

**MINUTES OF MEETING**  
**LIFE PATH SYSTEMS BOARD OF TRUSTEES**  
**LifePath Systems**  
**7304 Alma Dr., Plano, TX, Guadalupe Meeting Room**  
**October 26, 2023**

<b>Board Members Present</b>		<b>Staff Members Present</b>	
Rick Crawford	Doug Kowalski	Tammy Mahan	Danielle Sneed
Dona Watson	Matt Duncan	Joanne Huffstetler	Pete Kabira
Matt Duncan	Anne Bramlett	Jennifer Morgan	Brent Phillips-Broadrick
Danny Stasik	Ernest Myers		
<b>Absent:</b> Arthur Cotton, John Donovan, Melvin Thathiah			

**Call to Order:** A quorum was established, and the meeting was called to order at 7:05 PM by Doug Kowalski, Chair, LifePath Systems Board of Trustees.

**011023      Consent Agenda**

Doug Kowalski requested comments or concerns regarding items within the Consent Agenda. There being none,

**MOTION** to approve the Consent Agenda was made by Dona Watson and seconded by Rick Crawford. The motion carried unanimously.

**021023      Public Input and Partner Organizations**

a) **Public Commentary:** Doug Kowalski called for public commentary. No comments.

b) **Foundation Monthly Update:** Keyanta Gaddy, Director of Development, presented the October Foundation Report, pointing out in-kind donations totaled a value of \$10,510.00. The date for the annual LifePath fundraiser, Celebrate to Elevate, is scheduled for April 13, 2024 at Accasia Event Center in Fairview, Texas. The next Foundation Board meeting is scheduled for November 15.

**031023      a) CEO Report**

A summary of administrative and program activities is included in Tammy Mahan's written report. Tammy provided an update on the transition out of IDD Provider Services.

The All-Staff awards ceremony for FY23 was well attended. This year, an additional recognition was added enabling staff members to nominate other staff members based on LifePath's mission, vision, and values. Our educational guest speaker engaged the staff in implementing positive psychology related to work and personal life enhancement.

DPP and CCP reporting is currently underway. The CCP annual cost report is due November 14, 2023 with payment to come in April or May 2024.

Our Communications Director, Deanna Easley, is finalizing the annual FY23 Impact Report. This year, the report will be sent out electronically with print copies available as needed.

Tammy reminded the members that the next Board of Trustees meeting will be December 7 due to the holiday schedule. A venue for the dinner will be determined.

**Committee Reports and Action Items**

- a) **Budget and Finance Committee:** Matt Duncan, Chair, reported. The Finance Committee met to review the September financials and program dashboards. Two items were reviewed for recommendation to the board: (1) Consideration of the building construction note; and (2) Consideration of the Office of Justice Programs Grant Budget for FY24.  
**MOTION:** The Committee recommends approval of the Building Construction Note in the amount of \$10m. The vote to approve was unanimous.
  
- MOTION:** The Committee recommends approval of the proposed FY24 budget for the Bureau of Justice Assistance Plano Police Department Co-Responder Grant.. Approval was unanimous.
  
- b) **Facilities Search Committee:** Ernest Myers, Chair for the Committee, deferred his update to the Executive Session.
  
- c) **Compliance and Quality Committee:** Anne Bramlett, Committee member, reported for Melvin Thathiah, Chair. The Committee met to review two policy updates: (1) Policy 4.01 Rights Protection, which consolidated similar policies; and (2) Policy 7.01 Quality Assurance, which updated legal language.  
**MOTION:** The Committee recommends approval of the amendments as written to Policy 4.01 Rights Protection and to Policy 7.01 Quality Assurance. There being no further discussion, the updated policies were unanimously approved.
  
- d) **Human Resource Committee:** No business to report.
  
- e) **Programs and Communication Committee:** No business to report.
  
- f) **Technology Committee:** No business to report.
  
- g) **Legislative Committee and Texas Council Report:** Rick Crawford reported on recent Texas Council and State legislative activities.

**Executive Session**

The Board convened into Executive Session at 7:27 pm as allowed by Texas Government Code 551.072 (Deliberation about Real Property). No votes of official actions are allowed during the Executive Session. The Board returned to the general session at 7:56 pm.

**MOTION:** Doug Kowalski, Board Chair, called for a motion as a result of discussion within the Executive Session. Ernest Myers, Chair of the Facilities Search Committee recommends approval to allow the CEO to sell the group home residence located at 1313 Mullins, Plano, Texas, at or above the appraised value. Vote to approve was unanimous.

**Chairman's Report****a) Announcements and Upcoming Events**

Doug Kowalski called for members to refer to the Board Calendar in the packet for upcoming opportunities to volunteer or attend for LifePath within the community. He again reminded

the trustees there will not be a board meeting in November due to the holidays, and the meeting will be scheduled for Thursday, December 7.

The Nominating Committee for 2024 officers was assigned to Ernest Myers and Dona Watson. Nominations will be announced at the December 7 meeting.

Doug further commented on the commendable work of the LifePath staff and thanked the directors and staff present.

**b) New Business for Discussion:** No new business was discussed.

**071023      c) Adjournment**

There being no further business, a motion to adjourn was made at 8:15 pm by Dona Watson and seconded by Matt Duncan. Approval was unanimous.

Respectfully Submitted,

Anne Bramlett

Anne Bramlett, Secretary

12-7-23

Date of Approval