

MINUTES OF MEETING
LIFE PATH SYSTEMS BOARD OF TRUSTEES
1515 Heritage Drive, McKinney, Texas, Trinity Meeting Room
May 26, 2022

Board Members Present	Staff Members Present	Guests
Anne Bramlett	Matt Duncan	Jennifer Morgan
Rick Crawford	Arthur Cotten	Brandi Hazelwood
Doug Kowalski	Ernest Myers	Colby McClatchy
		Diann Gregg
		Diane Kazlow
		Kanz Kayfan
		Brent Phillips-Broadrick
		Tammy Mahan
		Jennifer Day
		Pete Kabira
		Keyanta Carpenter
		Willy Villavicencio

Absent: Melvin Thathiah, Dona Watson, Mitch Selman

Call to Order: A quorum was established, and the meeting was called to order at 7:00 PM by Doug Kowalski, Chair of the Board of Trustees.

010522 Consent Agenda

Doug Kowalski requested further comments or discussion of the items within the Consent Agenda. No further questions or discussion were presented.

MOTION to approve the Consent Agenda was made by Ernest Myers and seconded by Anne Bramlett. The motion carried unanimously.

020522 Public Input and Partner Organizations

- a) **Public Commentary:** Doug Kowalski called for public commentary. No public comments were made.
- b) **Foundation Monthly Update:** Diane Kazlow, Director of the Foundation reported. Tupps Brewery will be donating a portion of the proceeds to LifePath raised from their Summer Music Concert Series starting May 29 from 6-9pm. There will be raffles and donations taken at each concert. Jeremiah's Ice is donating 20% of sales when LifePath is mentioned on July 21. North Texas Giving day is scheduled for September 22. The next Sweet Dreams is planned for April 2023. Diane encouraged everyone to participate in the fundraisers for a show of support and appreciation. This year, \$52,000 has been donated back to our programs.

030522 Staff Reports and Board Training

a) **CEO Report**

Tammy Mahan's written monthly report for April was included for trustee review within the meeting packet. Tammy also reported about LifePath response regarding the school shooting that occurred in Uvalde, Texas. An email was sent to all staff expressing consolation and informing them of resources available to them to address anxieties or concerns regarding security precautions at LifePath.

Tammy met with Cedric White with Healing Thine Hearts Ministries to discuss collaboration. Additionally, center staff have been invited to serve on the Sexual Assault Response Team meetings to assist in improving response and follow up.

Meadows Foundation has approved a \$25,000 grant for our LOSS program. This year's expenses to implement this program can be included within this grant.

Tammy reminded the members of the upcoming Texas Council Conference, June 21-23, 2022. Anne Bramlett, Arthur (Trey) Cotten, Ernest Myers, Rick Crawford, and Dona Watson will be attending the conference along with our newest trustee, John Donovan, who was commissioned to our Board to fill the open seat. He has completed board orientation this week and will be attending next month's Board meeting, June 30.

Tammy announced that LifePath's monthly newsletter has been implemented by Deanna Easley, Director of Communications, as part of an overall strategic communications plan. With the increased growth of our employee base, it is important to keep them informed, highlight the good work being accomplished by staff members. Additionally, town hall meetings have been scheduled in McKinney and Plano. Tammy will give a LifePath update and respond to concerns and questions submitted by staff. At Tammy's request, Jennifer Day has also been working on a salary market analysis for 2022 to stay as competitive in the workplace as possible. Employee education opportunities also continue to expand with Fiscal and Compliance instituting educational topics at Lunch and Learn sessions to increase understanding of our policies, procedures, budgeting, and finances. Tammy attended a Public Funds Investment Act training, facilitated by UNT, regarding how we are to use our funding and reiterated this information in the town hall meetings.

Recognition of Service: Tammy presented a 20-year Service award to Rick Crawford in appreciation of his dedication to LifePath Systems.

040522

Committee Reports and Action Items

- a. Budget and Finance Committee:** Matt Duncan reported for the Committee. The Finance Committee met and reviewed and approved the financial statements. No other business to report.
- b. Facilities Search Committee:** Ernest Myers, Chair of the Committee, reported for the Facility Search Committee. The land lease on the property near the county jail for future LifePath expansion was agreed upon at \$10 per year. The following recommendation was presented for consideration and approval by the Board.

MOTION: The Committee moved to give full authorization to Tammy Mahan, CEO, to sign the land lease documents as agreed upon by LifePath and Collin County relative to the property located on Bloomdale. A call for a vote resulted in unanimous approval.

Ernest Myers also reported that the RFP for an architect/engineering vendor for this land resulted in selecting three vendors to present their bids and answer questions from the search committee at a meeting being scheduled. All vendors have behavioral health facilities experience.

- c. Technology Committee:** Arthur Cotten, Chair. No report.
- d. Compliance and Quality Committee:** Anne Bramlett reported for Melvin Thathiah, Chair. The Committee met to review the updated Policy 3.12, Code of Conduct.
MOTION: The Committee recommends consideration and Board approval of the updated Policy 3.12, Code of Conduct, as presented. Ernest Myers seconded the motion and the board approved by unanimous vote.

- e. **Human Resource Committee** – No report.
- f. **Programs and Communication Committee**: Ernest Myers, Chair of the Committee, reported. The Committee met at their routine monthly meeting. Based on review of a new applicant to the BH PNAC recommends as follows:

MOTION: The Committee moves for Board consideration and approval of Debra Campbell to the Behavioral Health PNAC. Vote to approve was unanimous.
- g. **Legislative Committee and Texas Council Report**: Rick Crawford, Chair, reported that Anne Bramlett has been meeting with state representatives regarding group homes rates, day habilitation, and crisis services. Several families presented their stories to educate the meeting participants about real life situations and raise awareness of resident needs. Tammy and Rick were also present at this meeting. Rick also updated the Board on the status of replacing Danette Castle, retiring Executive Director for the Texas Council.

050522

Chairman's Report

a) **Announcements and Upcoming Events**

Doug Kowalski called for members to refer to the Board Calendar for upcoming community opportunities.

- 1) Doug Kowalski reviewed the board committees' membership rosters adding the new board member's assignments. All committee memberships are now complete.

b) **New Business for Discussion**: Rick reminded the members about the recognition for the Volunteers of the Year at the Texas Council Conference. Randy Locke shared that blankets from this organization are being donated to the families in Uvalde, Texas.

060522

There being no further business, motion to adjourn was called by Doug Kowalski at 8:45 PM. Motion to adjourn was made by Ernest Myers, seconded by Matt Duncan. Approval was unanimous.

Respectfully Submitted,

Anne Bramlett, Secretary

Date of Approval