

Austin/Travis County Sobriety Center Local Government Corporation

Board of Directors Meeting Minutes

Wednesday, June 13, 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 April 11, 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: Bill Brice, Secretary; Doug Smith, Treasurer; Craig Moore; Jana Ortega; Reginald Smith; Mayor Pro Tem Kathie Tovo **Ex-Officio Members in Attendance:** Rey Arellano, Roger Jefferies; Stephanie Hayden **Staff in Attendance:** Rhonda G. Patrick, Executive Director; Amy Frank; Danie Connick; Stephanie Uriegas **Guests:** Angel Tijerina; Victoria Garcia

1. Secretary Brice called the meeting to order at 6:06 p.m.
2. Approval of the minutes from the May 9, 2018 Board meeting of the Sobering Center.

Motion: Director D. Smith made a motion to approve the minutes with as presented.

Second: Director R. Smith. **Vote:** The board voted in favor of the motion with Director Tovo abstaining.

3. General citizen communications. None
4. Executive Directors report
5. Treasurer's report and approval. Treasurer Doug Smith reviewed the financial statements and position of the organization.

Motion: Director Moore made a motion to accept the Treasurer's Report. **Second:** Director R. Smith. **Vote:** The board voted unanimously in favor of the motion.

6. Discussion and possible action to approve electronic health record database software bid. Ms. Patrick presented a bid from InSync for provision of health record software purchase and monthly user-license fees.

Motion: Treasurer D. Smith made a motion to accept the InSync bid for \$18,495 Up Front Cost and \$1,925 per month for 25 users for a 3-year term. **Second:** Director Tovo. **Discussion:** The board discussed the contract term, Sobering Center's ownership of all

data, cancellation clauses. The Executive Director will have legal counsel review the contract prior to signing. **Vote:** The board voted unanimously in favor of the motion.

7. Discussion and possible action to approve furniture purchase for Sobering Center.

Motion: Director Ortiz made a motion to accept the 180 Office Solutions bid for \$80,900. **Second:** Director Moore. **Discussion:** The board discussed the possibility of procuring used or donated office equipment and warranties. **Vote:** The board voted unanimously in favor of the motion.

8. Discussion and possible action on purchase of organizational insurance.

The Executive Director updated the board on the process to procure insurance. No bid has been received to date, but cost for general liability and property is estimated to be under \$10,000, which would not require board approval. Sobering Center must have a general liability and property policy by July 1, 2018. Executive Director will apprise board on the status of progress toward obtaining appropriate policy.

9. Discussion and possible action on Travis County Licensing Agreement and Inter-local Agreement with City of Austin, Travis County and Sobering Center.

Motion: Director Moore made a motion to approve of the Executive Director negotiating for amendments to the use, or control of use for subtenant, of the third floor of the 1213 Sabine Street facility. **Second:** Director R. Smith. **Friendly Amendment:** Director Tovo made a friendly amendment that HOST (Homelessness Outreach Street Team) be given priority as a possible subtenant. Directors Moore and R. Smith accepted the Friendly Amendment. **Vote:** The board voted unanimously in favor of the motion.

10. Board chair update – Director Brice for Chair Hohengarten

Board training is scheduled from 2:00-5:00 p.m. Wednesday, July 11, 2018. The July board meeting follow at 5:30 p.m.

Discussion and possible action to create an Executive Committee of the board. The by-laws require board action to approve creation of a committee. The board officers will comprise the executive committee to address needs, issues or matters with the Executive Director prior to board meetings, set the agendas for board meetings, and discuss business that does not require a board vote.

Motion: Director Moore made a motion to approve the formation of an Executive Committee comprised of the officers of the board. **Second:** Director R. Smith. **Friendly Amendment:** Director Ortega made a friendly amendment to include the immediate past chair as a member of the Executive Committee. Directors Moore and R. Smith accepted the friendly amendment. **Vote:** The board voted unanimously in favor of the motion.

Discussion and possible action on Director Andrew Brown stepping down as Vice Chair. Director Brown has submitted a letter of resignation as Vice Chair. His term as Vice Chair ends December 31, 2018. He intends to remain on the board.

Motion: Director Tovo made a motion to accept Director Brown's resignation as Vice Chair, recognizing that he will remain on the board. **Second:** Director Moore. **Vote:** The board voted unanimously in favor of the motion.

Election of a Vice Chair. Secretary Brice called for nominations from the floor for a Vice Chair. Director Ortega nominated herself to be Vice Chair. Without further nominations, Secretary Brice called for a motion.

Motion: Director Moore made a motion to appoint Director Ortega Vice Chair. **Second:** Director D. Smith. **Vote:** The board voted unanimously in favor of the motion.

City Council's June 14, 2018 agenda includes an item to approve the re-appointment of Directors Doug Smith and Reggie Smith to the Sobering Center board.

Adjournment: Without further business before the board, Secretary Brice called for a motion to adjourn.

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

The meeting adjourned at 7:20 p.m.