega; Kathie Tovo; Craig Moore, Reginald Smith; **Ex-Officio Members in Attendance:** Roger Jefferies; Rey Arellano; Stephanie Hayden; Jasper Brown; **Staff in Attendance:** Rhonda G. Patrick, Executive Director; Amy Frank, executive Assistant; **Guests:** Council Member Ora Houston

1. Chair Hohengarten called the meeting to order at 5:44 p.m.
2. Approval of the minutes from the January 31, 2018 Board meeting of the Sobering Center.

Motion: Secretary Brice made a motion to approve the minutes with an amendment to add the dates for board meetings for the calendar year. **Second:** Director Tovo. **Vote:** The board voted unanimously in favor of the motion.

3. General citizen communications. None
4. Executive Director Report.
5. Personnel Policy and Procedure.

Motion: Secretary Brice made a motion to postpone approval of the personnel policies of the organization until the next scheduled board meeting. **Second:** Treasurer Smith. **Vote:** The board voted unanimously in favor of the motion.

6. Personnel Classification and Salary Schedule

Motion: Secretary Brice moves to postpone approval of the complete personnel classification and salary plan until the next scheduled board meeting. **Second:** Director Reginald Smith. **Vote:** The board voted unanimously in favor of the motion.

Motion: Vice Chair Brown made a motion to approve the Business and Operation Manager position at the Salary listed in the proposed classification schedule. **Discussion:** Director Ortega and Director Tovo inquired as to the immediate need for the Data, Information and Technology Administrator as part of the complete management

infrastructure. A detailed discussion of the position and purpose occurred. The motion was made by Chair Hohengarten to amend Vice Chair Browns motion to approve the Business and Operation Manager as well as the Data, Information, and Technology Administrator at the salary listed in the classification schedule **Second:** Director Moore. **Vote:** The motion passed with six members in favor with Vice Chair Brown against.

7. Personnel Benefits.

Motion: Secretary Brice made a motion to approve the employee benefits package of the organization with revisions as listed. **Discussion:** The Organization will contribute 10% of the individual salary earned per pay period in the agency sponsored retirement plan. Employees are not required to contribute. Employee will be 100% vested on the 37th month of employment. The proposed holiday schedule will be adopted and will include two personal holidays. Personal Time Office (PTO) and sick leave are accepted as proposed. Health and other insurance plans and contribution amounts are approved as proposed. **Second:** Director Reginald Smith. **Vote:** The board voted unanimously in favor of the motion.

8. Annual Budget.

Motion: Director Tovo made a motion to postpone approval of the FY18 annual budget until a future board meeting. **Second:** Director Reginald Smith. **Vote:** The board voted unanimously in favor of the motion.

9. Fencing, Data Infrastructure, and Security Contract.

Motion: Director Tovo made a motion to approves the proposed bids for fencing from MetalLink; Security Systems from CSI-Texas; and data cabling from Carrol Systems as presented. **Second:** Director Ortega. **Vote:** The board voted unanimously in favor of the motion.

Motion: Secretary Brice made a motion to authorize the Executive Director and his/her successors in office to negotiate, on terms and conditions that he/she may deem advisable, a contract or contracts with any entity/business and to execute said contract or contracts on behalf of the corporation, and further we do hereby give him/her the power and authority to do all things necessary to implement, maintain, amend, or renew said contract. **Discussion:** Board of Directors would like for the agency attorney to review contracts before approved and signed by Executive Director. Would to amend the motion to reflect this request. **Second:** Director Ortega. **Vote:** The board voted unanimously in favor of the motion.

Amended Motion: Secretary Brice made a motion to authorize the Executive Director, in consultation with the agency attorney, and his/her successors in office to negotiate, on terms and conditions that he/she may deem advisable, a contract or contracts with any entity/business and to execute said contract or contracts on behalf of the corporation, and further we do hereby give him/her the power and authority to do all things necessary to implement, maintain, amend, or renew said contract. **Second:** Treasurer Smith. **Vote:** The board voted unanimously in favor of the motion.

10. Public Communication.

Motion to Amend: Director Reginald Smith made a motion to amend the primary contact for public information, initially recorded on March 8, 2017. The Executive

Director will be the primary contact for public information. In the event he/she is not available, the contact will be the Board Chair. And in the event neither persons are available, the contact will be Vice Chair. **Second:** Director Tovo. **Vote:** The board voted unanimously in favor of the motion.

ADJOURN

Motion: Board Chair Hohengarten made a motion to adjourn. **Second:** Director Ortega. **Vote:** The board voted unanimously in favor of the motion.

Meeting adjourned at 8:28 pm