

1. Stakeholders Identification and Engagement

Law Enforcement:

Met with Travis County Constables Stacy Suits and answered questions related to sobering center and how the constables might best utilize the services. He also broached the subject and expressed an interest in providing security and would like the opportunity to put in a proposal.

I had my ride out with UTPD over a weekend and have a much better understanding of what their exposure to PI is, how the redirect and handle PI, and the relationship between APD and UTPD.

I am planning on asking Chief Newsom to coordinate a meeting of all the key police departments, so I can talk with them all at one time and get a better idea of where they are in terms of utilization and get a better understanding of logistical barriers that may limit utilization. I am going to ask for an early June meeting.

EMS:

I still have a lot of outreach to do with this group including spending time in the units with them to get an understanding of how their process work with intoxicated persons. Additionally, I will be looking to spend some time out with the HOST group, to understand what they might be experiencing in terms of PI, especially during the day.

Community Groups:

UT related: I also have reached out to the EMS group at UT, BeVOCAL, Dean of Students.

I will be reaching out to the Austin, visit Austin, and downtown alliance, and domain business alliance as well.

Starting process of planning community meeting at various neighborhood association.

Putting together a workgroup focused on substance use and “downstream” services for our potential customers. I plan to invite treatment providers, OSAR, Recovery groups- both public and private. This will be a focused workgroup.

2. Strategic Planning and Infrastructure Development

We have been having weekly site meetings as the renovation has progressed. Work has slowed this month due to some unforeseen issues with the physical plant and changes in construction leadership. They estimate we are 1 week behind schedule but believe will still be able to open in August.

Rhonda G. Patrick, PhD, LCSW, MPA
Executive Directors Report
4/11/2018

We have begun the process of bidding out the equipment, furniture, storage, supplies, bedding, and items needed to open the facility. None of these items will be over \$100,000 so we will not need to do an RFP, but we are asking businesses to provide bids and have reached out to the office of minority business at COA.

The draft of the personnel PP is part of this meeting. And are tentatively scheduled for formal action next month (May).

I have completed the draft of Standard Operating Procedures (SOP) for the program services and will send to attorney for his review and comments. Although procedures are not usually approved by the Board, I believe in the case, given the special nature of our services, it will be important the Board at a minimum reviews the SOP's and is given the opportunity for input. I plan to also have these on June Board Meeting.

We posted our manager positions and have started scheduling interviews. We have many good applicants.

We are also organizing a job fair at the Travis county building on 4/30 from 10am-3pm and will be taking application and doing spot interview for screening at that time.

3. Programmatic Infrastructure

I have developed some draft program plans and tools- they are in your information binder. I will start on a more finalized version after the mission/vision activity.

I met with the Innovation Team lead, Kerry O'Connor. A very amazing group of people. We discussed the best use of the 3rd floor and we decided to use some of their team and tools to determine the best use of that space. She explained what the main host need was- daily morning briefings- and I suggested that we have a conference room and a big training area on the second floor that could be used for that. They have offered to "innovate" with the Sobering Center.

I have collected all of the data I needed to complete our program design and set realistic measures for FY19. This will be used as part of our strategic plan as well as our contract with COA for FY19.

Although I have identified the software I would like to use, after meeting with the innovation leadership, they suggested we meet with their data team to help us better understand what data is being collected citywide and help us think through the purpose of the data and how best to collect and report. I will schedule that when our new staff member starts.

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I have developed an outline of an outreach and education plan- attached. As I hire my two supervisors I will be working with them to develop a more comprehensive plan for both outreach and education.

4. Financial Report

City Council approved out funding for FY18 on March 22. We have been talking with COA HHS group about getting the money transferred and this is a slow process. I have a meeting with Stephanie Hayden 4/16/19 to get an update on the interlocal agreement and so forth. Danie is working with our contract manager in regard to the details. We don't have any specific answers and we have communicated that we have large expenses starting.

The account balance as of 3/31/2018 is: **\$145,710.81**. We had **\$74,084.54** in expenditures for the month of March. \$42,318.75 was building improvements.

I will start working on fundraising ideas, so that a fundraising plan can be developed and implemented. I am going to ask the board to start considering different ideas for donation raising and I am going to start looking at foundation and other grants now that I have a basic outline of our program and services.

Our next large expenditure will be furniture, which we have several bids from local companies. Additionally, the organizational insurance, which we also have an agent shopping best price for us.